

Murphy Ranch Elementary



MURPHY RANCH MUSTANGS

PARENT / STUDENT HANDBOOK

Murphy Ranch Elementary School
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Principal: Steven A. Dorsey Email sdorsey@ewcsd.org

East Whittier City School District
14535 E. Whittier Blvd., Whittier, CA 90605

Revised 8/08

Principals Message

Dear Murphy Ranch Parent,

Welcome to the 2008-2009 school year at Murphy Ranch Elementary School. The educational community here, at "The Ranch," is very excited to begin. It will be a great year of exceptional instruction, from exceptional teachers, for our exceptional children!

There are a lot of new changes here at "The Ranch" starting with me, your new Principal. I am very pleased to be here to work in the great learning community that Murphy Ranch has created. It is a high priority for me to maintain the high level of parent/community involvement and foster even more. Your continued commitment in conjunction with the outstanding instruction, provided by the staff, will keep Murphy Ranch leading in the academic arena both in the East Whittier City School District as well as in the state of California.

In this handbook, you will find the information regarding schedules, procedures, and services that will assist in the success of every student. Please read through it carefully and do not hesitate to contact us if there is a question as we will be more than happy to assist you.

A big part of the change this year is the new fencing around "The Ranch". Please make sure you read the drop-off and pick-up procedures to help our year start out smoothly. It will be important that you allow enough time in the morning to make sure students are on time and in class ready to receive instruction. Attendance and punctuality are very important to your child's education.

Murphy Ranch Elementary School is committed to the belief that all students can attain mastery of essential skills and that teachers will use a wide array of strategies to ensure that the students achieve this mastery and provide a quick response to help students who are struggling to learn. It is with your cooperation and support that we, the family of "The Ranch", will push our students to be prepared for whatever the 21st century will require of them.

"Success is a peace of mind which is a direct result of self-satisfaction in knowing you made the effort to become the best of which you are capable."

John Wooden

If we may ever be of assistance to you please do not hesitate to contact us by using the phone or e-mail address on the cover of this handbook.

Sincerely,

Steven A. Dorsey
Principal
Murphy Ranch Elementary School

East Whittier City School District Philosophy Statement

It is the aim of the East Whittier City School District to provide students with the knowledge of those academic skills and concepts that they must learn and apply to function effectively in our society. The District, in partnership with parents, endeavors to motivate, inspire and encourage all students to use their unique potentials to reach their highest level of academic achievement and emotional and physical well being.

East Whittier City School District Mission Statement

The East Whittier City School District is a learning organization of valued members whose mission, in partnership with the whole community, is to stimulate and support students to become lifelong learners and contributing members of a literate, skilled and responsible society.

Murphy Ranch School Mission Statement

Murphy Ranch is a school that genuinely cares about the social, emotional and academic needs of all students and provides a well-rounded, rigorous, and standards-based curriculum to meet those needs. Our mission is to improve learning so that every student will experience success.

East Whittier City School District Goals

All students will reach high academic standards, attaining proficiency or better in reading, writing and mathematics. Teachers will engage and challenge all students with enriched standards-based instruction, providing additional support for students with special needs through a variety of strategies, including differentiated instruction, small group instruction, ongoing assessment, increased access to technology, and other best practices.

All limited-English proficient students will reach high academic standards attaining proficiency or better in reading, writing and mathematics. Students will be taught by teachers trained in ELD strategies and will participate in mainstream English, sheltered English Immersion, and transitional programs to support their acquisition of English.

All students will be educated in learning environments that are safe, drug-free and conducive to learning. Schools will support students' physical, social, emotional, intellectual and psychological development and will address barriers to student learning.

All students will be taught by highly qualified teachers. The recruitment, selection, training and retention of a high quality staff will be a priority.

Murphy Ranch Goals

- I Students, parents, and teachers will be a valued and contributing member of the Murphy Ranch Community
- II Every child will read at grade level or above
- III Murphy Ranch will continue to maintain a high level of positive support for each

child as he/she works to master the standard skills set by the district and state curriculum.

MURPHY RANCH Mustangs Daily Schedule



Kindergarten

8:25 to 11:30 - Early Day Kindergarten

11:10 to 2:30 - Late Day Kindergarten

8:25 to 2:15 - Full Day Kindergarten

On Tuesday late kindergarten classes are from 10:10 to 1:30.

