

Main Street Elementary Handbook.

This might have some things that are similar to the District handbook but has more specific details to what we do here at Main Street Elementary.

Los Angeles Unified School District
Local District 5

Main Street Elementary School

129 East 53rd Street
Los Angeles, CA 90011



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SCHOOL HOURS
Instructional Time
2006-2007

Recess Schedule

Kinder (4 classes)		9:30 a.m.	-	9:50 a.m.
Kinder (4 classes)		9:50 a.m.	-	10:10 a.m.
1 st & 5 th Grade	1 st Recess	9:30 a.m.	-	9:50 a.m.
2 nd & 4 th Grade	2 nd Recess	9:50 a.m.	-	10:10 a.m.
3 rd & 4 th Grade	3 rd Recess	10:10 a.m.	-	10:30 a.m.

Lunch Schedules

Pre-K & Kinder	1 st Lunch	11:10 a.m.	-	11:40 a.m.
1 st & 5 th Grade	2 nd Lunch	11:30 a.m.	-	12:10 p.m.
2 nd & 4 th Grade	3 rd Lunch	12:00 p.m.	-	12:40 p.m.
3 rd & 4 th Grade	4 th Lunch	12:30 p.m.	-	1:10 p.m.

PUNCTUALITY – PLAN AHEAD

We request that students arrive at school on time everyday. Your child is considered late if not in the classroom by 8:15 a.m. If your child cannot be in the gate by 8:15 a.m., please have him/her enter through the Main Office and pick up a tardy slip. Students will need to sign-in so that we can keep an accurate record of tardy students.

Students who are late disrupt the program for all others. Please help us start each day on time.

ATTENDANCE

State law requires students to be in school unless they are ill. PLEASE CALL THE SCHOOL ON THE DAY OF ABSENCE (323) 232-4856. IF NO CALL IS MADE, UPON RETURNING TO SCHOOL A CHILD MUST BRING A NOTE FROM HIS OR HER PARENT TO THE OFFICE STATING THE REASON FOR ABSENCE. Illness and bereavement are the only "excused" absences for which the District continues to receive its state apportionment. In the case of unexcused absence, the school receives financial credit for any portion of the day attended. We appreciate the effort extended in having the child attend any portion of a day when full attendance is not possible. Our real interest is in having the child present to learn.

UNAVOIDABLE FORSEEN ABSENCES

Including Travel

If you know your child will be away from school because of travel or other unavoidable circumstances, please arrange two weeks in advance for an Independent study contract. The contract must be created and signed by all parties before the absence begins.

The teacher will prepare a work/study plan that your child can complete each day of the absence. When your child returns they submit the completed work. This will allow your child to stay current with the class work. They may receive credit on their report card as though they were present. If your child is working to achieve perfect attendance the Independent Study will count as though they were present in school.

An Independent Study Contract can be created for one or more days of absence. Please contact the classroom teacher or the office if you would like to arrange an Independent Study Contract. Remember to give two weeks notice so the work may be prepared.

PERFECT ATTENDANCE

Students with perfect attendance will be honored each month. Students with perfect attendance all year long will be honored at the end of the year.

RELEASE OF STUDENT DURING SCHOOL HOURS

In order to assure the maximum degree of safety and protection for children, it is imperative that children do not leave school during school hours, including the lunch period except under these conditions:

If a student is to leave school during school hours, the parent or other authorized person must come to the office and be identified. He/She will be released only in the office and only to a person whose name appears on the EMERGENCY INFORMATION CARD with identification. In case of a serious emergency, all children will be kept at school until they are released by their teacher to a parent or designated adult.

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are offered daily in the school cafeteria. All children qualify for free school meal. Main Street is a closed campus; children are not permitted to walk home for lunch. The first breakfast is served at 7:30 a.m. If your child missed the 7:30 a.m. breakfast, they have a second opportunity to eat breakfast during their recess time.

