



SCOTT AVENUE SCHOOL

**PARENT/STUDENT
HANDBOOK**

2011-2012



Scott Avenue School
11701 Scott Avenue
Whittier, CA 90604
(562) 907-6440

Dear Parents and Students,

WELCOME TO SCOTT AVENUE SCHOOL! We are looking forward to your involvement and cooperation in *making this year a successful and exciting year for everyone.*

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to contact me.

We at Scott Avenue encourage you to become an active participant in your child's education. At Scott Avenue, we believe that the most effective education for your child comes from a partnership between the home and the school. Many opportunities exist for you to become involved in your child's education and we invite you, as parents, to take advantage of these opportunities throughout the school year.

At Scott Avenue School, we are committed to providing our students with a challenging curriculum designed to meet individual needs. We are looking forward to working with you this year to ensure that all of our students reach their maximum potential. If you have any questions or concerns during the course of the school year, please do not hesitate to call us.

Sincerely,

Hal Eldred
Principal , Scott Avenue School

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SCOTT AVENUE SCHOOL INFORMATION

ACCIDENTS

If your child is injured at school, we will make him/her as comfortable as we can and place a call for the nurse for assistance. **We will call you** immediately if a **serious injury** has occurred. If you cannot be reached, we will attempt to contact the emergency numbers that you have listed on the "orange emergency card". It is **very important** that you **keep emergency numbers current** so we will be able to reach you during an emergency. We will also call the paramedics if it is deemed necessary.

ANIMALS ON SCHOOL GROUNDS

For the safety of children, **animals, including family pets, should not be brought onto the school.** When leaving off or picking up children, parents should not bring their dogs or pets on school property. Please check with the office if you have any questions.

APPROPRIATE SCHOOL BEHAVIOR

It is important that children learn to develop self-discipline in an effort to further their learning. We feel that all students should have a safe, secure and peaceful environment for learning. As a result, **fighting, disrespect towards others, obscene language, destruction of school property, etc. will not be tolerated.** The Scott Avenue Discipline Plan (see appendix) outlines expected behaviors, consequences for inappropriate behavior, and describes the positive reinforcement activities for those who consistently demonstrate appropriate school behavior.

ATTENDANCE/ ABSENCES DURING THE SCHOOL YEAR

All students are expected to be in attendance each day unless they are ill or a family emergency arises. California School Law accepts only illness, a visit to the doctor/ dentist or attendance at funeral services for a member of the immediate family as a legal excuse for absence from school. When your child is sick or out due to a death in the family, please call the school office (562 – 907-6446) to report your child's absence. If the school is not called, and to comply with state attendance regulations, parents must send a note regarding the absence the day a student returns to school. Please include your child's first and last name, room number and the reason for the absence and your signature. If parents do not communicate via phone or written note, the absence is considered unexcused. 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. *If your doctor deems it necessary, a home study teacher may be available to assist students in first through fifth grade.* Consistent school attendance is essential for your child's success in school. Illness should, generally, be the only reason to miss school. Education is a privilege and each day is vital! Please make your child's education your #1 priority.

BACK-TO-SCHOOL NIGHT

Kindergarten Back-to-School Night occurs in August and for grades 1-5 in the first few weeks of school. Traditionally, this is a time for parents to come to school to meet their child's teacher and become familiar with the class schedule and educational program. Back-to-School Night is held in the library for parents of kindergarteners. For grades 1-5 it begins in our cafetorium and then proceeds to individual classrooms. As a courtesy to the teachers and others attending, **please do**

not bring your children to the classroom, allow them to wait outside, or play on the playground.

BICYCLES, HEALYS, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS

For the safety of our students, only **children in grades 4 and 5** are **permitted to ride bicycles to school**. We feel that the level of maturity and experience is adequate to make quick judgments during any possible encounter with a dangerous situation on the way to and from 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**. Please discuss bicycle safety rules with your child (page 15). Failure to follow bicycles rules could be grounds to revoke privilege of riding bicycle to school.

Students are to walk their bicycles as soon as they come on the school grounds. **No bicycle riding is permitted on school grounds**. All bicycles must be left in the bicycle racks and must be locked. The school is not responsible for stolen bikes or bike parts.

For safety reasons, students may not roll around school on their healys. **Wheels should be locked or removed from shoes**. Students who ride on school property on their wheels will have the wheels confiscated. Parents will need to come to the office to retrieve them.

Rollerblades, skateboards and scooters are not allowed at any time on school grounds.

Breakfast Program

Breakfast is served Monday thru Friday between 7:30 A.M. and 8:00 A.M. Supervision for students participating in the breakfast program starts at 7:30 A.M. Students are not to be on school grounds before this time. Only students buying breakfast may be on campus before 7:55 A.M.