On Tuesday Full Day Kindergarten classes are from 8:25 to 1:30

Grades K(Full Day) ,1 & 2

M,W, TH and F

8:25	Class Begins
8:25-10:00	Class Time
10:00-10:20	Recess
10:20-11:50	Class Time
11:50-12:30	Lunch
12:30-2:30	Class Time
2:30 (2:15 K)	Dismissal

Tuesday(Program

Implementation Day)

8:25	Class Begins
8:25-10:00	Class Time
10:00-10:20	Recess
10:20-11:50	Class Time
11:50-12:30	Lunch
12:30-1:30	Class Time
1:30	Dismissal

Grades 3,4 & 5

M, W, TH & F

8:13	Class Begins
8:13-10:30	Class Time
10:25-10:45	Recess
10:50-12:15	Class Time
12:15-12:55	Lunch
12:55-2:30	Class Time
2:30	Dismissal

Tuesday(Program

Implementation Day)

8:13	Class Begins
8:13-10:30	Class Time
10:25-10:45	Recess
10:50-12:15	Class Time
12:15-12:55	Lunch
12:55-1:30	Class Time
1:30	Dismissal

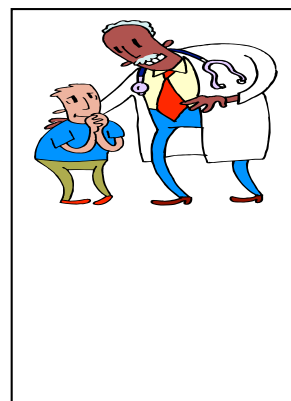
*Last Day of School: Everyone attends 8:10 - 11:40

GENERAL INFORMATION

ABSENCES

Each day of attendance is important to a child's academic growth. However, to protect your child's health and that of his/her classmates, no child should be sent to school with symptoms of illness.

Upon appropriate verification, absence for one or more of the following reasons is allowable . . . illness, quarantine, medical, dental, chiropractic or optometric services, and attending funeral services for a member of the student's immediate family to the extent of one day in California and three (3) days outside of California. Up to five (5) days is allowable when a student is excluded to obtain proper immunization. EWCSB Board Policy AR 5113(a)



Please call the school office by 10:00 a.m. if your child will be absent from school. If it is not possible to telephone the school and the school does not get in touch with you, please send a written note with your child upon his/her return to school. The note must include the child's name, date(s) of the absence, reason for absence, and the signature of a parent or guardian. If you know ahead of time that your child will be absent, please notify the school office and the child's teacher.

*Assignments missed due to an excused absence may be made up within an appropriate period of time. Typically, students will have the same number of days to make up work as the number of days they were absent.

*Permits may be canceled for poor attendance or tardiness.

AFTER SCHOOL ACCESS TO CLASSROOMS

Students occasionally arrive home having forgotten books or materials needed to complete homework assignments. As organization and responsibility are two essential skills being taught at school, access to classrooms, after school has been dismissed, is not allowed. In an effort to help students learn the skills necessary for remembering their materials, our policy is to have a clean up and dismissal period where preparation to go home is part of class time. Special Consideration: If a child returns during the first few minutes after being released from class and the teacher is still in the classroom, the student will be welcomed back for the pick-up of items. However, as teachers may be at meetings, this is not always possible. Custodians and other staff do not have permission to open classrooms to parents or students.

AWARDS

The staff of Murphy Ranch School believes that positive reinforcement of appropriate behavior and academic achievements is very important. As a result many opportunities are taken to recognize success. Award opportunities are tiered, so that as children achieve greater independence in their work, they can be rewarded for those greater expectations.

Kindergarten

Attendance Awards (98% Attendance)

Grade 1

Attendance Awards (98% Attendance)

Student of the Month

Reading Counts

Grade 2

Attendance Awards (98% Attendance)

Student of the Month

Reading Counts Awards

Exemplary Effort Awards

Grade 3

Attendance Awards (98% Attendance)

Student of the Month

Reading Counts Awards

Exemplary Effort Awards

CST (California Standards Test) Awards (Trimester 1)

Grade 4

Attendance Awards (98% Attendance)

Student of the Month

Reading Counts Awards

Exemplary Effort Awards

CST (California Standards Test) Awards (Trimester 1)

Honor Roll Awards (Trimester III)

Grade 5

Attendance Awards (98% Attendance)

Student of the Month

Reading Counts Awards

Exemplary Student Awards

CST (California Standards Test) Awards (Trimester 1)

Presidential Awards (Trimester II)

Honor Roll Awards (Trimester III)

Physical Fitness Awards (Trimester III)

Additionally, students are recognized for participation in such activities as Student Service, Valet Drop-off Program, and Reflections Contest. We encourage family to join us at the Trimester Awards Assemblies to participate in the celebration of excellence.

