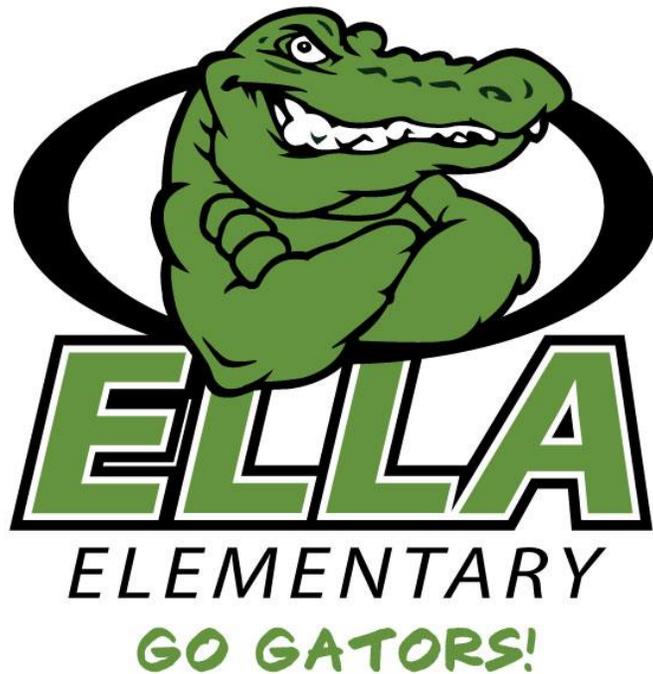


Ella Elementary School

2015-2016



Parent/Student Handbook

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Dear Parents and Students,

Welcome to Ella Elementary- home of the Ella Gators and where kids are Number One! We take pride in helping children grow academically, socially, and emotionally. It is the intention of our staff is to provide the very best educational program possible. We work very hard to continue to have one of the finest schools in the area.

We have the philosophy that every child can and will learn when given the proper support and encouragement. We are committed to providing a variety of teaching techniques to assist each child to grow in his/her own unique way. By working together, we are confident that Ella School will continue to be a great place to learn. Learning is hard work, as is everything worth having, but at Ella School we will try to make learning interesting, challenging and rewarding. By placing a high value on learning and hard work, children will enjoy school and will be better prepared for the world of work and their responsibilities as adults. Some of the things that you can do to help your children to be more successful are:

1. Meet with your child's teacher early in the school year and share any special needs.
2. Become active in the Site Council, English Learners Advisory Council, PTO or other groups that meet at the school.
3. Talk to your child on a daily basis about school and listen to the response. Don't settle for answers like "nothing". Really probe and then commend your child in what he/she has learned.
4. Help your child to build positive study habits by setting up a routine time and place for study. Let your child see that you value education.
5. Periodically spend the day with your child at school. Experience what your child does for six hours a day.

This list could go on but the point is: Build a positive environment around each child. Teach them to value education and to respect their teachers. Establish open, positive communication with the child's teacher and begin by taking an active role in the total education process.

If you have any questions or concerns about programs, practices or procedures, please feel free to call the school. Let's have another outstanding year together!

School Safety

Keeping our campus safe is our first priority. In order to help prevent unnecessary strangers, intruders, and/or unwanted animals on campus and to keep our students within our campus boundaries, we will maintain a closed campus.

What this means is that once school begins each morning the custodians will lock all of the gates on campus. ANY and ALL visitors to the school MUST enter through the front of the school and check-in with the school secretary. If you plan on staying for any time, you will be issued a visitor's badge, which must be worn while on campus to identify yourself as having cleared the front office.

When school is dismissed, ALL students will be dismissed through the front of the school and the side gate on 7th street. Several staff members will be posted at the 7th and Olivehurst crosswalk and corner to help ensure that students cross the street safely.

We are counting upon you, as the parent, to help your child understand the dangers of crossing the street where there is not crosswalk. Students will be instructed to ONLY cross at the corner. Currently there is no crosswalk directly in front of our school, so ALL students needing to cross will cross at the corner, which will be supervised by school staff.