Students are able to choose from a variety of food. Breakfast is fun, flavorful and filled with nutrients that help students do their best in the classroom. Breakfast is available for \$1.00. Reduce price is \$.25. Milk only \$.30. Children qualifying for a free lunch also qualify for a free breakfast.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

We operate on the premise that our students should take the best possible care of all property. All texts and school materials are for the benefit of Scott Avenue children and must be used for several years in most instances. Students will be charged for lost or damaged books and materials. The law holds parents financially responsible for vandalism done by minors. Students writing on and/or defacing school property will be expected to clean up and/or replace the object ruined.

CHANGE OF ADDRESS OR PHONE NUMBER

Please **advise the school secretary immediately** if you have a **change of address, telephone number, or of people to contact in case of an emergency.** This is extremely important. We need current numbers and people to contact in order to contact you in case of an emergency. If a change of address is anticipated, which will cause the child to change schools, please notify the school secretary a few days before leaving the school. A transfer form will be typed and can be obtained from the school office. This will facilitate enrollment in a new school. If you have moved but would like to continue at our school, please contact office in regards to a permit.

CHILDREN LEAVING SCHOOL EARLY

Parent **requests for children to leave during the school day** should be in **writing to the teacher.** Before a child can be released, a **parent or an authorized person** (one who has a note written in parent's writing identifying him/her as the person picking up the child), **must sign the child out** in the **office.** The name of the parent/ authorize person must be listed on the orange emergency card. No one under the age of 18 will be permitted to remove a child from campus. To insure the safety of our students, **a picture form of identification will be required of all individuals signing students out.** There will be no exceptions.

CLASSROOM VISITS

We encourage parents to visit our classrooms and we would like to make you welcome. Making an appointment 24 hours in advance with the principal will ensure that you will see a typical day and 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. The visit will be at a time convenient to the school and the parent/visitor. To minimize any type of disruption to the classroom, parents/visitors will be limited to 15 minute visits.

To protect the children on our campus, all **visitors must sign in and out** at the **office.** Visitors must **wear a visitor's badge** while on school grounds. No one will be allowed in a classroom or on campus without this identification. When visiting the classroom, please remember that class instruction time cannot be spent conferencing. If you need to speak to your child's teacher about your child, please call them to make an appointment.

CROSSWALK

Students who walk home and cross Scott Avenue, must walk on the sidewalk directly in front of the school buildings, to the crosswalk. The students must wait for the crossing guard to escort them safely across the street. Please discuss, with your child, the dangers of crossing the street at unmarked areas, particularly at heavy traffic times.

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 toy guns or replicas of dangerous weapons.** Any student possessing a dangerous item will be subject to suspension and/or expulsion.

Disaster Preparedness Plan/Dismissal Procedures

When a disaster happens, every parent wants to be sure their child is safe and being cared for or supervised. **In case of a disaster, do not telephone the school.** The telephone will be needed for emergency communications. If at all possible, walk not drive to the school. Driving will only add to the traffic congestion and impede the progress of emergency vehicles. Please park on side streets.

A **Disaster Preparedness Plan** has been carefully developed and is frequently updated. Through this plan, the **teachers will account for, attend and/or seek assistance for the needs of the children.** Each year the **PTA ask parents for a donation to buy medical supplies, acquire food, and a number of other provisions to assist our students in a serious emergency.** Students will be cared for, in a safe location on the school grounds, until they are reunited with their families or with someone designated by the parents on the emergency release form. School sites have a high priority in local Civil Defense Plans, so your children are likely to have the best possible access to emergency care.

In the event that a destructive earthquake or other disaster occurs, students will not be released from school unescorted. **Only the Authorized Adults, whose names appear on the Earthquake/Disaster Form** and who **can present proper picture identification, will be able to sign a student out.** Friends, neighbors, or relatives will be allowed to sign a student out ONLY if their names appear on the form as an Authorized Adult and have picture identification.

FOR SAFETY REASONS, NO ONE WILL BE ALLOWED ON CAMPUS UNTIL IT IS DEEMED SAFE. **PLEASE ADHERE TO THE FOLLOWING PROCEDURES IN THE EVENT OF A DISASTER:**

- Do not park in front of school or in circular driveway; this must stay clear for emergency vehicle access.
- All **children** will be **released** by the school, at the **Student Release Station**, located behind the double gates on the upper mesa, next to the blue "Options" buildings. For **orderly dismissal of children, please form a line and patiently wait** for your children.
- **Give** release team member **the names of your children.**
- **Present** your **picture identification** to a member of the release team.
- After release team member has confirmed your identification, he/she **will give** you the **Earthquake/Disaster Form you filled out** at the **beginning of the school year.**
- Parents need to **write initials on the form next to your signature; other authorized adults** need to **print their name on bottom of form.**

- The release team member will give you a **copy of the form**.
- Parents will go to their child's circle with release form and **give to teacher**.

IT IS EXTREMELY IMPORTANT THAT YOU FOLLOW THE ABOVE PROCEDURES.