BICYCLE REGULATIONS

The East Whittier City School District allows students in grades 4 and higher to ride bicycles to school. Please review safe bicycle practices with your child and remember that all students must wear a helmet when riding their bicycles. Students must walk their bicycles on campus at all times. Bicycles must be left in the bicycle racks and chained or locked at all times. The school is not responsible for lost or stolen bicycles or bicycle parts. Students who are unable to abide by safety rules will lose the privilege of riding their bicycles to school.

Skateboards, rollerblades, skates and scooters are not permitted on campus. *Shoes with retractable skates built into the soles are not allowed on campus.

CARE OF BOOKS & BINDERS

Children are expected to take care of their books & school-owned binders. All lost or damaged school and library materials must be paid for before the last day of school. Report cards can be withheld if payment has not been received.

CHANGE OF PERSONAL INFORMATION

Please notify the office any time there has been a change of address, telephone number or work location. This is particularly important for your child in case of an emergency.

COMPLAINT PROCEDURE

Complaints or concerns regarding school personnel should be made directly to those individuals within 10 working days after the alleged incident. If unresolved at this level, the parent should contact the Principal. The complete complaint procedure is available in the office. Please remember, conflicts sometimes arise between people who share the same goal, that being the best interest of the student. Do not try to resolve those conflicts in front of the children. That is not in their best interest.

DISASTERS

In the event of a disaster, the East Whittier City School District Disaster Plan outlines the procedures that will be used to protect children while they are at school. The purpose of the plan is to keep your child safe and to ensure the release of students as soon as possible. It is not intended to provide long term shelter. Our PTA organizes the collection of some emergency food supplies each year should short term sheltering be necessary.

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

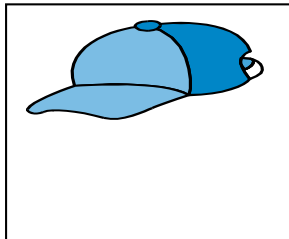
the building when:

1. The District office specifically advises the Principal by telephone or other communication device not to release students.
2. The reports generated over the radio on the Emergency Broadcast System indicate, in the Principal's judgment, 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 fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains or any other damage that would impede the ability of an average child to safely traverse a route home.

Children will be released to those individuals named on the emergency card. The following will be required of the adult (18 years or older) to whom the child is released:

Picture identification
Signature
Telephone number
Location where the child will be taken

DRESS CODE



- Clothes should be clean and free from dirt, soil or odor.
- Hairstyles cannot be unnatural, bizarre or extravagant
- No Makeup
- Shoes must be safe for usual school activities
(e.g. thongs, tennis shoes with built in skates are not appropriate)
 - No clothing which depicts violence, obscenity, alcohol, gangs or graffiti
- No low cut tops, bare midriff, strapless tops, spaghetti straps, underwear showing, inappropriate tank tops
- No shorts or dresses with length shorter than mid-thigh
- Hats & Sunglasses can be worn only outside

Additional Guidelines provided by the East Whittier City School District are banned for safety reasons, as they can be misinterpreted as being-gang related clothing:

- Oversized, baggy clothing, including pants (waist and legs)
- White T-shirts, white tank tops and prison-type jackets
- Oversized belts/initial or insignia buckles, steel-toed boots
- All caps/knit or other hats not worn specifically for sun protection (this includes hats with visors worn backwards)

Students must be dressed correctly to be at school. If a child is not correctly dressed he/she must change clothes here at school or parents will be contacted to bring appropriate clothing.

If you are not sure whether or not a piece of clothing is appropriate, ask your teacher or the principal. A child can be suspended for breaking the dress code.

