



Leffingwell Elementary School

10625 Santa Gertrudes Ave.
Whittier, CA 90603
(562) 907-6300

August 2008

Dear Parents/Guardians,

Greetings from Leffingwell Elementary School! I hope you are having a wonderful summer with family and friends. Before you know it, the 2008 – 2009 school year will be beginning. This packet contains some important information to look over and be familiar with as September draws near. Please take some time to go over the appropriate information with your child. However, before you do, please allow me to introduce myself.

My name is Scott Blackwell, and I am extremely excited to be joining the Leffingwell family this year as your principal. I am thrilled to be joining such a fantastic group of dedicated and caring educators. From my visits at the end of last school year and after reviewing school data during the summer, it is clear that good things are happening at Leffingwell Elementary School. It is my desire to keep the focus on increasing student achievement and doing whatever it takes to help ALL our students be successful and enjoy coming to school each day! I believe that learning should be fun and that an elementary school should pave the way for a lifetime of learning. I want to continue to build upon the great foundation that is already in place here at Leffingwell.

I have been working in public schools for the past 12 years as an elementary school teacher, technology resource teacher, and administrator. In addition, I have been an adjunct professor at Biola University in their Education Department and owned and operated my own child-related business for eight years. I am passionate about working with teachers, students, and parents to create an environment where children can be successful and grow to their potential. I have been working hard this summer to familiarize myself with the Leffingwell community and all the things that make Leffingwell such a GREAT school. I look forward to meeting you and your child in September.

SEPTEMBER CALENDAR

9/01/08 – Labor Day Holiday
9/02/08 – Class lists posted by 3:00 p.m.
9/03/08 – 1st Day of School
9/16/08 – Back to School Night (Grades To Be Announced)
9/17/08 – Back to School Night (Grades To Be Announced)
9/24/08 – Picture Day

DAILY SCHEDULE

Monday, Wednesday, Thursday and Friday

AM Preschool	8:00-12:00
PM Preschool	11:00-3:00
All Day Kindergarten	8:00-2:00

AM Kindergarten 8:00-12:00
 1st – 3rd & Primary SH 8:17-2:20
 4th – 5th and Upper SH 8:17-2:40

Tuesday Only

AM/PM Preschool Same Schedule
 All Day Kindergarten 8:00-1:25
 AM Kindergarten Same Schedule
 1st – 3rd & Primary SH 8:17-1:25
 4th – 5th and Upper SH 8:17-1:35

Recess Schedule

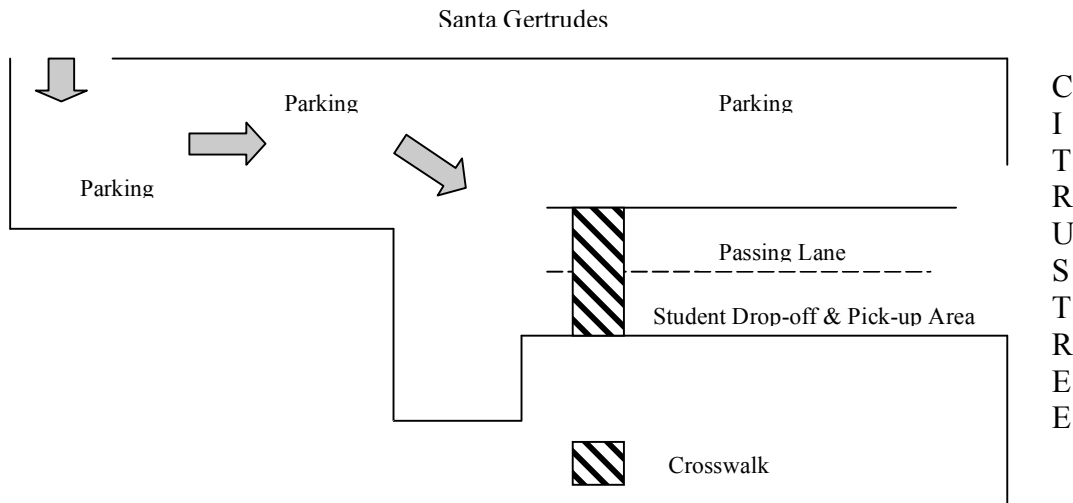
AM Preschool 10:45-11:30
 PM Preschool 11:30-12:15
 Kindergarten 10:00-10:20
 1st – 5th 10:10-10:30

