

Important School Information

ATTENDANCE and TARDIES

ABSENCES

When students are absent, please notify the office either by phone (562)789-7151 or a written note as soon as possible. The note must include: student's first and last name, the date(s) of absence, reason for absence, and the signature of a parent or guardian. With an absence of three days or more, parents should notify the school office by telephone.

Excused Absences include: personal illness; medical/dental/optometry appointments; attendance at funeral services for a member of the immediate family; quarantine; justifiable personal reasons upon advance written request by the parent/guardian and the approval of the principal or designee. **Any absence due to a reason that is not mentioned above is considered an unexcused absence.**

Whenever possible, please schedule medical/dental/optometry appointments before or after school, especially if the student is in an official attendance intervention program. Students are expected to come to school before and/or after the appointment if they would receive at least one hour of instruction. Attendance at funeral services is limited to one day for services in California or three days for services conducted out of state. "Immediate family" is defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the student's immediate household. Justifiable personal reasons are: subpoena, participation in religious holidays, instruction, or religious ceremonies. (EWCSO Administrative Regulations 5113)

If for any reason your child is ill and needs to be out of school more than two weeks, please let us know immediately so we can work with you to arrange home instruction. A home study teacher may be available to assist students in first through fifth grade if your doctor deems it necessary.

LONG ABSENCES DURING THE YEAR

Please note that we will drop students from school who undertake long absences during the year. This will not apply to absences for medical reasons. This applies to students that are out of the area traveling with their parents or staying with relatives in a different location. Upon your return from an extended absence, you will need to re-enroll your child, and we may need to place him/her in a different classroom depending on space limitations. **We ask that parents make every effort to plan vacations and other activities during non-school time.** When students miss two or three weeks of school during the year, they get behind in their schoolwork and it is impossible to make up this lost instructional time.

An Independent Study contract may be available for a student who is going to be away from school for more than five days. At least two weeks notice is necessary to prepare and meet with parent and student to explain and sign the contract. When the assigned work is completed and turned, in the absences becomes excused.

STUDENTS LEAVING SCHOOL EARLY

Parent requests for children to leave during the school day should be in writing. The child will be released from the classroom when you arrive to minimize missed class time. Before a child can be released, a parent or an authorized person (name must be listed on the orange emergency card) must sign the child out in the front office. No one under the age of 18 will be permitted to remove a child from the campus. To insure the safety of our students, a picture form of identification will be required of individuals signing students out. There will be no exceptions.

TARDIES

School begins at 8:15 AM for grades 1-5, 8:10 kindergarten. All students must be at school on time. Tardiness is regarded as a serious problem. **Three (3) tardies a trimester are considered excessive.** Tardiness is not only damaging to the late student who will find it hard to orient him/herself in a class that has already started, but is also extremely disruptive to the classmates who were at school on time and are already engaged in learning. Students who are tardy must report to the office to receive an admittance slip to class. Every effort must be made to get your child to school on time everyday.

TRUANCY

A student is considered truant who has three full days unexcused absents or has three unexcused tardies of more than 30-minutes each in one school year or any combination thereof. If a student is late 30 minutes or more, a parent or an adult must come into the office with him/her to sign the student in. Students with attendance concerns may be involved with one or more involuntary attendance interventions.

MEALS AT SCHOOL

Meals eaten at school may be purchased daily, exact change recommended or prepaid online through MySchoolBucks.com. MySchoolBucks.com offers a secure transaction that accepts VISA or MasterCard as a means of adding money to your child's meal account (see EWCSO.org website for details). Another option is to use the pre-payment envelope available in the school office. No personal checks.

FREE OR REDUCED

If your child was receiving a free or reduced price last June, he/she will receive the same benefits during the grade period of SEPTEMBER ONLY, but a new application must be completed and processed prior to October 1 to continue receiving this benefit. It takes approximately 10 business days to process the application after receipt at the district. Beginning October 1, if your application has not been processed you will need to begin paying full price for breakfast and lunch.

BREAKFAST

Breakfast is served in the classroom, beginning at 8:15 AM. We encourage you to take advantage of this breakfast program. Breakfast is \$1.00. Those who qualify for free or reduced lunch will also qualify for free or reduced breakfast. The reduced price of breakfast is 25 cents.