Every child must be checked out. We need to have written records of who has been picked up and who has picked up your child. This **allows us to give pertinent information to other authorized adults who may come to pick up your child.** Please be patient. We will dismiss your child as soon as we can.

DISCIPLINE PLAN

At Scott Avenue School, we have a discipline plan (page 16). Each student, at the beginning of the school year, or upon entering our school, is given a copy of the plan. We ask our parents and students to read and discuss the plan. Students must return the parent/student signature portion of the plan to their teacher.

DRESS CODE

In keeping with the philosophy of the Board of Trustees, Board Policies 5132 and 5136, the East Whittier City School District has established student dress and grooming standards. These guidelines are intended to minimize distractions in the learning environment, ensure a safe campus for all students and prepare students to be successful in the working world. **The following are prohibited:**

1. Any article of clothing related to gang/crew attire. This includes:
 - Bandannas, hats, initialed belt buckles with initials or the number 13 and other gang/crew apparel.
 - Patches, clothing, backpacks, jewelry, notebooks, folders or any accessory with symbols of violence or tagging.
 - Long webbed belts hanging down in front.
 - Plain white "ribbed" tank top undershirts and plain white T-shirts (long or short sleeves).
 - Oversized shirts of any color that extend below fingertips when arms are extended.
2. Shorts below the knee with socks pulled up to pant line.
3. Jewelry or accessories that could cause injury including, but not limited to chains, rings, pins, oversized earrings, and spiked accessories.
4. Body piercing (except for ears)
5. Oversized pants. Pants that will not stay on at the waist without a belt are considered oversized.
6. Shorts or pants that are worn below the waist and/or expose undergarments regardless of whether they are covered by a shirt.
7. Pant bindings at the ankles using rubber bands, ties, shoelaces, etc.
8. Any clothing or school materials including backpacks that contain inappropriate language, advertising alcohol, drugs, tobacco, sexually explicit material, tagging, violence or illegal activity.
9. Athletic jerseys with or without professional logos

10. Other clothing, jewelry, or belts with names or logos of professional sports teams. (Clothing with college logos is allowed)
11. Caps/knit or other hats and sunglasses (unless required for health reasons or sun protection). If worn for health reasons or sun protection, names or logos of professional sports teams on items is prohibited. Caps/hats with college logos are allowed. Caps/hats must be removed from head before entering the classroom. All other headgear is prohibited. (Bandannas, headbands, hairnets, etc.)
10. Shirts that expose the stomach.
11. Halter tops, see through blouses, low necklines or open back tops
12. Pants, shirts, shorts or skirts that have been torn, cut or have holes that expose skin or undergarments
13. Sleepwear of any kind
14. Mesh jerseys or shirts with or without logos
15. Frayed hemlines on shirts, shorts, skirts, or pants. (Fringed that is uniform in length and created by the clothing manufacturer is allowed)
16. Hooded sweatshirts must be worn with hood down. In inclement weather, hoods may be worn up while outside.
17. Flip-flops, soft-sole moccasins, backless shoes, and steel-toed shoes are not acceptable for school.
18. Any clothing or school materials, including backpacks, that have pre-printed or handwritten inappropriate/offensive language, says, drawings, or advertising that reference alcohol, drugs, sexually explicit material, gang activity (including tagging), violence, or any other illegal activity
19. Hair color, cut or style that is disruptive to instruction or learning. If there is a problem, the parent will be notified. The student may be sent home or allowed to make appropriate changes and return to class
20. Writing on skin

All clothing must be within the dress code, with or without a sweater, jacket, or other covering.

The East Whittier City School District is committed to providing a safe and secure campus so that students are free to learn. The intent of the Dress and Grooming Standards policy is to alert all parents and students prior to the purchase of clothing. The administration retains the right to modify this policy to ensure a safe campus for all students.

Continuing violations of the dress code will be considered defiance of school authority. Consequences may include placement on a contract or suspension. The decision of the administration is final.

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.

EARLY DISMISSAL DAY (TUESDAY)

Every Tuesday is an early dismissal day; 8:10 A.M. to 1:25 P.M.

We encourage you to schedule your child's doctor or dental appointments, whenever possible on Tuesday afternoons. On Tuesdays, teachers are involved in training and/or meetings which begin at 1:30 P.M. **No supervision is available. Please be on time to pick up your children.**

EMERGENCY INFORMATION CARD (ORANGE)

It is **extremely important** that the school office has each student's current address, home and/or business, and cell phone numbers in case of an emergency. **Only the Authorized Adults whose names appear on the orange Emergency Information Card and who can present proper picture identification will be able to sign a student out.** Friends, neighbors, or relatives will be allowed to sign a student out ONLY if their names appear on the card as an authorized adult and have picture identification. It is important that emergency cards be filled out completely with accurate information. If there is a **change**, please **notify the teacher or office immediately** and we will send home a new emergency card to be filled out.