ELLA MISSION STATEMENT:

*The Ella Elementary Community provides a
safe, balanced and structured environment
meeting the personal and academic needs of
the students.*

Vision Statement

We, the staff of Ella Elementary School set fourth this vision of our Learning Community. This vision is based on the expectation that all students will perform at their highest ability in an environment that requires respectful behavior at all times, instills self-confidence and assists students with developing life goals. We have a vision of a learning community that is:

RESPECTFUL

At Ella School respect is an integral part of every interaction in our school. Manners are required. We treat everyone with respect.

TEAM ORIENTED

At Ella School the staff is a professional team that builds each other up and supports each other in all situations.

NURTURING

At Ella School emotional, physical, nutritional, and educational support are provided.

SUPPORTIVE

At Ella School teachers are supportive of a learning environment and therefore are supported by administration, other staff, parents, District Office, and community. At Ella School parents are supported, encouraged and welcomed by establishing a friendly environment where parents feel accepted. This is established by providing parent liaisons, parent education classes, scheduling consistent communication and facilitating an active Parent Teacher Organization.

MOTIVATIONAL

At Ella School everyone is excited about learning. Making learning fun motivates students.

SAFE

At Ella School confidence in safety empowers students to learn and achieve in an atmosphere that will ensure their physical, emotional/psychological and environmental well-being.

SUCCESSFUL

At Ella School we have a formula for success. The more success we experience the more successful we will be.

Achieving Student Success- What Families Can Do

All of us can help each student succeed to the best of their ability by doing some relatively simple tasks:

For students

- Be in school on time, for the full time
- Complete homework assignments
- Ask for help when needed
- Listen and learn and make every effort while in class
- Be a part of his and her school and participate in school events and extra activities
- Do his or her best to get along with students and teachers

For parents at home

- Limit television and video games, especially during homework and study time
- Create a family reading time of 20 minutes a day
- Use a timer to check how many words your child can read per minute and graph progress
- Make charts of his or her progress
- Ask what is happening at school
- Talk with your child about experiences at school
- Hang up your child's best efforts in school work in a special place in the house and point them out when friends and family come over

For health

- Provide a good meal before school (or see that your child has breakfast at school)
- Make sure your student has a nutritious lunch at school
- Make sure your child gets 9-10 hours of sleep a day
- Encourage your child to exercise after school
- Encourage your child to talk about experiences and concerns

For encouragement

- Praise your child for all improvements and efforts
- Value the friendships your child makes at school
- Set up short term and long term goals, and then celebrate with your child when he or she meets them
- Provide trips to the library or museums
- Go with them to the park

- Read books together
- Discuss what they watch on television and how you feel about what the shows are saying
- Visit the school and classroom to show students that you value education

What Students Can Do

To succeed, students need to be willing to learn, to strive to improve, and be prepared to be in school. If a child follows and understands the following creed, success in school is guaranteed!

STUDENT CREED

I am polite and courteous.

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn; therefore,

I will do nothing to keep
the teacher from teaching
and anyone from learning.

I will cooperate with all school people,
respect myself, others,
and the environment.

By acting this way,
I am taking charge of my future.

If it is to be, it is up to me.

I CAN DO IT!!!

Marysville Joint Unified School District

Board Policy

Homework/Makeup Work

BP 6154

Instruction

The Board of Education recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

(cf. 6011 - Academic Standards)

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines and/or after-school centers where students can receive encouragement and clarification about homework assignments from teachers, volunteers and/or more advanced students who are performing community service. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3541 - Transportation Routes and Services)

(cf. 5148 - Child Care and Development)

(cf. 6112 - School Day)

(cf. 6142.4 - Service Learning/Community Service Classes)

Makeup Work

Students who miss school work because of an excused absence or suspension shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

(Education Code 48205)

(cf. 5113 - Absences and Excuses)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal Reference:

EDUCATION CODE

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995

Policy MARYSVILLE JT. UNIFIED SCHOOL DISTRICT

adopted: March 11, 2008 Marysville, California

revised: July 28, 2009

Steps To Success in Doing Homework

The family shows it values study by doing this:

#1

- Prepare a study place with good lighting, a place to write, and comfortable temperature.
- Provide school supplies- pens/pencils, paper, folder, markers, tape, dictionary, scissors, etc.
- Use a drawer or storage box to keep supplies close to study area.