LUNCH

The price for school purchased lunches is \$1.50 including milk. We encourage all students to prepay for lunch and/or breakfast. For students who bring lunch from home, milk or juice is available for 30 cents per $\frac{1}{2}$ pint. We all forget occasionally, but please do not make a habit of bringing your child's lunch or money to the office after school begins. In the event a student forgets his/her lunch or lunch money, peanut butter, crackers and milk will be given to the child to sustain him/her until they can eat at home.

EMERGENCY INFORMATION

EMERGENCY CARDS

It is very important that the school office has each student's current address and home, cell phone and business telephone numbers of parents at all times. The school also needs the names and phone numbers of adults that would be willing to pick up the student in case of emergency and/or illness if the parent is unable. It is critical that emergency cards be filled out completely with accurate information. If there is a change, please notify the teacher or office and we will send home a new emergency card to be filled out. We will not release students to anyone not listed on the emergency card.

CHANGE OF ADDRESS OR PHONE NUMBER

Please advise the school office immediately of any changes in address, telephone number, or of people to contact in case of an emergency. If a change of address is anticipated which will cause your child to change schools or need a permit, please notify the school secretary as soon as possible. Permit procedures can be obtained from the district office or a transfer form can be obtained from the school office.

COMPACT - STUDENT, PARENT, TEACHER PLEDGE

Schools receiving Title 1 funds are required to implement a student-parent-teacher compact that outlines how parents, the student and school staff will share the responsibility for student achievement. You, your child and your child's teacher will all sign this pledge. It is important to the success of students that all who sign the compact take their responsibility seriously. We encourage you to read it, discuss it with your child and refer to it frequently throughout the school year.

DISCIPLINE PLAN

La Colima School appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the self-control necessary for learning.

LA COLIMA SCHOOL CODE OF CONDUCT

Treat Other People the Way You Want to be Treated

We expect our students to understand that character and honor are as important as intelligence. The Code of Conduct provides a strong guideline for La Colima students. We must continue to work together to enable our students to be citizens of strong character and self-disciplined people, and to always follow the Golden Rule.

La Colima students will show respect.

Treat adults and students with respect.
Obey established rules (classroom, playground, school and community).
Wait for others to finish speaking before they speak.
Use polite language and manners.
Take care of school materials and property.

La Colima students will learn to solve their own problems.

Identify the problem.
information.
Generate ideas that could become solutions.
Make a reasonable decision.

La Colima students will learn to make good decisions.

Consider other people's feelings.
Behave in a safe manner.
Use appropriate language.
Work and play cooperatively.
Follow the dress code.

La Colima students will learn an effective work ethic.

Attend school every day, unless ill. Ask questions to get
Arrive to class on time.
Have materials organized and ready.
Be prepared to work.
Complete assignments and turn them in on time.
Be proud of what you produce.
Have parents read school communications and sign them when
requested.

SCHOOL RULES

Students will treat people and property with respect. Students will behave in a safe manner at all times. Students will use appropriate language at school. Students will follow the district wide dress code. Students will come to school prepared to learn.

PLAYGROUND RULES

Any problem on the playground will initiate a campus report to the classroom teacher.

- 1) Play in a safe manner.
- 2) Kick ball only on large grass field (not on blacktop).
- 3) Tag or chase games not allowed.
- 4) School equipment only. No equipment, toys, etc. from home.
- 5) Ropes are only to be used for jumping.
- 6) Students will use "school rules" when playing games.
- 7) Use playground equipment correctly.
- 8) Students may not leave the playground area without a note.
- 9) Students will abide by the freeze bell until released by staff.
- 10) Students are expected to walk in the halls and on the blacktop.
- 11) Students may run only on the large field.
- 12) Students may not play or gather in the restrooms.
- 13) School personnel may restrict the use of any game or area when necessary for student safety.
- 14) Games played at PE may not necessarily be appropriate during recess.

CAFETERIA RULES

- 1) Students will line up in an orderly manner.
- 2) Students will keep hands and feet to themselves.
- 3) Students will use inside voices and good table manners.
- 4) Students will stay seated and raise their hand for help or to be excused.
- 5) Students will remain seated until dismissed by noon duty supervisor.
- 6) All students (non eaters included) will sit at tables for 15 minutes before being dismissed to go play.