ENTERING SCHOOL GROUNDS

During the **first week** of school, **parents may walk their children to their classrooms. After the first week, parents should remain behind front gates.** Please do not disrupt the beginning of the school day. If you need to speak to the teacher, send a note, e-mail, or leave a voice mail and he/she will contact you as soon as possible.

Students may enter campus at 7:55 A.M. Kindergarten students will enter the school through the Kindergarten side gate. At this time, Kindergarten students line up on the Kindergarten playground. **First through fifth grade students enter the school through front gates. First** grade students go directly to their classrooms, **Second and third** grade students wait in lines on blacktop with a teacher, **Fourth – Fifth** grade students will sit at designated lunch tables. A **bell rings at 8:05 A.M.** and **students are dismissed to go to their rooms.** At **8:10 A.M.**, all **gates** will be **locked** and the **only entrance** to the school will be through our **office**. **Late students need to check in with office and pick up a green tardy slip** from office counter. Students are considered tardy if they are not in their seats when the 8:10 bell rings.

FOR SECURITY REASONS, WHEN ENTERING CAMPUS, ALL VISITORS MUST:

- **CHECK IN WITH ONE OF THE OFFICE STAFF**
- **SIGN THE "VISITOR BOOK"**
- **WEAR A VISITOR'S BADGE**

EVENING EVENTS

Throughout the year we hold a variety of school events at night, such as: Back to School Night, Back to School Picnic, Parent Nights, School Programs, Open House, 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. Middle school students may not come unless they are accompanied by parents and stay with parents throughout the event. **Scooters, skateboards, rollerblades, healy's, and balls 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 will need 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 self-control,
- Has been disruptive/disobedient on previous field trips.

Depending on the field trip, the number of parent chaperones needed varies. Parent chaperones must ride the bus with assigned students. Due to liability, only students in the class and parent/guardian chaperones may participate. **Siblings may not be included on field trips.**

FIRE DRILLS AND DISASTER DRILLS

Fire drills are held monthly. When the fire bell rings, students exit classrooms quietly (no talking) and proceed to their designated area. Teachers take roll and report any missing students to the principal/designee. At the end of the drill, a bell rings. Students return to class in a quiet and orderly manner.

Disaster drills are held periodically during the school year. A duck and cover bell rings. After a few minutes, teachers direct their students to quietly exit their classrooms and proceed to designated circles on upper mesa. Teachers take roll and reports any missing students to the Principal and Search and Rescue Team. At the end of the drill, directions are given to return to class. Students return to class in a quiet and orderly manner.

HOMEWORK

The purpose of homework is for reinforcement of basic skills and concepts, completion of assignments not completed during class time, and for individual research studies/projects using community and home resources that are not available at school. Students will be held accountable for homework related to their needs and to classroom projects. Parents can help by providing a quiet work place and sufficient time for the children to complete their assignments.

When students are absent from school, they are frequently concerned about keeping up with their assignments. Getting good home care during an illness, without the pressure of homework, and returning to school as soon as possible, should be the first priorities for the child. Our teachers will make every effort to assist the student and allow an appropriate amount of time for a modified assignment to be completed when the child returns to school. If your child will be **absent for more than three consecutive school days, contact the teacher for special arrangements.**

LOST AND FOUND

Please **mark all coats, sweaters, and other personal property clearly with your child's name** prior to being brought to school. Lost items are placed in our

"Lost and Found" box located outside our office. On Tuesday afternoons, lost articles are displayed on the grass, in front of the school. Please have your child check the "Lost and Found" if they are missing clothing or lunch bags/boxes. All unclaimed clothing is given to a charitable organization during Winter and Spring Vacations and at the end of the school year.

LUNCHES

Students (Grades K-5) have an opportunity to buy lunch from our cafeteria or to bring a lunch from home. The price of a paid lunch is \$1.50. **Optional** prepaid cafeteria meals are available for purchase either on-line through MySchoolBucks.com or by using the pre-payment envelope available in the school office. Money paid goes directly to the child's meal account. (See www.ewcsd.org for more details). We urge you to take advantage of this service so your child does not have to bring money to school. A reduced lunch is available for \$.40 for those who qualify. Information on a reduced lunch is available in the office. Milk is included with hot lunch. Children may buy milk at nutrition or lunch for \$.30.

Except during bad weather, all of our 1st-5th grade students eat at the outside lunch tables. Students may go home for lunch; however, parents must come to the office to sign the child out prior to leaving.

If a student forgets lunch money or lunch, he/she will be given an opportunity to call home in the morning, giving parents or babysitter sufficient time to provide one or the other. **If you forget** to give your **child lunch in the morning**, when it does **arrive, it will be placed on a table outside of the health office** and your **child** will be **responsible** for coming to **get it** at their **lunch time**. Otherwise, the cafeteria will provide peanut butter and crackers to sustain the child until school is dismissed.