DISCIPLINE

Our students have the right to a safe and secure school environment. The school, in cooperation with parents and the Board of Education, will work to achieve an optimal learning environment for all students. In the mail, you will receive a copy of the District's Discipline Policy, which delineates expected student behavior. I encourage you to read it and discuss its content with your child. During Back to School Night all Murphy Ranch teachers will review their classroom discipline plan. Permits may be cancelled for excessive disciplinary problems

Standards and Rules for Students

- **Be responsible.**
- **Be considerate and kind.**
- **Be in control.**
- **Be smart ... make good decisions.**

School Wide

- **Keep hands and feet to yourself**
- **No horseplay/ running**
- **No gum**
- **Follow instructions of the staff.**

Transitions

1. Walk directly to and from the restroom, office, or other classes.(with a hall pass)
2. Do not touch any property belonging to teachers or other students without permission (this includes animals or special projects that may be on display).
3. Arrive at school no earlier than 8:00 a.m. and go directly to the lunch tables. (or cafeteria on rainy days)
4. If you arrive at school early, before the gates are opened, for any reason wait in front of the office for the supervising teacher.
5. After school, go directly to your assigned waiting area to be picked up.
6. If you are walking home after school, leave immediately.

Rules for the Halls

1. Always walk in the halls.
2. Keep your hands, feet and objects to yourselves.
3. Do not hang from pipes or beams anywhere in the school.
4. Balls may not be bounced, thrown, or played with in the halls.
5. No skateboarding, biking, or rollerblading on campus at any time

Rules for Library and Classrooms

1. Obey classroom rules.
2. All books leaving the library must be checked out first.
3. Respect schoolbooks by not writing in them.
4. Items may not be taken from other students or teachers without their permission.
5. Students may not be in a classroom unless supervised by a teacher, custodian, aide, or principal

Rules for the Office

1. You must have a permission slip from your teacher to be in the office.
2. Wait politely for the secretary to give you her attention.
3. If you are sitting in the office for any reason, please be respectful of the work being done and remain quiet.

Rules for the Playground

1. Abide by the rules of the games on the playground.
2. Abide by the rules of use for the stationary playground equipment.
3. You may not borrow equipment from other tubs when up at recess.
4. If walking in groups, do not bother other students at play.
5. Everyone may play school games at recess; **you can not exclude individuals.**
6. If you join a soccer game late in the recess, you need to find a partner to play opposite you.
7. Get permission from the supervisor or teacher on duty before leaving the playground.
8. When you are on the sidewalk, always walk.
9. Walk around or step over all walls on the playground; do not jump over them.
10. Walk around games in progress.
11. Do not play on the trees or roots of the trees.
12. Balls are the only articles to be thrown on the playground. A ball is to be thrown only to someone who is expecting to receive it.
13. Soccer balls and kick balls are the only balls that may be kicked.
14. All ball kicking is restricted to the grass area.
15. Baseballs and hard balls are not allowed on the playground.
16. Personal equipment is to be brought to school only with the permission of the teacher. **You can not exclude individuals from games even when personal equipment is used.** The school is not responsible for any personal equipment that is lost or stolen.
17. The supervising adult may restrict the use of any play areas or any game or activity he/she feels necessary for student safety.
18. At the bell ending recess, all play stops and students are to immediately freeze until the supervisor blows the whistle. Upon the sound of the whistle, the students are to walk directly to their line and sit down. Students may choose to crouch or squat.

Rules for Lunch

1. You may sit with friends at your assigned table only.
2. You may talk with people at your table **only**.
3. You may **not** change seats once seated.
4. Students will wait at their table until dismissed by a noon supervisor to go to the playground.
5. You will be dismissed by table (according to polite manners and cleanliness) to throw away your trash and walk up to the playground.
6. You may not throw food of any kind.
7. All unopened food should be taken home.
8. 5th Grade – **ONLY** 5th graders will be allowed to sit on the grass next to the lunch area. This is a privilege given to 5th graders. No one will be allowed to sit on the sidewalks or wall. If food or trash becomes a problem, students will be reassigned to the tables.

Consequences

It is your responsibility to follow all school rules. When you choose not to follow the rules, there will be a consequence. The consequence will be depends on the seriousness of your behavior. It also depends on how often you break the rules. The consequences can be such things as:

Warning	Counseling	Sent to the Office
Parent Contact	Parent Conference	Being Benched
Recess Detention	After-School Detention	Suspension

Offenses that may lead to your Suspension

The following are examples of activities that often result in suspension. It is not meant to be a complete list, but to give you information about why most suspensions happen.