#2

- Set a consistent time for homework- develop a schedule, have homework guideline, consequences for incomplete homework
- Establish a procedure for completing homework- review what needs to be completed, get additional help when needed
- Provide positive feedback and praise for your child when completing homework. Don't make giving incentives routine.

#3

- Questions parents can ask to promote interest in their child's homework:
 - What is your assignment today?
 - Is the assignment clear? (If not, suggest calling a classmate)
 - When is the assignment due?
 - Do you need special resources? i.e. a trip to the library or access to a computer
- Parents should remember that learning is a trial-and-error process.
- Parents should check the child's completed homework for neatness and accuracy.
- Homework's main value, at least in elementary schools, is teaching responsibility and study habits; as well as reinforcing concepts learned at school.

State and School District Academic Requirements

There are specific academic requirements, defined by the State of California, for being promoted from one grade to the next. These requirements are in the core learning subjects of math, reading, and language arts.

Students are tested regularly as part of their classroom assessment. Some of the tests that they take are required by the state of California. The Marysville Joint Unified School District uses test scores and other performance factors to determine if a student is meeting requirements to be promoted to the next grade level. (There will be many opportunities for students to meet or exceed assessments to go to the next grade level.)

If a student does not meet the state and district requirements, the law requires that he or she be retained (not be promoted to the next grade level), or be required to take additional classes in order to meet the academic standards to go to the next grade level.

Ella Elementary School believes that all students can learn and can be academically successful. We also know that all students do not learn in the same way or at the same time. So, to help students who are having difficulty meeting academic requirements, additional help is offered:

- Extended day learning opportunities
- Peer tutoring and other tutoring resources
- Small group work within the classroom

Grades

Report cards are issued at the end of each trimester. The grades will reflect how well your student is doing in all academic areas as well as with social skills. Report cards also indicate if a student is working below, at, or above grade level. It is very important that we work with our students to have them at or above grade level in all academic areas. Progress reports will also be sent home at the middle of each trimester to let parents know how students are progressing.

Registration

The state establishes certain requirements for admission to kindergarten. Marysville Joint Unified School District is bound by these requirements.

Age: Kindergarten – 5 years old on or before October 1st
First Grade – 6 years old on or before November 1st

Documentation: Birth certificate, Baptismal record, passport, or affidavit signed by a Notary Public and proof of residency must be presented when registering a student.

Immunization: All students entering California schools must have the following inoculations, or present an indication that the process has been started:

- DPT (Diphtheria, Whooping cough, Tetanus) – 5 doses
- Polio (Oral or injection) – 3 doses
- Measles, Mumps, Rubella (MMR) – 2 doses
- Hepatitis B – 3 doses
- Chicken Pox – 1 dose or a note from the doctor stating previous contraction
- TB Test – negative within 1 year

Immunization for kindergarten students must be current to register for school. Parents seeking exemption because immunizations are contrary to their beliefs; may seek an exemption form in the school office, If there is a medical reason not to be immunized, we required a note from your doctor. Requirements for children entering first grade are: The Child Health and Disability Prevention Program recommends that all children entering first grade receive a health screening evaluation and present the school a Certificate of School Entry. Parents who choose for their child not to participate can request waivers of the screening requirement available at the County Health Department or from their personal physician.

Medication

Parents are required by law to inform the school of any medication to be taken by the child at school- this includes aspirin. Facts on current dosage and the name of the doctor are needed. All medication must be kept in the school office and will be administered by office personnel. The school must receive administer medication form which you can get from the school office. The form must be signed by the doctor.