For nutritional and safety reasons, students should **not bring carbonated drinks (soda) for lunch**. They may **buy milk from the cafeteria** or **bring non-carbonated drinks** in their lunch bag.

MEDICATION

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 written permission of the child's parent or legal guardian. **Students who need prescribed medication must have the appropriate form signed by their physician and parent before the medication can be brought to school.** These **authorizations must be renewed at the beginning of each school year** and **whenever the prescription changes during the school year**. The school cannot administer medication, including aspirin without the signed form on file in the office. **The medication must be left in the office.** Students may not keep any medication (including aspirin, advil, etc.) with them. If you have any questions, please call our school nurse for assistance.

OPEN HOUSE NIGHT

Open House is held in the Spring. The night gives children an opportunity to show their parents displays of various learning activities and to brag about their accomplishments. Your children should remain with you throughout the evening. Please plan to attend this very important event.

PARENT CONCERN PROCEDURE

Although we take pride at Scott in our conscientious efforts for the welfare and education of our students, we realize that there are occasions when a concern or issue may surface. Our District policy regarding parental concerns is as follows:

1. Discuss the concern/issue with the child's teacher.
2. If the problem is not resolved satisfactorily, place it in writing to the principal. The principal will respond or request further information or clarification.

We believe that communication between home and school is essential to an effective education program.

PARENT CONFERENCES

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. If you are unable to make the conference at the scheduled time, please call the school as soon as possible. Conferences with the teacher may be requested anytime during the school year. Unless there is an immediate need, please advise the teacher of your request for a conference at least one day in advance.

PARENTS ON CAMPUS

For safety reasons, parents and other visitors must check into the office at all times when visiting the school. Parents are asked not to linger around the classrooms or playground before or after school time. After the first week, **parents are asked to wait outside the front gates.** At **dismissal time, K parents** are asked to wait by the front corner gate, **1st through 3rd** parents are asked to **wait** for their children **by class number** which is **painted on the sidewalk in front of the office.** **Please stand behind blue line keeping "Dismissal Walk Lane" clear or on grass behind where children line up.** This is for the safety of our children and enables teachers to get to their room number with all their children. **4th and 5th** grade students are **dismissed through the upper mesa gates.**

Parent volunteers are always welcome. For security reasons, please

- **CHECK IN WITH ONE OF THE OFFICE STAFF,**
- **SIGN THE VISITOR BOOK,**
- **WEAR A VISITOR'S BADGE.**

PARKING LOT PROCEDURES

Morning Drop-Off Procedures In School Parking Lot:

1. Please have student backpacks, lunches/lunch money, and student ready to exit the car before entering the drop-off area that will be marked with orange cones.
2. There are four numbered drop-off stations. Please pull forward to the first available drop-off station.
3. Pull up close to the curb so that valets do not have to step off the curb.
4. Make eye contact with the valet indicating approval for them to open the right side passenger door(s) for the student(s) to exit. Unlock your car doors.

5. Valets are to open and close the car doors. Students are to exit car only through passenger side of car next to curb. **For safety and flow of traffic, do not let your child out on driver's side.** If you have a problem with doors on the passenger side, please park on street and have your child walk in to school. Having children exit on driver side of car is extremely dangerous and stops traffic flow.
6. Student valets may assist children getting out of cars with backpacks, etc.
7. Student escorts are available to walk students to gates and kindergarteners to the kindergarten playground.
8. The valet system will be in effect during the morning drop-off time only.

Morning Drop-Off Procedures At Curb In Front Of School Parking Lot (Loading And Unloading Zone Only – No Parking (may be ticketed))

1. Pull up to close to curb.
2. Let children out on passenger side only.
3. Children are to walk on sidewalk towards the cafeteria to second parking lot crosswalk.
4. Children are to wait for teacher to cross them.

If you wish to walk your kindergartener to the kindergarten playground or your child to class the first week of school, please park your car on a side street and walk your child onto school grounds. We thank you, again, for your compliance with the above guidelines.

After School:

Parking lot is closed at 12:40 to 2:35 each day. (Tuesdays 12:40 – 1:35). **Only vehicles** with a **handicapped sign** or a **Scott Avenue Parking Permit** (information available in office) are permitted to **park against curb** in the parking lot after 12:40. Vehicles are **never** to **park in drive thru lane** (lane closest to fence that divides parking lot) as this is a fire lane and must be kept open for emergencies.

Please review the parking lot map (see appendix). Thank you in advance for your cooperation.

PARTIES

If you wish to send a treat to school for your child's birthday/classroom parties, please follow the District Wellness Policy. **Before bringing any foods into the classroom, please check with the teacher.** There may be students that need accommodations due to restricted diets. Healthy foods are always encouraged. Some suggestions for healthy treats are: fresh fruit, raw veggies, animal crackers, graham crackers, cheese crackers, mini muffins, almonds, Rice Krispie Treats, pretzels, fat-free pudding cups, yogurt pops or juice bars or individually packaged treats of 100 calories or less.