1. Purposefully injuring other students.
2. Using profanity.
3. Defacing school property: graffiti on desks, chairs, in bathrooms, etc.
4. Theft
5. Defiance
6. Sexual harassment
7. Possession of a dangerous object.
8. Group intimidation of another student.
9. Having or selling illegal substances on campus.
10. Bring a look-alike weapons to school
11. Bringing air-guns or paint guns on school grounds before, during or after school.
12. Repeated offences of any rule*
13. Being sent to the office more than four times*

* These offenses indicate chronic defiance of authority.

HOMEWORK (District Board Policy 6154)

It is the intent of the East Whittier City School District Board of Education that homework be an integral part of the total instructional program. Its purpose is to reinforce previous learning, develop independent study skills and encourage parent involvement in the instructional process. The amount of time the average student is expected to spend on homework each day is indicated below:

- Grades K-2 10-30 minutes per night
- Grades 3-5 30-60 minutes per night

What if your child continually finishes homework early or doesn't seem to have enough homework?

- Focus on quality. We try to instill in students the need for quality work. If quality is a concern, it is often the result of students thinking that the quicker they finish, the quicker they can go out to play. You can set up a homework period at home that meets your expectations for time spent on homework. They can fill the remainder of the time with reading, writing short stories to share with their teacher/family members, write letters to family members, practice arithmetic skills, or practice penmanship. You will find that if students know that they are going to work for a certain period of time regardless of whether or not the school assignments have been finished, they will slow down and produce quality work. If they are still finished early, these other activities will serve to enhance their education.

What if your child continually has homework that takes a great deal of time beyond the recommended homework guidelines?

- First, monitor their homework closely to determine if they are staying on task throughout the time. Sometimes when children are alone in their bedroom doing homework, they tend to become distracted frequently.
- Second, if you've determined that they are regularly taking longer than the recommended guidelines, contact your teacher to set up a conference. Specific timelines are difficult as each child works at a different pace. It is important to work together with your teacher.
- Third, sometimes homework time is extended due to long term projects. Some children try to complete six-week projects in the last two weeks. To deter this from happening, work with your child to set up a schedule for a long-term project work immediately when the assignment is announced.

INSURANCE

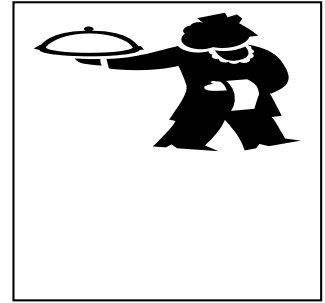
Accident Insurance is available through the school. Please give careful consideration to this matter in order to provide necessary coverage for your family.

LOST AND FOUND

Each year many articles of clothing are turned into the "Lost and Found". It is much easier to return lost items to their owners if they are labeled. The Lost and Found is in the cafeteria. Any items that go unclaimed at the close of the school year will be donated to charitable organizations.

LUNCHES

Students are responsible for knowing their POS student number to enter in the system to receive their lunch. Make sure you do not share your number. Lunch may be purchased on a daily basis or by prepaying for any number of days. Students may use those prepaid lunches any time they choose and not necessarily on consecutive days. Payment must be by cash, as checks are **not** accepted. To prepay for your child's lunches, the cafeteria manager is available on Monday mornings from 8:00 – 8:30. When Monday is a holiday, she is available on Tuesday morning. The price for hot lunches is \$1.50 (exact change only), including milk. For students who bring lunch from home, milk or juice will be available for .30 per 1/2 pint.



MEDICATION

Any child who is required to take medication prescribed by a physician during the school day will be assisted by the school nurse or other designated school personnel. The prescribing doctor must supply written directions on a designated school form detailing the method, amount, and time for administration of the medication. This form can be faxed to your doctor or you may pick it up in the office at any time. **Students may not keep any form of medication with them** during the school day, nor may they administer their own medications (exceptions due to life-threatening conditions must be confirmed by written verification from doctor and approved by school nurse). This includes over-the-counter cold tablets, allergy sprays and aspirin.

PARENT/TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled twice each year. It is of vital importance that parents attend conferences, and it is now a state law that employers must allow you leave time to attend. You may request an informal conference with your child's teacher at any time during the year as needed. Please call the school office at 947-0511 to schedule the appointment.