Lunch Schedule

AM Preschool 11:30-12:00
 PM Preschool 12:15-12:45
 All Day K 12:35-1:15 (M/W/Th/F) 11:45-12:25 (T)
 1st – 3rd 11:55-12:35
 4th – 5th 12:35-1:15

DROP-OFF AND PICK-UP PROCEDURES

To ensure the safety of our students, parents are requested to adhere to the following rules whenever dropping off or picking up students.



- Enter from Santa Gertrudes Ave.
- **PLEASE DO NOT PARK** in the passing lane or the lane where you may wait for students. No stopping in the passing lane. This lane is for through traffic.
- If you need to park, use the parking spaces provided.
- When in the student drop-off and pick-up area, pull as far forward as possible.
- If your child is not waiting, please drive around and re-enter the parking lot.
- Be courteous to all drivers and watch out for children. Student safety is our number one concern!
- Please do not park on the north side of Citrustree. This 'No Parking' area is reserved for school buses.
- Children should not cross Citrustree in the middle of the block. Please instruct your child to use the crosswalk.
- Don't forget the new hands free cell phone law that went into effect on July 1, 2008!

ARRIVAL AND DISMISSAL TIMES

Students should arrive at school no earlier than 8:00 a.m. There is no supervision available before this time. Please make arrangements after school to promptly pick up your child. Children become very anxious and uncomfortable when parents are late. Your promptness is greatly appreciated. Please remember that Tuesday is early dismissal.

SAFE PASSAGE TO AND FROM SCHOOL

If your child walks or rides a bicycle to school, please instruct him/her about the safest routes to and from school. Discuss how to avoid strangers. Remind your child to always walk in groups - never walk alone. It is important that you discuss with your child how to handle situations when approached by strangers. The teachers will discuss how to handle incidents involving strangers with their classes at the start of the year. Please also discuss this with your child at home.

Crossing guards are paid for by the city and not the school district. All City Management Service provides the crossing guards and monitors their service. Concerns regarding crossing guards should be made to All City Management Service. Their telephone number is available in the office.

Only 4th and 5th graders are allowed to ride a bicycle to school, and they must get a permit in the office. If your child rides a bicycle to school, please remember that helmets are always required. Skateboards, rollerblades, skates, and scooters are not permitted on campus. Please leave them at home!

REMOVAL OF STUDENTS FROM CAMPUS DURING SCHOOL HOURS

It is important to be aware of the student check out procedures. In order to keep your child's whereabouts accounted for and ensure their safety at all times, Leffingwell Elementary School strictly follows these procedures:

When a student must leave campus during school hours, an adult (18 years or older), who is either the parent or person authorized by the parent, must come to the office to sign the student out. Persons authorized to pick up students are those individuals listed on the student's orange emergency card. The office will only allow authorized adults to remove a child from school. A picture form of identification is required of all individuals requesting permission to remove a student. When proper identification is provided, the student will be called to the office and permitted to leave. If the student will be returning to school, the authorized person must also sign the child back in before the child may return to his/her classroom.

STUDENT ATTENDANCE

Every day counts! Prompt and consistent attendance is a necessary and important component of a child's education. To help us provide your child with the best education we can, avoid being absent whenever possible. It is a valued skill that pays dividends throughout a student's life. For those parents who reside outside of the Leffingwell attendance area, permits may be cancelled for poor attendance or excessive tardiness.

While each day of attendance is extremely important to a child's academic growth, it is also important to protect your child's health and that of his/her classmates. No child should be sent to school with symptoms of illness. When it is necessary for your child to be absent, either call the school office (562-907-6310) to report the illness, or send a note on the first day of your child's return to school.