AFTERSCHOOL PLAYGROUND

The Youth Services After School Program will begin on July 5, 2006 through Friday, June 30, 2007. The playground will open from dismissal until 5:30 p.m., Monday through Friday except for school and legal holidays and Pupil Free

days. There will be no supervision provided after 6:00 p.m. Shortened Tuesday's hours are 1:34 p.m.

The After School program is designed to afford those students capable of independent supervision to and from the playground the opportunity to participate in, organized games and activities. Students must conduct themselves in a manner that is consistent with the rules and regulations established by the Playground Director. If rules are not followed, student can be suspended form the yard and program.

The After-School Playground is not a child care facility and on occasion may be closed in the absence of the Director. If this occurs, the students will be notified prior to the end of the school day that the playground will be closed and they are to go home. Allowances will be made for telephone use so that you may inform your child where to go for care.

All students staying after school must have prior written permission from the parent/guardian and the teacher.

All K-5 students should enter and exit the school through the gates off of Main Street and 53rd or 52nd and Wall before school.

PROFESSIONAL DEVELOPMENT (MINIMUM) DAYS

In order to provide Main Street Elementary students with the most well qualified and highly trained staff possible the district has provided several professional development days for our teachers. We regret any inconvenience with childcare on days scheduled for days off for students. Reminder notices will be send home with your child so you will be able to plan ahead and limit the inconvenience. Child Care services are available through Youth Services until 5:30 p.m. and LA's BEST will be 6:00 p.m.

SCHOOL SECURITY

In an effort to maintain the school security, we are asking all adults, including parents, to enter the school through the main entrance and come to the office first to receive a visitors badge. It is imperative for the safety of our children and school grounds.

Your help is needed in preventing acts of vandalism and school burglaries. If you observe vandalism, burglary or any other acts of suspicious nature during non-school hours, please call the Los Angeles Newton Police Department at (323) 846-6547.

EXPULSION FOR STUDENTS WITH GUNS OR WEAPONS

The Board of Education has ruled that any age student at any grade level bringing guns or weapons or any kind (including, toys or replicas of guns & knives) are subject to arrest and expulsion from the district. Confiscated items will not be returned.

EARTHQUAKE/EMERGENCY PROCEDURES

In an emergency situation all gates will be locked to assure student security. Parents, or designated persons wishing to pick up students, must report to the gate on 53rd Street to complete a student release form. You may be asked to show identification. Parents should then proceed to the release gate to meet students. Following verification of the emergency card, students will be released.

It is the belief of our District that in an emergency, schools are the safest place for our children. The staff has been trained to handle emergency situations and provide students the care and shelter they will need. We want to assure you that the safety of the students will be our highest priority in any emergency.

EMERGENCY INFORMATION

A current Emergency Information card must be on file at the school so that parents/guardians can be promptly notified in case of accident or illness involving their child. Occasionally an emergency arises when it is imperative that we get in touch with you, a neighbor or a relative designated by you. Your cooperation in keeping us up-to-date in regard to new addresses and telephone numbers is most important. In case of an accident, we must be able to get in touch with you. Please be certain that your child's emergency card is up-to-date at all times. We need to have a minimum of three telephone numbers listed on the card.

EMERGENCY INFORMATION CARD & ADDRESS CHANGES

CHANGE OF ADDRESS REMINDER: If you move, it is your responsibility to notify the office in writing of your new address within 30 days and apply for a continuing enrollment permit, which would allow your child to complete the semester. If you do not live in the Main Street area, your child must attend his/her school of residence unless a permit is granted.

STUDENT HEALTH INFORMATION

It has become increasingly necessary that parents be reminded annually of the various legal mandates and District policies/procedures related to student health.

HEALTH REGULATIONS/ABSENCES

When the child returns to school after any absence, State Law requires that the teacher must have a note verifying the number of days absent and the reason for the absence. A child who is absent for one to four days may take the note directly to the teacher. When a child has been absent for more than 5 days, he/she must be readmitted by the school nurse, doctor, principal or have a written note from a private physician. Prolonged absences due to illness, contagious disease, or other reasons, should be reported to the school. Children are susceptible to colds and childhood diseases, and for this reason parents are asked to cooperate in safeguarding other children from infections by keeping their child at home if he or she has a cold, sore throat, cough, headache, nausea, (vomiting), fever, etc.