POSITIVE REWARD POSSIBILITIES

Classroom recognitions	Exemplary Effort Award
Classroom tickets for "store"	Positive phone calls home
Positive Progress Reports	Good News Postcard home
Outstanding Citizen Award	Reading Log Award
Random Act of Kindness Recognition	

POSSIBLE NEGATIVE CONSEQUENCES

- 1) Lose recess (maintain bathroom privileges only)
- 2) Student telephones parent at home or work
- 3) Student composed letter to parent
- 4) Progress Report
- 5) Behavior Contract
- 6) Time out in another room
- 7) Lose privilege of participation in activity
- 8) Detention for poor behavior
- 9) Detained after school
- 10) Parent conference

A severe infraction could result in the following:

- 11) Conference with principal
- 12) Suspension (in school or at home)

It is our intent to notify parents and get them involved whenever there is a serious or ongoing problem.

DRESS CODE

The East Whittier Board of Education recognizes the need to provide a safe and wholesome environment. They have established board policies (5132 and 5136) which prohibit the wearing or display of clothing, jewelry or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive; or which promote the use/abuse of drugs and/or alcohol.

The following types of clothing are prohibited:

Spaghetti straps. Straps on tops and blouses must be at least one inch wide.

Halter, low cut or see-through tops.

Any top that does not cover the midriff.

Soft-sole moccasins, toeless or backless shoes, or beach type flip-flops or sandals.

Short-shorts.

Cut-off or frayed shorts or pants.

Oversized, baggy clothing, including pants (waists & legs).

Extra long white T-shirts.

Caps/hats (except for sun protection)

Hair cuts (such a Mohawk cut or colors that bring undue attention to an individual)

Extremes in dress and grooming, which are unsafe or bring attention to an individual, affect pupil behavior/attitude and interfere with the school program, will not be permitted.

PICK UP AND DROP OFF OF STUDENTS

There is limited parking for parents and visitors in the Colima Road and Miller Road parking lots. Please do not stop in areas reserved for busses, or park in unauthorized areas. **To help with the flow of traffic it is necessary that when dropping off and picking up students you stay in your car, pull to the curb and move forward as traffic allows.** Do not leave cars unattended in loading zones or driveways, do not double park, and do not block the middle lane. **The middle lane is for exiting only, no loading or unloading.** Please be patient and courteous during this time. The safety of La Colima students is the priority.

Parents/guardians/child care providers are asked not to linger around the classrooms or playground when bringing students to school or picking them up. Everyone is asked to wait on the sidewalk in front of the school (Miller Rd.) or on the sidewalk beside the school outside the gate (Colima Rd.).

Other school policies in alphabetical order

ANIMALS ON SCHOOL GROUNDS

Preventing pets from following students to school will reduce hazards for both the animal and the children. For the safety of students, family pets should not be brought onto the school grounds or into the school office for any reason. We believe that it is in the best interest of safety that parents not walk or bring their dogs or pets to the school when dropping off or picking up their children.

BICYCLES

The East Whittier City School District advises that only students in grades four (4) and above to ride bicycles to school. A bike pass must be obtained from the office prior to riding a bicycle to school. As of January, 1995 the wearing of helmets while riding a bike became legally mandatory. We require that all students riding bicycles to and from school wear a helmet.

Students are to walk their bicycles as soon as they come on sidewalks of the school grounds. No bicycle riding is permitted on school grounds. All bicycles must be left in the bicycle racks and must be chained or locked. The school is not responsible for stolen bikes or bike parts. Skateboards, scooters, roller blades and skate shoes (heelies) are not allowed on campus.

BIRTHDAY CELEBRATIONS

If you wish to share treats with your child's class, please **contact the teacher at least one full day in advance**. Any birthday treats at school must include all students in your child's classroom and be purchased, not home made. See Wellness Policy for healthy suggestion. The student will be called from the classroom to pick up the treats at the discretion of the teacher. The school classroom is not the appropriate place to have a birthday party or to distribute birthday party invitations. Balloons and/or flowers are best given at home; they are not permitted in the classroom.

CELL PHONES

School Board policy (5131) states that if a student brings a cellular/digital phone to school it must be turned off during the school day while on campus and kept inside a backpack, pocket or purse **at all times**. The school is not responsible for loss, theft, or damage to the cell phone. If a student violates this policy the phone will be confiscated and delivered to the Principal or designee who will contact the parent. Students using these devices on campus for text-messaging or taking photos will be subject to suspension or expulsion.

DANGEROUS OBJECTS/WEAPONS

Education Code 48900 states that no student can bring and/or possess any weapon or dangerous object on any campus. This includes laser pointers, toy guns, or knives or any kind or replicas of dangerous weapons. Any student possessing a dangerous item will be subject to suspension and/or expulsion.