According to District Policy, students with attendance concerns may receive one or more of the following involuntary attendance interventions (The complete policy is available in the office):

Staff members may speak with the child and/or parent/guardian when they see a pattern of attendance or tardy concerns. The school may send an attendance/tardy letter when there is a pattern of attendance or tardy concerns.

Students may be placed on medical verification if they have had ten (10) absences in a school year for illness that have only been verified by a parent/guardian. Once a student is placed on medical verification, subsequent absences for illness must be verified by a physician, or the school nurse for the remainder of the school year and/or the subsequent school year.

The District may send the following notices to parents/guardians in accordance with California Education Codes 48260, 48261, and 48262:

- a. A first truancy notice after three unexcused absences*
- b. A second truancy notice after an additional unexcused absence*
- c. An habitual truant notice after an additional unexcused absence and either a meeting with a District employee or a conscientious effort to hold a meeting.*

Students may be placed on a District Attendance Contract for any of the following reasons:

- a. After the District has sent the first and second truancy notices*
- b. After students have had excessive absences*

BREAKFAST

Are your mornings rushed, making it difficult to get everything accomplished? Perhaps your child is going to school without eating breakfast. We may be able to help. Leffingwell serves breakfast in the cafeteria. Breakfast starts at 7:45 a.m. The price for breakfast is only \$1.00. If your child already receives a free lunch, they automatically qualify for a free breakfast. Students who already receive a reduced price lunch should bring \$0.25 for their morning meal.

LUNCH

Lunch may be purchased on a daily basis with cash or by purchasing an optional prepaid lunch card. The lunch cards are sold on Monday mornings in the cafeteria. When Monday is a holiday the card may be purchased on Tuesday morning. Lunch cards may be purchased for periods of one to four weeks (5 to 20 lunches). Checks are not accepted; cash only please. The price for hot lunches is \$1.50, including milk.

For students who bring lunch from home, milk (regular, low fat and chocolate) is available for \$0.30. A card for five (5) milks may be purchased and used in the cafeteria.

Occasionally, children forget their lunch or lunch money. If this occurs, the following procedures should be observed (please discuss with your child):

- Your child can tell their teacher
- Parents may bring a lunch or lunch money to the office. Our noon supervisors will deliver the lunch or money to the child. Please make sure that the lunch is marked with the child's name and room number. Please place money in an envelope with the child's name and room number.

- If no lunch or money for lunch is available, students will be provided with peanut butter, crackers, and milk from the cafeteria.

Due to problems related to fast food lunches on campus, it is requested that they not be brought to school. If you plan to provide your child with a fast food lunch, please check your child out for lunch and take him/her to the restaurant.

OPTIONS DAYCARE

Flyers are available in the office. Call (626) 284-9935 for information.

IMPORTANT PHONE NUMBERS, EMAIL ADDRESSES, AND WEBSITE INFORMATION

- Leffingwell Elementary School Office – (562) 907-6300
- Report a Student Absence – (562) 907-6310
- Each classroom has its own telephone number. You are able to call a classroom directly; however, calls will go to voicemail during class time. The phone number of your child's teacher will be available at the start of the year.
- Each teacher has an email address. The email address of your child's teacher will be available at the start of the year.
- Dr. Blackwell's Email Address – sblackwell@ewcsd.org
- More information about Leffingwell can also be found on the District's website (www.ewcsd.org) by clicking on the Leffingwell link.

IF YOU NEED MORE INFORMATION

Copies of the parent handbook and the student handbook are available in the office. Many questions you might have will be answered by looking in these handbooks. In addition, the state standards for the various subjects, school safety plan, and our single plan for student achievement are available for review in the office. Ongoing communication between the school and home is crucial for student success. I'm here to help our students be successful both in and out of the classroom. If I can be of any assistance, please don't hesitate to call, send an email (sblackwell@ewcsd.org), or stop by the office. I look forward to working with you!

Sincerely,

Dr. Blackwell

Scott Blackwell, Ed.D.
Principal

