

Alicia Cortez Elementary School Parent Handbook 2022 – 2023

Where Cougars Shine as Champions



Principal: Dr. Gerald Matthews
Assistant Principal: Amy Fauce
Secretary: Tricia Herrera
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Mission Statement

We, the staff of Alicia Cortez Elementary, working as partners with parents and community, will establish a safe and secure environment where we will teach and develop, in our students, outstanding academic, physical and social skills, a confident and independent “can do” attitude, the inner resources to persevere and succeed, and respect for themselves, others, our nation, and our world.

Core Beliefs

Alicia Cortez Elementary School is staffed with quality individuals who are dedicated, enthusiastic people who work together to provide each child with a quality education.

We are committed to the belief that within our school:

- All people have value and have a right to be treated with respect.
- All children can learn.
- Students are expected to learn and are provided with the necessary support to learn.
- The giftedness of every child will be discovered, valued and shared.
- Teachers are professionals who know how and what to teach.
- Staff members are good models of desirable behaviors and attitudes.
- Discipline is firm, but fair, and is administered with a caring attitude for the well-being of all.
- The campus is orderly and safe for everyone.
- Expectations for student achievement and behavior are high.
- Homework is meaningfully assigned and monitored.
- All students are challenged and respected.
- Students' individual learning needs are met.
- Parent and community participation is welcomed and encouraged.

The major instructional emphasis shall be on developing the basic skills necessary to function in the 21st century. The abilities to communicate well and to solve problems are a foundation for all other knowledge. Our goal is to develop fluent readers, competent writers, listeners and speakers, capable thinkers and problem solvers. These goals will be integrated throughout all subject areas.

A

ATTENDANCE – It is state law that all children attend school for the time that school is in session. All absences and tardies must be accounted for. Should your child be absent or tardy for any reason, please do one of the following:

- Call the school office on the day of the absence.
- Write a note and send it with your child when he/she returns to school.
- Go online to our school website, under the parent tab, and fill out the absence report

Actual attendance is the basis for our funding from the state. We receive funding only when a student is in school. Every absence cost us valuable educational services for our students. It is very important that all students be in school every day for the full instructional day.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing to it that their student attend school until the student attains the age of 18 or graduates from high school. Students shall be punctual and regular in their class attendance. (Education Code Section 48200, 48400, 48260, 48261, and 48262)

For compliance with compulsory attendance laws, there are only four valid excuses for being absent (or tardy) from school.

1. Illness (of the student)
2. Quarantine directed by a county or city health officer.
3. Having medical, dental, or optometric services rendered.
4. Attending funeral services of a member of the student's immediate family to the extent of not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California.

Any student absent(s) from school without valid excuse for three days or tardy in excess of 30 minutes on any three days in one school year shall be reported truant. (Education Code 48260ff) Legally, students must be in school unless one of the four valid excuses listed above applies.

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration. There are specific restrictions and forms, which must be requested and completed, however the absences still count as absences (see Independent Study for details).

Attendance will be closely monitored and parent contact will be made for frequent tardies or absences. Our goal is to have at least 98% actual attendance to ensure the best education possible for all of our students.

Students should be going directly to their line when the 7:40 am bell rings in order to be in the classroom ready for instruction to begin at 7:50 am.

AWARDS

Terrific Tickets – Grades 1-6

Students are given Terrific Tickets for the positive choices they make on the playground, including playing nicely, honesty, being a problem solver, school pride and lining up promptly and properly. Students may utilize their tickets to buy things from the Cougar store.

Cortez Four Award

Each teacher will recognize students per trimester in their classroom who exemplifies each of the parts of the schoolwide expectations, Persistent Learner, Accountable, Respectful, and Collaborative.

Cougar Achievement Award – Given at the end of the Year.

Recipients of the Cortez Four award must have all 3s or 4s in all areas of Habits of Success each trimester and all 3s and 4s in the areas of ELA, Math, History-Social Science, Science, and PE on the final Third Trimester grading period.

Circle of Scholars – Grades 4-6 given at Back to School Night.

Presented to students who have earned Met or Exceeds Standards in ELA and Math for the previous year.

AR Award – Students who achieve their goal at 100% or higher will be recognized.

B

BICYCLE RIDERS – Children should be in the third grade or older to ride their bicycles to school. When students arrive at 7:40 AM they are to walk their bikes into the bike area, lock them and report to class.

Bicycles must be locked to the bike racks in the bicycle area.

Bicycle riders must wear helmets.

Bicycles are to be walked on campus and in crosswalks at all times.

Bicycle riders must always give the right of way to pedestrians.

There are to be no students double riding or pulling another student.