Marysville Joint Unified School District

Administrative Regulation

Absences And Excuses

AR 5113
Students

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometry, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. Participation in religious instruction or exercises in accordance with district policy:

(Education Code 46014)

- a. In such instances, the student shall attend at least the minimum school day
- b. The student shall be excused for this purpose on no more than four days per school month

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

Excessive Absences

When a student has had absences in excess of ten percent of days enrolled for the school year, any further absences for illness must be verified by a physician or school personnel. Failure to provide physician or school personnel verification will result in these absences being recorded as unexcused.

The district may, when a student with absences exceeding ten percent of the days enrolled, institute actions intended to improve the student's attendance. These interventions may include, but are not limited to, referral to the District Truancy Officer or other intervention personnel who will make a home visit, the school nurse reviewing illness claims, and/or referral to the School Attendance Review Board (SARB). (Education Code 46011)

Employees Authorized to Verify Absences

1. School nurse or public health nurse
2. Attendance supervisor, school secretary, or attendance clerk
3. Physician

4. Principal or other administrator
5. Teacher
6. Any other qualified employee of the district assigned to make such verifications

Verification Timeline

All absences must be verified within 5 days to be deemed "excused." All absences after this time will be recorded as "unexcused" and may result in a referral to SARB.

(cf. 6154 - Homework/Makeup work)

Regulation MARYSVILLE JT. UNIFIED SCHOOL DISTRICT

approved: March 11, 2008 Marysville, California

Attendance

Absence Notes

Please help us and work to have students in school every day possible. We do not expect students to come to school with illnesses or fevers. All absences still must be with a note on the day of return to school, a call to the office, or may be cleared in person. Excused absences are illness, medical appointment, or death of an immediate family member. Tardies are only excused for illness or medical appointment.

Our staff will monitor and check on students who are not in school. They may make home visits or call to see if there is any way that they can help families ensure that students come to school on a regular basis. Students with unexcused absences or tardies will be monitored closely. We are more than willing to work with families if there is a problem, but attendance in school is a major priority for us.

SARB (Student Attendance Review Board)

After a student receives (3) unexcused absences or more than (3) tardies over 30 minutes, our attendance clerk is required to send a “first” letter home informing the parents or guardian of the absences. If absences or tardies continue, a “second” letter may be sent. This letter will be asking you to attend a meeting with our attendance clerk so that we may clear up the attendance problem at the school site. Please attend this meeting or call to reschedule. If a parent or guardian does not attend, and the attendance problem continues, a referral to SARB and a “third” letter will be sent. The referral to SARB will produce a subpoena to appear before the board. If you have a question regarding this process, please speak with the attendance clerk.

Make-up Work

Regular attendance is necessary to make satisfactory progress. The faculty considers more than five days in any grading period excessive. Make-up work is the responsibility of the student. The first day of return from an absence, the student should ask the teacher for the work they missed, complete the work as soon as possible. If extra help is needed, the staff is always ready to help.

Discipline

Our discipline policy is based on three basic rules:

Be Respectful, Be Responsible, Be Safe

All of us at Ella School pride ourselves on a discipline plan that is firm, fair, and consistent. We will guide our students through specific and intentional instructions of how they are expected to behave in every area of the campus.

We feel that all students have the right to go to school in a safe environment. Also, each student deserves the opportunity to learn free from the influence of disruptive classmates. With these basic principles in mind we have developed policies and procedures that will enable the staff to prepare and deliver to each student, the education program that is desired.

All children are expected to use good manners and good behavior while at school. Ella School is a nice place to learn and, as in any school, rules are necessary to maintain a good learning environment.