MEDICATION

Many children require medication during school hours. The school nurse will confer with parent and physician to see if medication can possibly be given outside of school hours. Should this not be the case, the parent must follow the following procedure:

1. Return Parent and Physician Medication Request Forms to the school of attendance.
2. Bring the medication to school in the container received from the pharmacist. The pharmacist's label must indicate: name of student, date, name of doctor, name and specified dosage of medication, and method of administration.

The medication **MUST** be kept in the nurse's office in a locked drawer or cabinet, or other locked location as designated by the principal and nurse. Students are prohibited from keeping any medication including aspirin or cough drops in their possession.

The Parent and Physician Medication Request forms authorize a school nurse to give instructions to non-medical personnel in administration of medication and in special techniques, e.g., hypodermic injection for allergic reactions, etc. The principal and nurse will determine who will administer the medication.

The Parent and Physician Medication Request Forms must be renewed each year. This is the responsibility of the parent.

HEALTH CONCERNS

COMMUNICABLE DISEASES REGULATION

Rashes associated with internal illnesses are almost always considered contagious (Scarlet Fever, Measles, Fifth's or Slapped Cheek Disease, Head-Foot-Mouth Disease, etc.); the child should not be allowed to enter school until their physician states, in a note, that he/she is no longer contagious. Please contact school as soon as possible, if a diagnosis of one of the above is made by your child's physician, especially measles or mumps.

Students may return from Chicken Pox when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes to Impetigo, Ringworm and Scabies need to be properly treated before readmission to school. All exposed and treated Ringworm lesions must be covered at school.

All students having recovered from the above conditions need to re-enter school through the Health Office.

How to Help with HOMEWORK

Homework is assigned to strengthen skills, help develop study skills and extend learning. Homework will be assigned every night except Fridays. You can help children develop their full potential and prepare themselves for the future.

Make sure your child has:

- The same place for homework to be done every day.
- A quiet place to work with good light.
- A regular time each day for doing homework.
- Basic supplies always there (paper, pencils, pens, erasers, markers, ruler, crayons).
- Aids to good organization (assignment calendar, book bag, folders, notebook).
- Your expectation that they will complete the homework.
- Your positive motivation & encouragement for the success of small steps.

Questions to ask your child:

- What is your assignment today?
- Is the assignment clear? If not, suggest calling the school or a classmate.
- When is it due?
- Do you need special resources (a trip to the library, access to a computer, special supplies)?
- Have you started today's assignment? Finished it?

- Is it a long-term assignment? A project report?
- For a major project, would it help to write out the steps or make a schedule?
- Would a practice test be useful?

Other ways to help:

- Look over your child's homework, but don't do the work!
- Meet the teachers early in the year and find out about homework policy.
- Review teacher comments on homework that has been returned.
- Contact the teacher if there is a homework problem or need you cannot resolve.
- Congratulate your child on a job well done!

RSP PROGRAM

Main Street staff includes a full-time resource specialist who meets on a regular basis with students who have identified learning needs. Individualized instruction is provided through use of the SRA program and within the regular classroom setting to meet a wide variety of learning needs such as visual, memory, auditory perception, reversals and concentration problems. I.E.P.'s (Individual Education Plans) identify student needs and the resource and classroom teachers work together to see that needs are being met.

LIBRARY

The library provides a rich, stimulating and creative environment to help create a love and value of books in the students. The library is the center of our curriculum and the symbolic and physical center of the school. The library committee helps to guide the library program and connects the library to the curriculum at each grade level. We have approximately 12,000 books that provide reading and research opportunities for all the students. The library is open for student exploration and enjoyment before school, during recesses, lunch and after school. See library schedules. Teachers may send groups of students to do research. Library skills, research skills, and book exploration are facilitated by the teacher. Parents are responsible for all books their child checks out. Lost or damaged books must be paid for.