Bicyclists must adhere to all traffic and safety rules at school and on the way to and from school. Bicycle riders must observe the same safety and courtesy rules as other students. Failure to adhere to bicycle rules will result in the loss of bicycle riding privileges.

C

CAMPUS CLEANLINESS – Remind your child that we are all responsible for keeping our campus clean. We need to continue taking pride in our school and campus.

CELL PHONES – Student Use – All cell phones are to be turned off and put away during school hours. Any device not meeting the above criteria will be taken away, brought to the office and only returned to the parent/guardian.

CHILD CARE – An after School Program is provided on school campus for students grades 1-6. This program is staffed by highly qualified personnel and is open until 6 p.m. daily. Further information may be obtained by contacting the District Child Development Office at 909-628-1201 ext.8990.

CLASSROOM INTERRUPTIONS – We make every effort to minimize classroom interruptions. **We will not call rooms for forgotten lunches, backpacks, etc.** If students are expecting parents to drop off items at the Office, they may check at recess and/or lunch to see if they are here.

CLASSROOM PARTIES

PFA/Room Parents are to provide 5 (and only 5) parties:

Fall – Halloween or Friday prior to Thanksgiving break

Winter – Friday prior to winter break

Valentine's Day – Valentine's Day or the Friday prior

Spring – Friday prior to spring break

End of Year – Last day of school

CLASSROOM VISITORS – No one should be on campus without office clearance. All parent volunteers or other visitors must sign in using the Raptor

System at the office prior to entering the campus and must be wearing a visitor sticker.

CODE OF CONDUCT – An important part of Alicia Cortez Elementary School's Positive Behavior Intervention System will be encouraging positive behaviors by reinforcing and harnessing the influence of students demonstrating the expected behaviors. Our focus is on helping children to develop into good citizens.

Persistent Learner

Students will

- Conduct themselves in a manner that allows for teachers to teach and students to learn
- Strive for success at all times
- Come prepared to school each and every day
- Be determined in all they do
- Be deliberate
- Learn from success and failure
- Be innovative
- Never give up

Accountable

Students will

- Take care of school and school materials
- Set high goals
- Work relentlessly to achieve goals
- Honor commitments
- Not make excuses and be responsible for their own actions

Respectful

Students will

- Treat self, others and the school with dignity to ensure a safe learning environment
- Use respectful language and avoid gossip and put downs of others
- Be honest and direct
- Be accountable for choices and actions and understand the consequences
- Assume good intentions

Collaborative

Students will

- Seek expertise of others to ensure effective work

- Work in teams
- Respect others
- Consider the consequences of decisions for all

Please review the school discipline code with your child and support our school's effort to help your child become all that s/he can be.

COMMUNICATION – We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures, and events through this Parent Handbook, the Parent Information Packet at the beginning of school, Back to School Night, Open House and special notices.

Information about your child is communicated through progress reports, report cards, parent conferences, behavior or homework notices, citations, awards, letters, teacher websites, or phone calls. Basic classroom policies are sent home at the beginning of school by the individual teachers.

Emphasize to your child the importance of bringing home all communication from school, and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Check the website frequently for any last minute updates. Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interest, strengths or needs your child has. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload or other areas, please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school also.

The principal always welcomes phone calls, conferences, and other communication from parents. If you have concerns or questions, wish information, have ideas for improvement, or wish to pass along a compliment, please let us know.

CONTAGIOUS DISEASES – Students who have been in quarantine or have had certain contagious diseases, infections or infestations must be cleared through the Health Office before returning to class. If a child has had chickenpox, scabies,

impetigo, ringworm or head lice, he/she is not to return to class without clearance through the office.

COUNSELING SERVICES – We have a list of agencies that provide counseling services. That list is a list only and not a recommendation. Resources information is available in the school office.

CUSTODY – In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc. please provide a copy for the school. If both parents wish copies of student reports, discipline information, etc.; please notify your child's teacher at the beginning of the school year.

D

DISCIPLINE – Please see the Code of Conduct and PBIS

DRESS CODE – STUDENT – Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness and good grooming.

Student grooming which interferes with or detracts from an environment conducive to academic learning or study, disrupts or threatens to disrupt the educational or instructional process, or which creates an unnecessary or unreasonable risk or injury to any student is prohibited.

Please note the following additional restrictions:

1. Tank tops and tops with thin “spaghetti” straps are not allowed.
2. Revealing or see-through tops are prohibited.
3. Shorts and Skirts should be finger-tip length when arms are straight down.
4. Hats may be worn (for sun protection purposes) while outside.
5. All shoes must have a restraining strap across the back. Sandals and open toe shoes are strongly discouraged for safety reasons. Students should wear shoes appropriate for running and vigorous physical activity.
6. Platform shoes, high heels, clogs, and backless shoes are prohibited.