SCHOOL VOLUNTEERS

If you are interested in assisting us as a regularly scheduled volunteer, please contact your child's teacher. Parent interest and involvement is important to us and much appreciated. We need volunteers in a variety of capacities. Volunteering at school carries with it a responsibility for the confidentiality of matters concerning students, faculty, and staff. Training sessions will be held, as needed, to provide our volunteers with the knowledge and skills required to do the essential work they do. For safety, volunteers need to check in with the office staff, sign the in/out book, and wear a badge. Please leave badge in office when you leave.

SUPERVISION

The school cannot accept responsibilities for injuries occurring on the campus when authorized supervision is not present. **Supervision is not available before 7:55 A.M., after school or on weekends**, except for those participating in our "School Breakfast Program" – 7:30 A.M. Please do not send your children to play at school unattended.

TARDIES

School begins at 8:10 A.M. A student is **tardy** to school if he/she is **not in their seat by the 8:10 A.M. bell**. Getting to **school on time** is an **important responsibility** of **parents** and **students**. All students should be at school on time. It is very disruptive to the educational program to have students walk into class after the bell rings. Tardy students need to check in at the office and pick up a green tardy slip. A note from the parents should accompany the child to explain the reason for tardiness.

All tardies are computer recorded. Four tardies within a six week period is considered excessive and will "red-flag" a review of the attendance record and possible referral to the District Attendance Officer.

TELEPHONE

School telephones are for business use only and student emergencies. Children's requests to use the telephone are monitored by office personnel. **Students must ask for permission to use the phone.** Disappointments can be avoided if parents will assist children with their after school play arrangements, etc. the night before.

TIME AFTER SCHOOL

Occasionally, students are requested to remain after school for a variety of reasons. **Parents will be notified should this be for more than ten minutes.** Usually, the teacher uses the time to conference with students regarding inappropriate behavior or assist students with their assignments, etc. As a courtesy to the teacher and the "after school" students, we request that parents schedule a conference in advance to discuss questions or concerns. This will enable the teacher to give you his/her full attention.

Appendix

Bicycle Safety Rules

Only 4th and 5th graders are allowed to ride their bikes to school. All bike riders must always follow the following rules:

1. All bike riders must wear a helmet.
2. Always lock your bike in the bike rack.
3. Always walk your bike when you are on school grounds.
4. Obey all traffic rules and signs-always give proper hand signals.
5. Walk your bike across busy intersections.
6. Always ride with the traffic-as close as possible to the right side of the road.
7. Be sure the roadway is clear before entering.
8. Always ride single file and watch for opening car doors.
9. Most bicycles are built to carry one person. YOU! And you alone!
10. If you must ride your bike at night, be sure your headlight and rear reflector is in good working order.
11. Select the safest route to your destination and use it. Avoid busy streets and intersections.
12. Yield right of way to pedestrians.

SCOTT AVENUE SCHOOL
11701 Scott Avenue
Whittier, Ca. 90604

DISCIPLINE PLAN

In an effective school, there is a positive school climate which is conducive to teaching and learning. The environment is clean, safe, orderly, and free from the threat of physical harm. There is a discipline policy with rules and consequences, which is clearly communicated and understood by staff, students and parents.

School Mission

It is the mission of Scott Avenue Elementary School to establish a warm, safe and nurturing school environment, through a partnership with students, staff and parents. Opportunities are provided that stimulate individual interests, promote self-esteem and personal growth, and provide each student with the chance to develop academic strengths to his/her fullest potential.

Discipline Philosophy

We believe:

1. All students have a right to learn in positive and academically productive environment.
2. All students have a right to learn.
3. All teachers have a right to teach.
4. Parents have a right to be informed.
5. In encouraging mutual respect and individual responsibility.
6. Discipline must be consequential and consistent.

Student Responsibilities

1. Regular attendance
2. Being on time, with the proper materials and ready to work
3. Courtesy and respect for everyone
4. Showing good behavior and citizenship so that others can learn
5. Respect and care for school property and the property of others.

Parent Responsibilities

1. Encourage within your child a desire to learn, in a positive manner.
2. Guide your child to develop acceptable behavior.
3. Know, understand and support the school rules.
4. Cooperate with the school in carrying out disciplinary consequences.
5. Be sure that your child attends school regularly and is on time.

6. Contact the school by phone when your child is absent.
7. Communicate with the school in a positive manner.
8. Make appointments in advance if you need to communicate with the teacher.
9. Be sure your child is in good health and properly nourished, including a breakfast, lunch and a nutritious snack.
10. Provide a regular and quiet place for homework, with the proper materials.
11. Participate in PTA and school activities.