TECHNOLOGY

We are implementing the Main Street Technology Plan, which continues to be refined as technological advances are made in the real world. Students currently have access to at least one computer in each classroom that is networked throughout the school and has access to the Internet.

All students visit the computer lab at least once per week. The lab is child friendly and has screened access to the Internet. All students may use the computer lab to take Accelerated Reader comprehension tests. Teachers are implementing technology as a part of the curriculum and not as a separate subject. Each student must have a Technology Use Permit form on file in the school office. (See first day packet).

CLASSROOM VISITATIONS

You are urged to visit the school, meet your child's teacher, and become acquainted with the school program. We ask your cooperation in the following regulations:

1. Obtain a "Visitors Permit" at the office first.
2. Enter and leave the room as quietly as possible.

Do not converse with the teacher during class time.

3. You are requested to limit your visit to 20 minutes.
4. Children may not visit classrooms.

PARENT/TEACHER CONFERENCES

Teachers are usually available for conferences. An appointment should be made because there are often staff meetings and teacher workshops previously scheduled. Parent conferences weeks will be schedule throughout the year. All parents are encouraged to meet with teachers during these weeks. You will receive notice when parent conferences will be held.

CLASSROOM ASSIGNMENTS

All room assignments are tentative. A sincere effort has been made to anticipate the enrollment at each grade level and to organize classes accordingly. It is often necessary to equalize the class size, which results in a change of some classroom assignments during the first weeks of school. If your child is moved to another room it will be a change of room only and does not affect grade placement. You will be notified of any changes if it becomes necessary to make them. We thank you in advance for your cooperation and understanding.

CLASSROOM PARTIES

Classroom parties are limited to 2 per year. Parties will be held for Winter Holidays and at the end of year. Birthday parties for individual students are not celebrated at school but you may make arrangements to share cake or cupcakes at the end of the day. Please speak with your teacher about these arrangements.

DRESS AND GROOMING FOR SCHOOL

The school uniform is encouraged to be worn by all students. Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guide to acceptable school attire. Garments should meet acceptable standards and be appropriate and in good repair. The administration retains the sole discretion to determine if the garment meets this standard.

The following applies to all students whether wearing uniforms or exempt from them:

1. Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel on footwear are highly encouraged. For example, strapless sandals, thongs, bedroom slippers, moccasins and footsies are not acceptable.
2. Extremely brief garments such as jogging shorts, exercise tights, halter tops, bare midriffs, tube tops, net tops, tank tops, spaghetti straps, plunging necklines (front and back) cut-up clothing, bathing suits, gym shorts (except during P.E. classes) and see through, strapless or backless garments are not appropriate.
3. Hairnets, bandanas, hair rollers, clippies, or other grooming aids are not appropriate.
4. Garments, which contain words that are suggestive or have suggestive double meanings of lewdness, obscenity or vulgarity, are not to be worn.
5. Garments with slogans or pictures promoting the use of drugs, alcohol, or substance use will not be allowed.
6. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.
7. Gang attire of any kind is strictly prohibited. Shirts with buttons are to be buttoned at all times.
8. Hat of any kind may be worn with the expressed permission of the principal.
9. Clothing, make-up or hair -do styles that disrupt the educational process are not appropriate, except on school dress-up days.

PROHIBITED PERSONAL PROPERTY

Students are not to have in their possession (including book bags) not to bring the following items to school:

1. Radios, television sets, record players, tape players, and cameras. (With prior written permission of the principal or designee, these items may be brought to school for special occasions).
2. No gang-related jewelry, insignia, colors, paraphernalia (beepers gloves, rags, bandannas plastic hands), materials apparel, clothing or attire which creates animosity or promotes violence between persons or groups may be worn or carried on campus or at school activities. Also prohibited are notebooks, manner of grooming, or gesture, which, by virtue of its color, arrangement, trademark, graffiti or any other attribute, denotes membership in such a group.
3. Gambling devices-dice, playing cards, pogs, etc.
4. Drugs, alcoholic beverages, narcotics, cigarettes, cigarette lighters, matches, and look alike.
5. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
6. Weapons, guns, knives, cake cutters, screw drives, and/or other dangerous items.
7. Toys, especially those that are realistic simulations of guns and knives.