When a student breaks a school rule they may be sent to the office to see the Principal or Assistant Principal. The Principal or Assistant Principal will review the discipline referral sent by the staff member, then listen to the student's account of the incident. After reviewing the circumstances of the incident, the bottom section of the referral will be filled out and the student will be informed of the consequences. A copy of the referral will be sent home. A PARENT SIGNATURE IS REQUIRED on the referral when returned to the school the following day. We want the parents to know how their children are behaving in school, whether good or bad.

When a student breaks rules on the playground, they may receive a citation from the playground supervisors. This citation will describe the incident and the consequences that the student received. A copy is sent to the teacher, to the administrator, and to the parent. Please discuss the matter with your child, sign and return the citation to the front office.

Some consequences for poor behavior choices may include: Time out in another class or in the office, standing on the wall or trash duty during recess, phone call to parents, and/or sent home.

Please feel free to call or come by the office to discuss your child's behavior, or if you have any questions.

Playground Rules

Be Safe. Play Fairly. Be Respectful.

1. Stay in the designated play areas
 - a. Students are not to play in the bathroom, hallway, or classroom areas.
 - b. Do not cross red lines.
2. No running on the blacktop
 - a. Play running games in the designated areas on the field.
3. Practice self-control
 - a. No hitting
 - b. No kicking
 - c. No inappropriate touching
 - d. No throwing bark, rocks, sticks, etc.
 - e. No chasing, no roughhousing, and no screaming
 - f. No name calling or obscene language
4. Use all equipment properly
 - a. Jump ropes are for jumping only
 - b. Soccer balls are for kicking only
 - c. All other balls are for bouncing only
5. No playing or socializing in the bathrooms

Vandalism of any sort will not be tolerated and may result in a school suspension.

Suspensions

According to California state law, the following are suspension and expulsion guidelines:

1. Physical injury (with serious injury) all grades would result in a 5 day suspension, and an extension of suspension and a formal recommendation for expulsion.
2. Physical injury (without serious injury) grades K-6 would result in a 1-3 day suspension and a school contract for the rest of the school year. A second offense would result in a 5 day suspension and a suspended expulsion contract.
3. Physical injury threatened- grades 1-6 would result in a 1-3 day suspensions.
4. Possession of a weapon (adhering to the appropriate definitions) all grades would result in a 5 day suspension, and an extension of suspension and a recommendation for a formal expulsion.
5. Possession of a dangerous object (including a laser pointer) grade 1-6 would result in a 3-5 day suspension and a school contract.
6. Selling or furnishing of drugs or alcohol, or possession of any controlled substance, other than alcohol- all grades would result in a 5 day suspension, and an extension of suspension and a recommendation for expulsion.
7. Under the influence of drugs or alcohol- grades 1-6 would result in a 3-5 day suspension, school contract for one school year, which must include a counseling requirement.
8. Selling or furnishing any substance indicated to be other than what it is- grades 1-6 would result in a 3-5 day suspension, school contract for 1 school year, which must include a counseling requirement.
9. Committed or attempted to commit robbery or extortion- grades 1-6 would result in a 3-5 day suspension and a school contract for the remainder of the school year.
10. Defiance or disruption of school activities (of initiated by classroom referral and with appropriate documentation including actions taken by the teacher to correct student's behavior, including teacher suspension) - grades 1-6 would result in a 1, 3, or 5 day suspension. At 20 days the site administrator may recommend a formal expulsion or suspended expulsion contract depending upon the circumstances.
11. Sexual harassment- grades 4-6- 3-5 day suspension, a school contract for the remainder of the school year and required counseling.

Marysville Joint Unified School District Suspension Appeal Guide

Students in the Marysville Joint Unified School District who violate school rules, district policies and/or educational codes are subject to suspension from school. All suspensions must be based on violation of the above-mentioned rules, policies and codes and each student is entitled to due process under the law. If your child has been suspended from school and you wish to appeal this suspension, the following procedures must be followed:

Step 1: Conference with the site principal. If he/she finds that there has been an error in enforcing the rules, policies, education codes or due process was not followed, the site principal has the authority to overturn or amend a suspension at the site. If the principal upholds the suspension and you are not satisfied with the decisions, you may appeal to the **District Suspension Appeal Officer, Jolie Carreon @ 749-6901.**

Step 2: Your appeal must be based on fact and stated in writing. Your written appeal must be presented to the site principal within 24 hours after your conference with the site principal. The reason for the appeal can only be that there was no violation of rules or the administration has made an error in due process.