PARENT INVOLVEMENT

There are many ways to become involved in the educational process of your child. PTA and School Site Council are two of the groups that rely on parent involvement. Please feel free to attend any of these meetings even if you are not a member. Many teachers ask for parents to volunteer in their classrooms to assist with their programs. Thankfully our school enjoys very supportive parents!

PARENT VISITS

Parents must register in the office and wear a visitor's badge when on the campus for any reason. This is to provide for student safety and security. All volunteers must follow this procedure. If, however, a parent is not volunteering but wants to observe his/her own child in the classroom, a request form must be approved by the principal at least 24 hours in advance of an intended visit.

The visit must be at a time convenient to the school and the parent/visitor and will be limited to 15 minutes in duration. Parent/visitors will be escorted to the room by the principal (or designee). As disturbances to the classroom are not in the best interest of children, all visits must be non-intrusive. Small children are NOT permitted to accompany the visitor. As teachers will not be available during this visit to answer questions, conferences can be arranged with the teacher at a later time.

Visitations in classrooms, other than that of a parent's own child, are not allowed. Although visitations on the playground are not allowed, parents are welcome to request a visitor's badge to have lunch with their child in the lunch area. In consideration of nearby residents, please park in legal parking locations only.

PARTIES

Each class has three class parties per year before the winter holidays, at Valentine's Day, and at the end of school. Room parents will coordinate these events. The East Whittier City School District has adopted a new School Wellness Policy to help students learn healthy eating skills in the classroom and dining areas. It is important that a positive, consistent message be sent to students about nutrition. This includes times set aside for class parties. Therefore, when snacks are served, they should be healthy and lower in fat and calories. Some suggestions being provided by our School Nutrition Services Department are: fresh fruits (such as apple slices, bananas, pineapple, kiwi, grapes, orange wedges, pears, strawberries, or dried fruit); raw vegetables (such as jicama, baby carrots, pea pods, cherry tomatoes, broccoli florets, or celery); crackers (such as animal, graham, or cheese); or other miscellaneous items (such as almonds, trail mix, granola bars, pretzels, baked chips, air-popped popcorn, string cheese, fat-free pudding cups, yogurt pops, or juice bars).

Individual birthday parties are not celebrated in our classrooms. Each month the principal celebrates the birthdays through "Ice Cream with the Principal."

Additionally, party invitations need to be mailed to the home for any parties being held outside of school hours. Please use the class address list provided by your room parent. Parties that begin immediately following the school day, must be organized off campus. Students cannot leave school with another child's parent for a party unless that parent is on the emergency card and checked out through the office. Aside from the safety and security issues, this avoids hurt feelings among those not attending.

RELEASING STUDENTS

If your child will be leaving school during the day, he/she must be signed out in the office. We will send for your child. Please do not go directly to the classroom. If your child should return to school later in the day, please register his/her attendance in the office before the student goes to class. Students will be released only to individuals who are listed on their emergency cards.

SCHOOL SITE COUNCIL

The Murphy Ranch School Site Council is an excellent way for parents to become involved in their child's education. The council is composed of parents, teachers and the principal. It helps to shape the educational program and determine how our school expends its state allocated coordinated school program funds. Meetings will be listed in the monthly calendar, and the agenda will be posted in the display case outside of the office 72 hours prior to each meeting. A public comment period is always included on the agenda, and observers are always welcome.

SEXUAL HARASSMENT

Sexual harassment is a serious offense that can result in disciplinary action. District and state rules addressing sexual harassment apply to 4th through 12th graders. If you have a concern, contact you child's teacher.

STUDENT ARRIVAL AND DISMISSAL TIMES

Procedures for Morning Drop Off

Kindergarten (both Morning and Afternoon Kindergartens): If you are dropping off your kindergartner, please park in the green zone in front of the school and walk your child to his/her classroom. Do not drive through the bus zone.

All Grades

The Valet Drop-off Program is available on Grovedale in the morning. (See map on back cover.) Cars can drive up to the loading zone along the edge of the school and drop off their child beginning at 8:00 a.m. **You may not leave your car for any reason in this area.** A teacher will be on duty in the lunch area for your child's protection. If you need to park and leave your car, you may do so by parking north of the loading zone (along side of the field area). Please be aware that the west side of Grovedale across from our drop-off area is identified by signs as a no parking zone. Do not turn around on Grovedale during traffic, as this also may result in a police citation if observed by authorities. The Whittier City Police Department mails such citations and does not necessarily approach drivers at the scene.