LOST AND FOUND

Lost and unclaimed clothing will be placed in the lost and found rack. Pupils and their parents are encouraged to check the lost and found for missing clothing daily. Small articles of significant value will be kept in the office. All personal articles brought to school should be clearly marked with the child's first and last name. Periodically, clothing left will be donated to charity.

VOLUNTEERS

Main Street loves volunteers! No experience is necessary. We'll train you! If you like working with kids, have a special talent you'd like to share, or just want to be of service to the community, we'll find something you'll love to do here. Help is needed in our workroom cutting out things and running off papers. Contact Alva Gonzalez or Sandra Davis our Community Representative at (323) 232-232-4856. They will arrange a time that is convenient to you.

SCHOOL COUNCILS

Announcements of special school events, Parent Teacher Association, Compensatory Education Advisory Council, English language Advisory Council and School Site Council meetings, will be sent home with your child. Please take a moment to read these bulletins. Remind your child to always bring school bulletins home.

INSURANCE

Student accident insurances by a private carrier is available during the year. Applications forms will be sent home to all parents early in the year.

Main Street Elementary School

Parent Compact

Staff

We understand the importance of the school experience to every student and our role as educators and role models. Therefore, we are committed to carry out the following goals/standards to the best of our ability:

Deliver grade level skills, concepts, and standards using a meaningful and balanced, hands-on approach.

- Strive to meet the individual needs of your child.
- Facilitate and encourage open communication regarding your child's education and progress.
- Provide a safe, positive, and healthy learning environment for your child.
- Communicate homework and class work expectations.

Teacher Signature

Student

I realize that my education is important. I know I am responsible for my own successes. Therefore, I am committed to carrying out the following responsibilities to the best of my ability.

- Arrive to class on time and prepared with the appropriate materials and supplies everyday.
- Take my weekly work/information home to my parents.
- Read and practice math facts every day, and return completed homework on time.
- Be responsible for my own behavior.
- Be a cooperative leader/role model.

- Do my best on all assignments, and always be ready to learn and ask for help with I need it.

Student's Signature

Date

Parent

I understand that my participation in my child's education will help and encourage his/her achievements and positive attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Make sure my child is at school on time.
- Encourage my child to complete his/her homework, and provide a quiet time and place for my child to do homework.
- Review all school communications and return the weekly student homework/reading card.
- Attend school events like Back-to-School Night, Parent Conferences and Open House.
- Encourage my child to read and practice math facts daily.
- Make sure my child gets adequate sleep and eats a healthy diet.
- Support the school and district homework, discipline, and attendance policies.

Parent or Guardian's Signature

Date

HOMEWORK

Homework is an integral part of the instructional program of the District. Homework assignments should be:

- Based on the needs of the group and the individual student.
- Related directly to classroom work.
- Planned for the purpose of reinforcing, extending, enriching, and/or strengthening skills.
- Made only in those areas, which have been taught and learned sufficiently so that the students can perform the assignment correctly.

- Explained thoroughly and clearly understood in terms of content, process, and the due date.
- Checked to assure that they are reasonable, can be completed in the allotted time and allow for the students out of school responsibilities and schedules.
- Planned to be representative of the school and the quality of the instructional program.

Homework should be assigned each day, Monday through Thursday, according to the following guide as established by District, staff and School Site Council:

Kindergarten	15	minutes per night
Grade 1	30-35	minutes per night
Grade 2	30-35	minutes per night
Grade 3	35-45	minutes per night
Grade 4	35-45	minutes per night
Grade 5	50-60	minutes per night

In addition to the times listed above, all students are expected to read or be read to daily. Assignments/projects may be given over an extended period of time which may include weekends as appropriate for the grade level. Parents should be called if a student repeatedly forgets or fails to complete the assignment.