DISASTER DISMISSAL PROCEDURES

When a disaster happens, every parent wants to be sure their child is safe and being cared for or supervised. The following procedures are designed to get this information to you or to return your child to you as soon as possible. In case of disaster, do not telephone the school. The telephone will be needed for emergency communications. If at all possible, walk instead of driving to the school. Driving will only add to the traffic congestion and impedes the progress of emergency vehicles.

In the event of a natural disaster or civil disruption, the principal shall retain students at the building when:

1. The District office specifically advises the principal by telephone not to release students.
2. The reports generated over the radio in the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense that it is unsafe to leave the building, due to damage that would impede the ability of an average adult to safely traverse a route home.

Adults coming on campus to pick up students will be expected to follow student release procedures that are in place. Before releasing a child, the following will be required of the adult to whom the child is released: picture identification, signature, phone number and address.

La Colima has procedures in place and supplies stored in the event of an emergency. For further information on our disaster preparedness, a copy of the school's safety plan is available for your review in the school office.

EVENING EVENTS

Throughout the year we hold a variety of school events at night such as: Back to School Night, Open House, Parent Nights, PTA events, School Programs, etc. Children may not attend these events unless they are accompanied by a parent or other responsible adult. **It is important that children remain with their parents or the adult who brought them at all times.** There is no supervision and therefore no protection for them on the playground or in the halls. They should not be allowed to play unsupervised on the school grounds. Middle school students may not come unless they are accompanied by parents and stay with parents throughout the event. Scooters, skateboards, roller blades, shoe skates, balls and bicycles are not allowed at these events. These policies are designed to ensure the safety of students. It is critical that parents supervise children they bring to evening events.

FIELD TRIPS

Field trips are planned to enhance classroom activities and to serve an educational purpose. Parents will be notified of each field trip and asked to sign a permission slip stating that their child may attend the field trip with their class. The school reserves the authority to prohibit student attendance on field trips if a student has poor classroom or playground self-control or has been disruptive/disobedient on previous field trips and is, therefore, a danger to himself/herself or others.

GATES

For the safety of all children, the campus gates will be locked between 8:20 and 2:30 (1:30 on Tuesdays) daily.

HOMEWORK

All students should read the required number of grade level minutes in addition to the assigned homework.

It is the policy of the Board of Education (6154) that homework is a part of the total instructional program. Teachers provide homework that reinforces classroom learning objectives based on student needs and abilities. The purpose of homework is to reinforce previous learning, develop independent study skills, and encourage parent involvement. For students to be successful, parent support of homework is essential. When students repeatedly fail to do their homework, parents/guardians will be notified so that we may work together to help student be successful. If you have any questions regarding homework, please contact your child's teacher for clarification.

HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations: In a shelter; motel, vehicle, or campground; on the street; in an abandoned building, trailer; or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find afford housing, your school aged children have specific rights in regards to schooling.

Your children have the right to: Go to school, no matter where you live or how long you have lived there; continue in the school they attended before they became homeless, the school they last attended or the school in the attendance area where they are currently living; receive transportation to the school they attended before your family became homeless or the school they last attended, if you request such transportation; attend a school and participate in school programs with children who are not homeless; enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment; enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment; receive the same special programs and services, if needed, as provided to all other children served in these programs; have the opportunity to participate in the education of your child.

When you move, you should do the following: Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school; contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances; ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

If you need further assistance, please contact Amy Larson at the East Whittier City School District Office at 562-907-5933.

LOST AND FOUND

Please mark all coats, sweaters and other personal property clearly with your child's first and last name prior to being brought to school. Lost articles are placed on a clothing rack in the cafeteria and kept for one (1) month. Please have your child check this clothing rack when articles are missing. Each month all unclaimed articles will be donated to a local charity.

MEDICATION

No student may have any medication (prescription or over the counter) in his/her possession. Students who need to take any type of medicine must leave it in the nurse's office and it will be administered by the school nurse or secretary.

In accordance with California Education Code - Section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of

the child's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. Medication is not permitted without a doctor's prescription. The school must receive: 1) a written statement from a doctor detailing the method, amount, and time schedules by which medication is to be taken; and 2) a written statement from the parents or guardian indicating that they desire the school personnel to assist the child in taking the medication.