9*Step 3: The district suspension hearing officer will read and review the written requests for suspension appeal. The hearing officer will decide whether or not to hold the suspension appeal. If a hearing is in order, the hearing officer will contact the parent and set up a meeting with the parent and the school site administrator. If after review of the request for appeal it is determined that insufficient grounds exist for the hearing, the hearing officer will notify the parent that the hearing will not be held and the student will begin to serve the suspension.

The suspended student has the right to attend school after the conference with the principal, provided that the written request for suspension appeal has been delivered to the site principal. If the parent fails to submit in writing the request for appeal within the required 24 hours, the hearing will not be held and the student will begin to serve the suspension immediately.

If procedural requirements are found not have been met, the Coordinator must reverse the suspension and remand the matter to the Principal for correction of the procedural error.

If the Coordinator finds that all procedural requirements were met, and that the offense for which the student may be suspended was committed, the suspension cannot be reversed or altered.

The Coordinator shall render his/her decision within two (2) school days. The decision of the Coordinator regarding any appealed suspension shall be final and binding.

Marysville Joint Unified School District

Board Policy

Bullying

BP 5131.2

Students

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative

school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or

designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyber bullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy MARYSVILLE JT. UNIFIED SCHOOL DISTRICT

adopted: October 23, 2012 Marysville, California

Marysville Joint Unified School District

Administrative Regulation

Dress and Grooming

AR 5132

Students

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Education policy and administrative regulations. These school dress codes shall be regularly reviewed and revised when appropriate. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. Student and parents/guardians will be notified of any changes through written means such as school bulletins and/or newsletters.

The district prohibits any manner of apparel, shoes, accessories or appearance likely to cause a substantial disruption of, or a material interference with, the educational process, student health regulations and site-specific dress and grooming standards enacted by each individual school site. Students cannot opt out of these mandatory dress standards. A student who violates these standards shall be subject to appropriate disciplinary actions.

Students and parents/guardians **(cf. 0420 - School Plans/Site Councils)**

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Student clothing, accessories, shoes and personal items (jackets, headgear, backpacks, handbags, fanny packs, gym bags, notebooks, water bottles, etc.) shall be free of writing, pictures or any other insignia which display crude, vulgar, obscene and/or sexual content, profanity, or drug-related, alcohol-related, or tobacco-related content, advertising or symbols, or which advocate racial or ethnic prejudice, death or violence, or which contain gang-related symbols or insignia.
2. Gang-related attire is strictly prohibited, as defined below and by the specific dress code established at each individual school site.
3. Shoes must be worn at all times.
4. Each school shall allow students to wear sun-protective clothing, including but not limited to hats and caps, for outdoor use during the school day, but must be removed when entering buildings. Bandanas, triangle scarves, beanies and hair nets are prohibited

and shall not constitute “sun-protective” clothing.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. If the width size of pants, shorts or skirts is too large so as to result in the exposure of undergarments, the student shall be required to wear a belt.
7. Belts must be threaded through all belt loops. No belt ends hanging down from the buckle. No chains belts or wallet chains.
Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Gang-related apparel or insignia can include, but is not limited to the following:

1. Some professional team logos as determined by the individual school site
2. Specific gang-related colors as determined by individual school sites.
3. Clothing with lettering styles attributed to local gangs or gang activity as determined by Yuba County Gang Task Force.
4. Prison Insignia
5. Belt buckles with gang-affiliated numbers, symbols or insignia
6. Fingerless gloves

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Enforcement of Dress Code Policy

Students are expected to comply with the district and local school dress codes on a daily basis. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. School administration shall have discretion to determine how a violation can be corrected, which can include, but is not limited to, requiring students to: (a) turn the clothing inside out, or (b) removing the accessory. Parents/Guardians may also be called to bring a change of clothing. Repeated violations will constitute defiance and will be subject to progressive discipline, including, but not limited to, detention and suspension.