NOTE: Homework is to be related to ongoing class studies and provide needed practice, remediation, or enrichment. Keep homework positive and not punitive.

TEXTBOOKS

EC. 51501: No textbooks, or other instructional materials shall be adopted by the state board or by any governing boards for use in the public schools which contains any matter reflecting adversely upon persons because of their race, color, creed, national origin or ancestry.

EXPECTATIONS FOR STUDENT BEHAVIOR

I. Discipline Program

PHILOSOPHY

The students, staff, and parents of Main Street Elementary School form a unique community of people engaged in the important task of learning. A safe, pleasant learning environment is essential to successful learning.

Everyone benefits from discipline in the schools. Students learn more and develop a feeling of pride because they are part of a productive, orderly learning environment. Instruction is effective when teachers are able to spend more time and effort helping students instead of dealing with behavioral problems. School activities are more fun and rewarding when they are not disrupted by inappropriate behavior. A successful discipline program enables students to work, play and live in a pleasant, safe and orderly environment where they can enjoy greater personal freedom. The responsibility of discipline and for creating this environment rests with the students, staff, and parents. This requires that all three parties work together to meet their responsibilities.

Each student enrolled in Main Street Elementary school will be made aware of acceptable behavior and will be held accountable for his or her actions, behaviors, and conduct at school, on the way to school or on the way from school to home, as well as at school sponsored activities and events. Appropriate behavior will be subject to established consequences. Discipline will be administered in a fair, firm and consistent manner.

II. Rules and Conduct

A. Additional items to consider:

1. Stay on campus during the school day and not leave without permission from authorized personnel.

2. Have regular attendance and make up missed assignments when appropriate.
3. The following personal items are unacceptable: balls, bats, radios/walk man, games not part of class activity, inappropriate reading material, skates, skateboards, wheelies, shoes with wheels, bikes, dangerous objects like matches, knives including kitchen or plastic knives, firecrackers, etc.

B. GENERAL CLASSROOM RULES

Students shall:

1. Enter the room on time, quietly, and prepared with necessary materials, books, homework, etc.
2. Follow directions, practice good manners, and show respect to people and their belongings.
3. Raise hand and wait to be called upon by the teacher before speaking or getting out of the seat.
4. Be responsible for doing and turning in work on time, and making up missed assignments after returning from an absence.
5. Keep hand, feet, and objects to themselves.
6. Not eat snacks, chew gum, or eat anything in the classroom unless given permission to do so by the teacher.

C. Cafeterias Rules

The cafeteria staff handles all lunch money.

Teachers will:

1. Bring the class to the designated line up area.
2. Promptly pick up students at the end of the lunch period.

Students shall:

1. Walk orderly and quietly to and from the cafeteria.

2. Follow directions given by the noon duty supervisors.
3. Remain in designated area during lunch.
4. Fill all spaces at a table before going to an unused table.
5. Eat food and dispose of the trash properly.
6. Stay in seats until dismissed and not bother others.
7. Line up as directed and not wait for anyone and not cut in line for any reason.
8. Clean the area where you sit to eat lunch. Put all trash in proper containers.
9. Not play in the eating area.
10. Always carry the tray with two hands.

D. Walking Rules

Students shall:

1. Stay on sidewalks or in crosswalks. Observe all traffic rules and laws.
2. Be courteous to crossing guards and to neighbors.
3. Arrive no earlier than 7:00 a.m. minutes prior to the beginning of school.
4. Leave skateboards and skates at home. These are not allowed on campus.
5. Go straight home after school and do not harass other students on the way.

E. Auditorium/School Sponsored Activities Rules

1. Enter quietly and sit in the assigned area.
2. Show respect and courtesy to presenters, participants, and guests by not booing, whistling, or making inappropriate comments.
3. Exit quietly when dismissed.