PARENT CONFERENCES

Formal Parent/Teacher conferences are scheduled twice each year. To obtain a more complete picture of your child's ability and progress, you are encouraged to confer with your child's teacher during the scheduled conferencing period. Please feel free to set up additional conferences with your child's teacher throughout the year whenever you have questions or concerns.

PROGRAM IMPROVEMENT DAYS

Every Tuesday afternoon is designated as a Program Improvement Day (PID). All students in grades 1 through 5 will be dismissed at 1:30 and kindergarten at 1:25. This provides teachers time to collaborate on lessons and activities, attend inservices, and look at ways in which we may improve the educational program offered to students. **It is imperative that you pick your child up promptly at the designated time.**

RAINY DAYS AND EMERGENCIES

Plan with your child in advance as to where he/she should meet you on a rainy day or in an emergency. This will save several calls to the school office and your child will feel secure knowing these arrangements.

REPORT CARDS

Report cards are issued three times a year. They are designed to provide information regarding student progress towards meeting grade level standards, competency in subject matter, growth in work habits, and citizenship/attitude. Space for teacher comments is included to note areas of commendation and/or concern.

SCHOOL SITE COUNCIL

School Site Council is a committee made up of parents, teachers, and staff members who plan the school program and make decisions regarding budget items. An election is held in the fall to determine who will serve on School Site Council. It is a two year term with monthly meetings. Parents wishing to get more information about this committee may call the office at (562)789-7200.

SCHOOL PROPERTY/BOOKS

The law states that parents are liable for all damage to school property, including books damaged or lost. Students who lose or damage books will be required to pay for replacement of the book. We also require that textbooks be covered. Students writing on and/or defacing or damaging school property will be expected to clean up or replace the object.

SKATEBOARDS/SCOOTERS/ROLLER BLADES/SHOE SKATES

Skateboards, scooters, roller blades, or shoe skates (heelies) are not permitted on school during the school day or after school hours. These items on school grounds will be taken from students and parents will be asked to come and retrieve them.

STUDENTS ON SCHOOL GROUNDS

Supervision is provided for students at 8:05 AM each school day. Students are NOT to be on the grounds before this time. When students are dismissed at the end of the day, they are to leave the school grounds immediately unless they are being detained by the teacher. The responsibility for each student's safety and welfare after they leave school is the parent/guardian.

TELEPHONE

Student use of the telephone is kept to a minimum, but is available when necessary. Please make arrangements with your child ahead of time about rainy day plans, minimum day plans, going home with friends, etc. to avoid unnecessary use of the telephone.

TOYS/MONEY

Students are not to bring toys or any kind of playground balls from home to school. The school is not responsible for broken or lost items brought from home. Students should avoid bring money to school. Money could be lost, given away or stolen and it is extremely difficult or impossible to recover. Meals may be prepaid to the student's account. (Refer to ewcsd.org for details).

TRANSFERS

Please notify the office if your child is transferring from La Colima to another school at any time during the year.

VISITATIONS

CLASSROOM OBSERVATIONS

We encourage and welcome parents to visit and observe the teaching and learning occurring in our classrooms.

Making an appointment 24 hours in advance with the principal will ensure that you will see a typical day, allow you to visit at the appropriate time if there is a particular area of your child's classroom work which you wish to observe. Small children are NOT permitted during the visit. The visit will be at a time convenient to the school and the parent/visitor. Observations will be limited to fifteen (15) minutes, once a trimester.

All visitors must sign in at the office and pick up a visitor pass. No one is allowed in a classroom or on campus without identification and confirmation from the teacher.

PARENT INVOLVEMENT

You are encouraged to become actively involved in your child's education through the PTA and/or by becoming a parent volunteer. Parent volunteers are welcome, but we ask that you first arrange it with your child's teacher and check in at the school office before proceeding to the classroom.

WELLNESS POLICY

The East Whittier School District has adopted a School Wellness Policy to help students acquire healthier eating and exercise habits. Since children learn by example, the district is encouraging all staff, teachers and parents to be good role models. Nutritious snacks and treats for classrooms may include: fresh cut fruit or vegetables, popcorn, juice bars, yogurt pops, cheese and crackers, animal or graham crackers, granola bars, trail mix, rice krispie treats, pretzels, baked chips, string cheese. Please avoid bring cupcakes or items of high sugar or high fat content. More information is available on the District Wellness policy at www.ewcsd.org.