Student free speech rights shall not include the wearing of clothing, buttons, armbands or other accouterment that signify or are related to gangs, gang membership or gang activity as provided by Education Code 35183, or are obscene, libelous or slanderous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, or which result in the substantial disruption of the orderly operation of the school.

Student Dress/Grooming Code

At Ella School we believe that the standards of dress and grooming should be primarily the responsibility of the parents, with the understanding that the students will wear appropriate clothing and groom themselves in a manner which reflects good taste, does not violate the rules of decency, offend the standards of the other students or distract from the educational program.

Clothes should be appropriate for all school activities.

- Hats are to be worn outside only
- Hat bill must face forward
- No: tank tops, tube tops, halter tops, muscle shirts, see through tops, belly shirts, spaghetti straps. Shirts must have straps that are at least an inch wide
- Pants must be worn at the waist
- No belts that extend beyond the belt loops
- No droopy/baggy pants or pants that show underwear
- No slip on shoes without a back (they are dangerous when running)
- No elevated heels on shoes (they are dangerous when running)
- No coloring of hair i.e. green, orange, red, blue
- No makeup
- No logos depicting alcohol/drugs/tobacco/sex or demeaning or inappropriate language
- No gang related clothing or paraphernalia

Parents are responsible for seeing that their children follow the dress code. When a student comes to school dressed inappropriately, the parent will be called to bring appropriate clothing.

UNIFORM COMPLAINT PROCEDURES (UCP)

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

2014-2015

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Marysville Joint Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Marysville Joint Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name or Title: Ramiro Carreon

Unit or office: Assistant Superintendent/ Personnel Services or designee:

Address: 1919 B Street, Marysville CA 95901

Phone Number: (530) 749-6144

*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Marysville Joint Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Marysville Joint Unified School District's Decision. The appeal must include a copy of the complaint filed with Marysville Joint Unified School District and a copy of Marysville Joint Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Marysville Joint Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Marysville Joint Unified School District's UCP policy and complaint procedures shall be available free of charge.

Filing a complaint with the Marysville Joint Unified School District

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or

misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, and individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six months from the date of the alleged obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by the superintendent or his/her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in the accordance with our UCP policies and procedures and prepare a written Decision; also known as a final report. This time period may be extended by written agreement of the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Marysville Joint Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We shall issue a Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision should contain:

- (i) the findings of fact based on the evidence gathered,

- (ii) conclusion of law,
- (iii) disposition of the complaint,
- (iv) the rationale for such disposition,
- (v) corrective actions, if any are warranted,
- (vi) notice of the complainant's right to appeal our LEA Decision to the CDE, and
- (vii) procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

State and Federal Laws cited:

1. 34 Code of Federal Regulations [CFR] §§ 300.510-511
2. California Code of Regulations [CCR] Title 5 §§ 4600–4687
3. California Code of Regulations [CCR] Title 5 § 4610(b)
4. California Code of Regulations [CCR] Title 5 § 4622
5. California Code of Regulations [CCR] Title 5 §§ 4630–4631
6. California Education Code [EC] §§ 200, 220, 262.3
7. California Education Code [EC] § 262.3(d)
8. California Education Code [EC] § 35186
9. Government Code [GC] §§ 11135, 11138

Marysville Joint Unified School District

Board Policy

Search And Seizure

BP 5145.12
Students

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Board of Education requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension)

Student Lockers/Desks

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that minimizes or eliminates arbitrary and capricious enforcement by school officials.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Use of Drug-Detection Dogs

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students.