Grades 3 – 5 only:

If it is more convenient for you and you have only upper graders to drop off, you may drive into the staff parking lot on Janine, stay in the right lane, and have your children get out of the car **at the stairs just before you leave the lot (next to the kindergarten area). **Children are then to walk immediately to the lunch area** and not to the classroom.**

Procedures for After School Pick-up

If you have a child in Kindergarten: Parents must park on Janine and walk in to kindergarten area for pick-up. The bus driveway is reserved for childcare vans that pick up from kindergarten.

If you have students only in primary grades 1 & 2: Pick up all primary students on Grovedale. Please follow the same procedures as in the morning. If waiting in the loading zone, do not leave your car.

If you have students only in upper grades 3 – 5: Upper grade students should be picked up in the parking lot on Janine. Parents are to drive into the parking lot and remain in their cars in the right-hand pick-up lane. The left-hand lane is reserved for staff leaving the lot during that time.

Procedure: Students wait on the upper walkway until they see their cars. At that time, they must walk down the stairs, located next to the kindergarten playground. They wait in the pedestrian area (white lines) until the car comes to the front of the line to leave the lot. At that time they get into the car. Students may **not** walk through the lot to a car in line or to a parked car. It is not safe. If your child is not readily available for pick-up, please pull out of the lot and circle around. The Murphy Ranch staff is committed to release all students on time, but once released it is the student's responsibility to get to the grass area immediately.

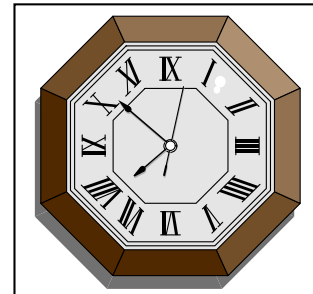
If you have a primary and an upper grade student: You may inform your teacher that you will pick up both students along Grovedale. Upper grade students (3-5) will release their students to walk to meet the primary student for pick up on Grovedale.

STUDENT NEEDS

The teachers and principal give careful consideration to the formation of next year's classes. If you feel that your child has a need which should be considered in assigning him or her to a class, complete an Identification of Student Needs form. The form is available in the office beginning in March and must be completed by April 15th. **According to district policies, specific requests for a particular teacher will not be accepted.** The purpose of the form is **not** to identify teacher preference, but rather to detail a particular academic, social or emotional needs of an individual student.

TARDINESS

Children who are tardy should report to the office for an "Admit to Class" slip. Do not send your child directly to class. Tardies are listed as excused or unexcused. The State Law is very clear that illness or extreme emergencies are the only acceptable reasons for an excused absence or tardy. *Permits may be cancelled for excessive tardiness.



TELEPHONE

School telephones are available for business calls by school personnel and for emergencies. If it is necessary for a child to call a parent, they will be allowed to use an office phone. They will not be allowed to use a cell phone. Reminder: Students wanting permission to go to another student's home to play must make those arrangements prior to coming to school.

TRUANCY (District Board Policy 5113a)

Any student subject to compulsory full-time education who is absent from school without valid excuse three (3) or more days or tardy in excess of 30 minutes on three (3) or more days in one school year is a truant and shall be reported to the attendance supervisor or the Superintendent. (See reasons for valid excused absences under the section **Attendance**. (Education Code 48260). Any absences, regardless of reason, in excess of 10 per year are considered above the average and are subject to review and possible referral to the School Attendance Review Board (SARB).

Your children must be picked up from school at the dismissal time. Your promptness is greatly appreciated. If you find that you may occasionally run late in pick-up, you may want to enroll your child in the Whittier Youth Network (WYN) Club on campus. This is an after-school drop-in recreation program provided by the City of Whittier. For a minimum annual charge of \$20.00 per year, your child can attend WYN Club any day that school is open.

VALUABLES AT SCHOOL

The school cannot be responsible for personal property at school. Unless specifically requested by the teacher for a special event, students may not have toys, games, trading cards, personal sports/playground equipment, or electronic games at school. Anything considered too valuable (or important) to be lost or stolen should be left at home. Children should not be carrying money to school beyond what is needed for lunch.