Staff Responsibilities

Create a positive learning environment by:

1. Demonstrating enthusiasm for learning.
2. Respecting the dignity and individuality of each student.
3. Offering a program that provides for individual differences.
4. Developing classroom rules and consequences.
5. Assisting students in making appropriate choices.
6. Promoting learning by being well prepared.
7. Communicating with students and parents in a positive manner.

Scott Avenue School Basic Conduct Rules

1. Be on time and prepared for class.
2. Listen carefully.
3. Respect the authority of teachers and other school staff.
4. Respect other people and their property.
5. Be kind to others. Teasing, harassing, and fighting are not permitted.
6. Respect school property. Defacing materials, furniture and/or buildings is unacceptable.
7. Complete assigned work (class work and homework) on time.
8. Use appropriate language. Profanity and vulgar gestures may not be used.
9. Racial/sexual harassment of another student will not be tolerated and may result in suspension or expulsion.

Unacceptable Behaviors

- Harassment of any sort-racial, sexual, etc.
- Foul language
- Name calling of any sort
- Starting or participating in a fight
- Pot stirring-getting involved in someone else's problem
- Spreading rumors

REPORT TO THE NEAREST ADULT (such as a teacher or noon duty supervisor) IF ANYTHING IS BEING DONE TO YOU, OR YOU SEE ANYONE BREAKING ONE OF THESE UNACCEPTABLE BEHAVIOR RULES.

Consequences for Unacceptable Behavior

The possible consequences for disregarding the rules include:

1. Warning
2. Detention at recess and/or lunch
3. Student composes a letter to parent explaining situation
4. Telephone call to parent at home or work
5. Counseling
6. Progress Report
7. Behavior Contract
8. Time out in another room
9. Loss of privilege of participation in an activity
10. Detained after school
11. Parent Conference

A severe infraction could result in the following:

- Student sent to principal
- Loss of school privileges such as school field trips, end of year activities or 5th grade picnic
- Suspension (in-school or at home) – requires a conference with the parent, teacher and principal
- Expulsion – requires action by School Board

Rewards and Incentives

Some of the possible ways in which good behavior is reinforced at Scott Avenue are:

1. Classroom recognition
2. Spirit Tickets and Prize Drawings
3. Classroom tickets for treasures
4. Positive phone calls home
5. Positive progress reports
6. Outstanding Citizen Award
7. Student of the Month
8. VIP Award

Safety Rules

1. **School begins at 8:10 a.m. Supervision is available at 7:55 a.m.** Students should **NOT** be on campus prior to that time unless they are participating in the **“School Breakfast Program”**. After the 7:55 bell, students who arrive before 8:05 a.m. should go to the following areas: Kindergarten students line up on the Kindergarten playground, 1st grade students go directly to their rooms, 2nd and 3rd grade students line up on their room number on the playground, 4th and 5th grade students sit at the designated lunch tables on the upper mesa. Second through fifth grade students are dismissed to go their classrooms at 8:05 a.m. Students entering campus after 8:05 a.m. should go directly to their classrooms.

Students not in their classrooms and in their seats at 8:10 a.m. are considered tardy.

2. **All parents and visitors must check with office staff in the office, sign the Visitor's Book, and get a "Visitor Badge" before entering the campus for any reason.**
3. Students must stay on the sidewalks when walking to and from school. They must cross the street with the crossing guard at the following corners: Leffingwell and Scott Avenue; Weeks and Scott Avenue; and Granada and Stamy.
4. Students in grades 4 and 5 may ride their bikes as long as safety and courtesy rules are followed. Additional information on expected bicycle safety is included in the Scott Avenue Parent/Student Handbook. Students must wear a helmet. When on school property all bikes must be walked. Bikes must be locked in the bike rack.
5. Rollerblades, skateboards, and scooters are not permitted on school property. They will be confiscated and returned only after a parent conference.
6. Students must remove or lock the wheels on **healys (wheeled shoes)** on school property. Students may not roll on wheels. Wheels will be confiscated from any student rolling on wheels on school property. Before the wheels can be returned, a parent will need to contact the office to arrange a parent conference.
7. When leaving the playground and/or lunch tables, students, at anytime (before school, recess, lunch), are to always obtain permission to leave area from a teacher or noon supervisor on duty.
8. Parents must come into the office, show picture identification and sign out their child when students are leaving school early for dental appointments, doctor appointments, etc.
9. Parents must come to the office, show picture identification and sign their child out prior to leaving campus for lunch.
10. Students must go directly home after school or to a day care facility unless parents have made other arrangements and communicated them to the office.
11. Students should never enter a classroom unless an adult is present.
12. Students should not bring pets to school.

13. Students should not bring toys to play with at school. Although sharing is allowed in the classroom, children should not bring anything of value since it is difficult to recover lost items.
14. Weapons (including toy guns, knives, etc) are not permitted and may result in suspension or expulsion.
15. There will be no fighting or wrestling at any time. A student may be suspended from school if he/she causes, attempts to cause or threatens to cause physical injury to another person. (Education Code 48900) **“Play fighting” is not allowed.**
16. Students are not to take items that do not belong to them. Taking the property of others may result in suspension.
17. Students are not to use or possess drugs, alcohol or tobacco on school grounds. Possession of such substances will result in suspension or expulsion.