(cf. 5131.6 - Alcohol and Other Drugs)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception

COURT DECISIONS

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

O'Connor v. Ortega, (1987) 107 S.Ct. 1492

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2001)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

WEB SITES

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>

Policy MARYSVILLE JT. UNIFIED SCHOOL DISTRICT

adopted: March 11, 2008 Marysville, California

General Information

Emergency Card

At the beginning of each school year, or whenever a new student enters Ella School, the parent or guardian is given an Emergency Card to fill out. On this card is listed the student's current address, telephone number, parent's work number, and an emergency contact person to be notified in the event the school cannot contact the parent. Please remember to keep the information on this card current. If you move or have a change in telephone number or emergency contact person just call the office and we'll make the changed immediately.

Telephone

The school telephones are for school business only. Students are not permitted to use the school telephones except in cases of emergency. Classroom interruptions are kept to an absolute minimum, so please arrange after school plans with your child in the morning before coming to school. If your child stays after school for extra help or to help his or her teacher, they may use the phone.

Schedule of Classes

Kindergarten 8:25am-12:35pm

Grades 1-5 8:25am-2:25pm

Grades 6 8:00am-2:25pm

Students may arrive at school no earlier than 7:30am for breakfast. No students are allowed on the playground before 7:55am.

Closed Campus

Ella School is a closed campus. This means that no child may leave the school grounds during the school day, unless checked out through the office by a parent or guardian.

Parent Visits to School

Parents are encouraged and welcome to visit our school at any time. Visits with either teachers or other school staff should be by appointment because this will ensure that the people you want to see will be available when you come. For the safety and protection of all students, visitors must first check in at the office before visiting the classroom.

Cafeteria

The cafeteria provides a hot lunch program. Students may purchase their lunch in the morning before school in the cafeteria. A breakfast is also available from 7:30am until 8:25am for those students wishing to purchase a breakfast at school. Please help us by making arrangements to pay for your child's lunch and/or breakfast or by filling out a form for the free or reduced lunch program. Students may not have more than 3 lunch charges. Lunch forms need to be done yearly.

Any student may bring his or her own lunch from home with the following restrictions: NO GUM, NO CANDY, NO SODA/SOFT DRINKS. The entire lunch cannot be composed of one bag of chips. Snacks must be prearranged with the student's teacher and are not to be eaten outside. Glass or breakable containers are not allowed.

Lost and Found

Any items found on school grounds or on buses will be placed in the Lost and Found Box located in the cafeteria. If you are missing articles of clothing, check this box immediately. The school assumes no responsibility for lost or stolen items. We urge you to mark all items and clothing clearly with your child's name.

Bicycles and Skateboards

Skateboards are never allowed at school. Bicycles are to be parked in the racks provided. Bicycles are not allowed anywhere else on school grounds at any time. Park your bicycle properly and always lock your bicycle. The school assumes no liability for any bicycle or bicycle equipment. No student will borrow another student's bicycle at any time. Important reminder: DON'T FORGET YOUR SAFETY HELMET!!

Cell Phones

Cell phones are not allowed to be used on school ground during school hours. Students are permitted to have cell phones however they are required to be put away during school hours either in their backpack or in their teacher's care. The school assumes no responsibility for lost or stolen items. If a student is caught with a cell phone out during prohibited times, the phone will be taken and placed in the office for a parent to pick up. If the student has a second offense the phone will be taken and returned the last day of school.

Site Council/ELAC (English Learners Advisory Committee)

The Ella School Site Council is an elected support group made up of parents and school employees. They meet on a regular basis each month and provide input and decisions into categorical programs- those funded with state and federal funds. The ELAC is an elected group of parents whose children are English learners. This group also consists of parents school employees and they meet on a regular basis to discuss programs and funds for students who are

English learners. These are very active groups and we urge anyone interest in participating to join.

Parent/Community Volunteers

All parents and interest community members are encourages to become involved as volunteers at Ella School. Teachers are always interested in extra support in the classroom, helping students, cutting materials, chaperoning field trips. Please call if you are interested in becoming an Official Volunteer. We would really like to hear from you.