Additionally, school and district policies do not allow students to have cell phones on school campus (before, during, or after school).

Special Services – Help for Your Child

STUDENT SUCCESS TEAM

The Student Success Team (SST) works to find appropriate assistance for students who need academic, behavioral, social or emotional help. Any student experiencing difficulties in his/her program may be referred to the SST by the teacher or parent. The team (made up of teachers, learning specialist, and parents) works to develop appropriate interventions to enhance achievement in the areas of concern. The team also helps to determine eligibility for other school/district programs. Contact your child's teacher if you think your child would benefit from SST assistance.

ADAPTIVE PHYSICAL EDUCATION (APE)

APE program is provided for special education students who have great difficulty with gross motor skills. If your child has significant coordination, balance or movement problems, he/she might qualify for APE. If you feel your child may qualify for the program, contact your child's teacher who can refer the child to the Student Success Team.

COUNSELING

Counseling is available to all students. A teacher or parent may refer a student for counseling. No student will receive ongoing counseling without parent permission.

GIFTED AND TALENTED EDUCATION (GATE) PROGRAM

GATE program is a state-mandated program designed to provide students with appropriately challenging learning experiences and to assist them with the achievement of academic excellence. Guidelines for students to qualify for G.A.T.E. vary from district to district. In the East Whittier City School District, the program is available for 3rd through 5th graders who have been tested and identified as GATE students.

LEARNING CENTER PROGRAM

Children may be referred by the Student Success Team (SST) and/or parents for special education testing, if they are experiencing learning difficulties that have not been resolved through general education intervention programs. If he/she qualifies for special education, a child will receive assistance in our learning center on the subjects with which he/she is having difficulty. This center provides individual and small group instruction by a certificated teacher and an instructional assistant.

SPEECH AND LANGUAGE PROGRAM

Each child who qualifies will receive individual or small group assistance to improve his/her speech or language development. If you feel your child may qualify for the program, contact your child's teacher who can refer the child to the Student Success Team.

STUDENT INFORMATION SECTION

Things Mustangs Say

Words are very important. Saying the right thing can help you avoid problems. These are good things to say

Please.	Thank You.	I'll try.
May I help you?	Let's share.	Let's take turns.
Let's work together.	Keep trying.	Good job.
Join our game.	Welcome.	No thank you.
Please explain that.	Please help me.	I'm sorry.

Conflict Resolution – Solving Problems

Problems are a part of life. You may have problems with other students in class, on the playground, going to school or going home after school. You need to learn how to solve problems on your own.

One way to help a situation when someone is treating you unfairly or not being nice to you is to do the following:

- Look him/her in the eye.
- Say, “_____, I don’t like it when you” (Put name in blank.)
- Then say how it made you feel when they said or did it.
- Then say, “I would like you to stop.”

The other person will probably say they are sorry and will stop it.

Here are some other ways to deal with conflict:

Talk it over	Listen	Share
Walk away	Ignore it	Say "I'm sorry"
Do something else	Wait	Use humor
Ask for help	Compromise	Take Turns

People to Talk to If You Need Help

If the problem continues tell someone who can help you. Here are some people you can ask for help:

Parents	Teachers	Noon Supervisors
Aides	Nurse	Principal
Counselor	Bus Driver	Secretary

Homework

Homework is important. Do your homework each night. Don't let it pile up. It is important to do all assigned homework each night. These tips will help you do your homework:

1. Listen to directions and ask questions if you do not understand.
2. Upper grade students need to complete assignment sheets daily.
3. Take home the materials you need.
4. Work in a quiet place. Don't watch TV while you work.
5. Have a "Homework Buddy" that you can call if you forget the assignment or have trouble with the assignment.
6. Return neat, well organized, completed homework to school on time.
7. If you have trouble doing homework, talk to your parents but don't let them do it for you.

Valuables at School

The school cannot be responsible for personal property at school. Things too valuable to be lost or stolen should be left at home. Leave all toys at home.

Special Activities and Your Behavior

We want all children to be able to take part in special activities. However, your choices may not allow you to participate. Participating in special activities depends on your behavior and work habits. Be smart. Make the right choices.

Avoid Getting in Trouble

If a student tells you to do something wrong, don't do it. You will also get in trouble. Remember, you are responsible for what you do. Make the right choices.

NOTES