Please refer to the District Dress Code when making determinations about student dress and grooming.

E

EMERGENCIES – The staff at Alicia Cortez School is trained to provide care for all students in the event of any emergency. Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students. In the event of an emergency on campus we will utilize the phone blast system to inform you. **Please confirm that you receive phone blasts to the preferred phone number.**

Students will be released only to people whose names appear on the Emergency Release Card. Please be sure that this card contains the names of both parents, guardians, and any other person authorized to pick up the student. It is very important that this card be kept complete and up to date.

EMERGENCY CARDS – This card is used for day-to-day student release, and for emergency contact in the event of injury or illness. This card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

It is extremely important that this card contains the full name of each person authorized to pick up the student. This includes the names of both parents, guardians, older siblings, relatives, friends, baby-sitters, neighbors, and anyone else who has your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school.

It is imperative that we be notified immediately if any information changes. Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency cards or failing to provide complete information.

F

FEES CHARGED TO STUDENTS – Textbooks and library books are provided free of charge to all students. Parents will be billed, however, for the cost of replacement or repair of lost or damaged school property.

FIELD TRIPS – Dress for field trips should be appropriate to the activity but must still adhere to the district and school dress code.

FUNDRAISING – All fundraising activities at Alicia Cortez Elementary are handled through our PFA. Field trips, assemblies, library books, computer software, and

instructional materials are just a few of the wonderful educational contributions these fund-raisers make to our school.

We encourage you to support our PFA fundraisers, and in turn, our students. PFA's primary goal is to enhance the educational opportunity for our students.

Please do not allow your children to sell to strangers. We encourage them to limit fundraising to family, friends, teammates, and parents' co-workers. While it is our desire to have highly successful fundraisers, our primary concern is the safety and well-being of our students.

H

HEALTH SERVICES – Our school has part-time services of a Nurse and a Health Technician. While they are on duty, it is their job to support the physical well-being of our students.

The office staff provides coverage for student health needs at other times during the school day when the nurse or health tech are not on duty.

Medications of any kind must be brought to the office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the health office. No medication can be administered at school without proper authorization. Students may not have any medication, including aspirin or cough drops, on their person.

Crutches / Casts – Students who need crutches while at school or have a cast of any kind must provide the school with a doctor's note.

P.E. Restrictions must be submitted to the health office with a Doctor's note if the restriction is for an extended period of time (longer than 2 days)

Sickness at School Parent will be contacted and asked to pick up their child in cases of fever or vomiting.

Sickness at Home Students cannot be at school if they had a fever or vomited within 24 hours.

Emergency Cards are also kept in the health office. A card for every child must be filled out completely, so we have contact telephone numbers in case of an emergency. This should include the name/number of at least one person who can pick up the student within 15 minutes of a call from school. If any information on the emergency card changes, please notify the office in writing immediately.

Routine screenings for hearing and vision acuity are provided for all new students and at certain grade levels.

HOMEWORK - Studies have shown that students who complete a program of homework that is part of a larger academic program, achieve beyond those students who do not do homework. The minimum time for specific homework assignments should be:

Kindergarten - 10-15 minutes each night
Grades 1-3 - 20-45 minutes each night
Grades 4-6 - 60-90 minutes each night

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material, but it will be based on skills and concepts that were taught and explained in class.

In some cases, class work which was not completed during the school day will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework, or consistently says he/she does not have homework, please contact the teacher as soon as possible to ensure that a problem does not develop.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Parents should encourage systematic study, show an interest in the assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential. Parents can help by checking assignments each evening for accuracy, neatness, and completeness. It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school.

I

INDEPENDENT STUDY – SHORT TERM – If your child must be absent from school for 5 consecutive days or more, you may request a Short-Term Independent Study Contract.

This request must be made at least one week before the absences and should be directed to the office. The teacher will provide four hours of work for each day of

absence. All work must be completed and turned in upon returning to school. Based upon the quality and amount of work, the teacher will apportion credit. Remember – it requires four hours a day of work.

Independent Study Contracts can help keep your child from getting far behind and may prevent him/her from being declared truant.

Please use this option judiciously and make every effort to plan vacations and other trips during school holidays.

INSTRUCTIONAL TIME - Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum.

We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the office prior to lunch or band. Homework or other small items will be placed in the teacher's mailbox.

Unscheduled parent/teacher conferences at the beginning of the day, end of a recess, or any other instructional time result in loss of instruction minutes. Should any parent want to discuss a matter with their child's teacher, please schedule a time with the teacher that is appropriate.

L

LIBRARY - Our school library is a valuable resource for our students. Students will visit the library once a week. Parents will be charged the repair or replacement cost for lost or damaged books. It is very important that students take care of all school and library books.