F. Campus/Playground Rules

Students shall:

1. Use equipment and play games appropriately by not:

- Swinging on tetherballs, poles or chains.
- Hanging on volleyball nets.
- Running up or down slides.
- Leaving school to get a ball.

2. Walk in hallways and walkways.

3. Play on the grounds in a safe manner by not:

- | | | |
|---------------|---------------|-----------------------------|
| Fighting | Hitting | Kicking |
| Play fighting | Pushing | Shoving |
| Wrestling | Trading items | Playing computer type games |

4. Freeze when the bell rings then, when told to do so, line up promptly and orderly:

- Do not cut in line or save places.
- Do not Roughhouse while standing in line.

III. Progressive Consequences For Not Following Rules and for Unacceptable Behaviors

If a student fails to follow these guidelines, the teacher/adult in charge and the student will attempt to resolve the behavior problem. If this is not successful, the parent will be contacted and a conference may be arranged. Certain behaviors may result in a student having to go in the opportunity room during recess/lunch.

Offenses of a serious or repeated nature may result in a suspension on or off campus. (EC 48900)

Students who are suspended may not participate in any school activities or programs for the duration of the suspension.

The teacher will handle school-wide infractions, not of a serious nature.

Appropriate, communicated interventions will be used before the child is sent to

the office for discipline by the administrator. Thought papers or consequence papers where learning is the goal are acceptable if the quantity of the assignment is reasonable. When a student receive three behavior citations from the playground the student will spend recess and lunch recess in the opportunity.

Serious Violations will be sent to the Office immediately.

Procedures:

1. Each teacher will:

- Teach rules and give examples of the rules.
- Model the rules.
- Post classroom rules for students to see.
- Collect the signed sheet from the Student handbook indicating that the students and parent have read the rules.
- Enforce all school rules in a fair, firm, and consistent manner.

2. Each student will:

- Listen to the teacher explain the rules.
- Respond to questions about the rules.
- Obey all rules.
- Attend the Best Behavior Assembly
- Sign a statement of understanding at the front of the student handbook and return that sheet to the teacher. Parents also must sign the statement.

3. Each Campus Aide, Teacher, Supervision Aide, Assistant Principal, Principal or other adult on duty will:

- Monitor student behavior.
- Teach and model the rules.
- Explain and re-teach rules when they are broken.
- Write up a referral/behavioral citation action for repeated and severe violations of the rules.
- Refer violators first to their classroom teacher for disciplinary action unless the student's action is suspendable. Suspendable action should be sent to an administrator. Note: We owe it to ourselves and our colleagues to, as much as possible; keep the power of discipline in the hands of the offender's classroom teacher.

LOST AND FOUND

Many articles become lost or are left unclaimed. All personal belongings should be marked. There is a coat rack located in the cafeteria for loss sweaters, jackets, etc. Small items such as watches, jewelry, etc. are to be turned in to the office. Items not claimed by the end of the school year will be given to charity.

PUPIL/PEDESTRIAN SAFETY

If you drive your children to school, be very careful when you drop them off or pick them up. You are urged to drop off or pick up your child on the school side of the street. It is dangerous and against the law to have children cross the street in the middle of the block or double park in front of the school. Please help our child by your good example. Your cooperation may prevent a serious accident. It would be wise to make arrangements concerning where your child should meet you, if you do not pick him/her up after school especially on days of inclement weather or if you are late. Ten minutes after the close of school, students are to be picked up from the yard and not from in front of the school as there is no supervision available.

PARKING

To ensure safety of all students:

- All parking areas are reserved for school personnel.
- The area in front of the school is reserved for buses from 6:30 a.m., during school days. Please read the parking signs carefully.

Parents are asked to consider the safety of ALL our children when dropping off and picking up children. **NO DOUBLE PARKING AT ANY TIME.** Also, do not stop across the street and allow your child to cross unattended.

If you have school business to attend to, please use street parking during school hours. Your cooperation is very much appreciated.