Cafeteria/Lunch Table Rules

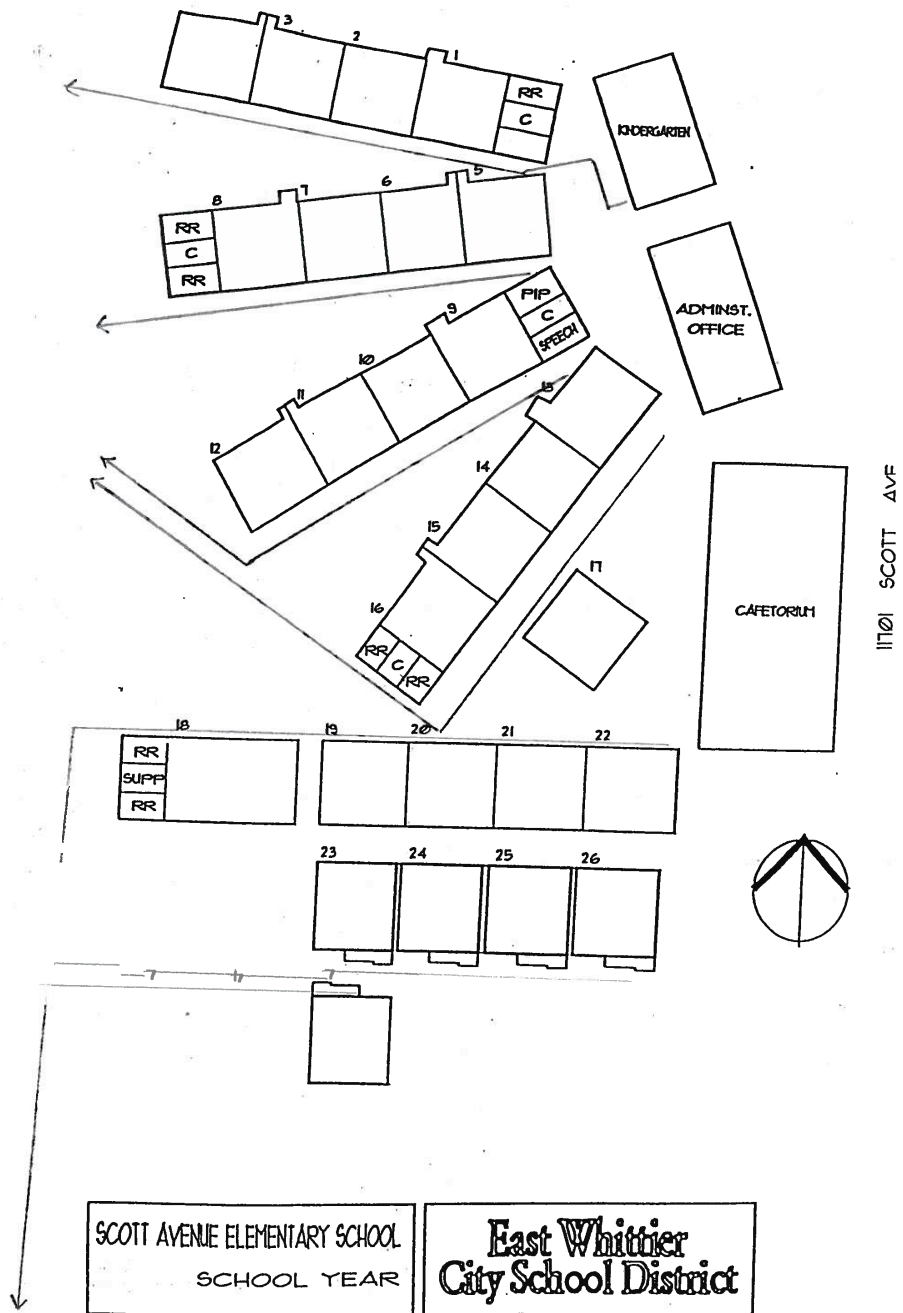
Students shall:

1. Respect the rights of others.
2. Sit in assigned areas only.
3. Use quiet voices at the lunch tables.
4. Keep hands, feet and objects to themselves at all times.
5. Pick up their trash
6. Follow directions of the noon supervisors.
7. Wait to be excused from tables by noon supervisors.

Schoolwide Playground Rules

1. Follow directions the first time they are given.
2. Equipment must be used properly.
3. Keep your hands, feet and objects to yourself.
4. Stay inside the playground boundaries.
5. When the bell rings, freeze, and walk to your line.
6. Use appropriate language.

Any problem on the playground will result in a behavior slip being sent to the classroom teacher, who will determine consequences.



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