CLOTHES FOR SCHOOL

We believe that coming to school properly groomed helps establish a worthwhile life-long habit. Students are required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. Sturdy, comfortable clothing is recommended for school. The school day is busy and active one. Proper shoes are important. The physical education program is active. Children should wear shoes that give them the best possible support. "Slips ons" or thongs represent hazards on the playground and should not be worn. Girls and boys should wear socks to

protect their feet and ankles at all times. Long dresses also represent hazards and are inappropriate for regular school activity. "Baggy" clothes (shirts, shorts and pants) are also not appropriate attire. If the pants fall without the use of a belt, they are considered "baggy". This is a safety issue for our students and your cooperating is appreciated.

ANIMALS

Animals other than those brought specifically for class purposes are prohibited on the school grounds during class sessions. Children must have their teacher's permission before bringing pets to school. Any animals, reptile, or insect brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal found on the school grounds during class sessions is subject to impoundment by the Animal Shelter.

BICYCLE AND PEDESTRIAN SAFETY

All bike riders must abide by the State laws and school rules regarding bike riding. This includes wearing a helmet. Students violating these laws or rules will have their privilege to ride a bike to school revoked.

With written parent permission, students may ride their bicycles to school. They must walk their bikes to and from the bike racks and lock their bikes to the racks. No students are to loiter around the racks. Bike riding is not allowed on the school grounds. Parents should discuss bicycle and pedestrian safety with their children.

BUS TRANSPORTATION

Only those children who are regular bus riders may ride the bus. Riders wishing to get off at a different stop must have WRITTEN PARENT PERMISSION INITIALED BY THE PRINCIPAL. Regulations also prohibit the transporting of animals or glass containers. All students are issued a pamphlet on bus rules. Parents should review with their children proper behavior both on the bus and at the bus stops. Students must follow the directions of the driver and show him or her proper respect. Violation of bus rules will result in citations sent home and/or denial of bus privileges.

PARENTS ON CAMPUS

Parents are encouraged to become involved with their child's educational process.

Parents who are on campus must sign in at the front desk in front of the main office, even if the teacher has given you prior approval. It is important for the security of all on this campus that the office is aware of all visitors to our campus. While we welcome parents to our school to observe the excellent educational programs we offer, conference times need to be arranged outside the instructional day.

SCHOOL SITE COUNCIL

School Site Council is a body in compliance with state law that guides the direction of our School Site Plan. If you are interested in being elected to serve on our School Site council call Title I Coordinator.

TARDINESS

Students who report late to school must report FIRST to the office before going to class. In the case of frequent tardiness, parents will be contacted. Please make every attempt to have your child arrive on time. When students are late, they miss important learning time, distract the teacher from teaching and disturb other students trying to learn. Students who are tardy to class will be given an appropriate consequence. Repeated tardiness will require a parent conference.

TRANSPORTING STUDENTS

Staff is not to transport students in their private vehicles without proper authorization.

VISITORS AND ENTRY ONTO SCHOOL GROUNDS

We welcome and encourage school and classroom visitors. State law requires that ALL visitors on campus (no matter how short the stay or whether you enter a classroom or not) register in the office and obtain permission to enter the school grounds. PLEASE DO NOT ENTER THE SCHOOL GATE OR HALLS to drop your child off at the classroom or pick your child up, unless you have signed in at the office and OBTAINED VISITORS PASS. Knowing who is on campus will help us provide for the SAFETY and SECURITY of all students. Of course, your nametag will also help to introduce you to all of our school staff, so they can make you feel welcome!

GANG SYMBOLS/GRAFFITI

Any student wearing or carrying overt gang paraphernalia, symbols, or making gestures that symbolize gang membership shall be referred to the principal or

designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary.

In case of questionable dress (not covered in the rules listed above), the site administrator will make the final decision. Appropriate action will be taken at that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

POLICIES

RACE, COLOR CREED, ORIGIN, ANCESTRY

EC. 51500: No teacher shall give instruction nor shall a school district sponsor any activity, which reflects adversely upon persons because of their race, color, creed, national origin, or ancestry.