Although our school library is open, we encourage you to take your child to the public library on a regular basis. The public library is one of our most valuable community resources. Reading is a very important habit to foster in our children and leads to consistent academic achievement in all areas.

LOST AND FOUND – Please clearly label all of your child's belongings to help prevent loss. A Lost and Found rack is located behind the office. Please check for lost jackets, lunch pails, or other belongings. Glasses, watches, and other small valuable items are kept in the office. Unclaimed lost and found items will be donated to a local charity three times per year (at the end of each trimester).

LUNCH – Hot lunches are available daily at our school. It is the parents and students’ responsibility to ensure their money is clearly marked with their name and the dollar amount is accurate. Lunch accounts can also be paid and monitored online through www.myschoolbucks.com

Free and reduced-price student lunches are available for families who qualify. Applications are available in the school office and are processed through the District Nutrition Services Department. They can be contacted at 909-628-1201, ext. 1500.

All students are expected to eat lunch every day, including minimum days. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Be sure to send a nourishing lunch or purchase a lunch every day. Students who bring lunches may purchase milk in the cafeteria.

In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches. Children who do not have lunch or expect a parent to bring a lunch are instructed to check the “Lunch Table” in the cafeteria.

M

MINIMUM DAYS – Our regular minimum days are every Tuesday. Dismissal time is 11:20 AM. Please check the calendar for any additional minimum days for Parent Conferences and Staff Development.

N

Notices – Notices come home as needed to keep our school community informed. These include assignment sheets, homework or project assignments, PFA and class newsletters, and other important information. Please emphasize to your child that it is important that all notices from school be given to you.

P

PARENT CONFERENCES – We encourage frequent communication between teachers and parents. Back to School Night and Open House offer overviews of the program in each classroom.

Conferences are scheduled for all parents at the end of the first six weeks of class. It is very important that all parents attend this conference. Your child’s teacher will arrange a time for your conference.

If at any time when a teacher or parent feels there is a need for an additional conference, one may be scheduled through the communication between the teacher and parent. Please make sure to contact your child's teacher to schedule an appointment. It is helpful to write down any concerns, questions, or observations you wish to discuss.

PARENT INVOLVEMENT – We believe that successful schools result from parents and school personnel consistently working together. We encourage parent participation through several programs. Our School Site Council is elected by parents and staff to help set priorities and goals for school improvement. Our English Language Advisory Committee is elected by parents to help support those students learning to read, write, and speak English. Please refer to the School Parental Involvement Policy link on our website.

The Alicia Cortez PFA is an organization made up primarily of parents. They provide valuable program support by paying for such things as field trips, assemblies, instructional materials, library books, computers, software, and other school gifts. They also give thousands of volunteer hours for all students. We encourage all parents to join PFA, and to participate in and support all the activities of this organization.

Many parents provide valuable assistance by volunteering to work in classrooms, or to do projects at home. All parents can provide support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's programs and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school.

PARTY / SOCIAL INVITATIONS – Party/social invitations are NOT to be handed out at school. We want to prevent incidents of hurt feelings, lost invitations, miscommunication, and other issues which are disruptive to the learning environment. Any treats sent to school will only be handed out at the END OF DAY as students are being dismissed. We highly encourage "goody bags" which can easily be distributed. Food cannot be sent for your child at lunch to be shared with their class.

PBIS-POSITIVE BEHAVIOR INTERVENTION SYSTEM

P.B.I.S. stands for Positive Behavior Intervention and Supports and is used to establish a positive school culture. We encourage positive behaviors by reinforcing and harnessing the influence of the students demonstrating the expected behaviors. Our staff is also encouraged to recognize expected behaviors through use of positive reinforcement. Cortez Elementary has four positively stated behavioral

expectations known as the Cortez Four/P.A.R.C. These expectations are that students are Persistent learners, Respectful, Accountable, and Collaborative. This is shown to encourage the likelihood that positive behavior will become the norm. Refer to CODE OF CONDUCT.

PERSONAL HYGIENE – It is important to remind students to wash their hands with soap each time they return from the restroom.

PETS – Pets are not allowed on campus.

PROBLEM SOLVING TECHNIQUE – The following collaborative strategy for solving social problems should be taught and reinforced with your child.

STEP

S: Say the problem

- Clearly state the problem
- State the problem respectfully, calmly, and without blame
- See the problem from each person's point of view
- Differentiate between problems caused by accidents and ones that are not
- If someone is in danger, get an adult

T: Think of solutions

- Describe what each person wants and needs to solve the problem
- Come up with more than one way to solve the problem and choose the best one
- Identify that apologizing and/or offering to share or take turns are problem-solving strategies

E: Explore the outcomes

- Think about what would happen for each person with each outcome
- Explain why one solution is better than another for solving a given problem
- Evaluate and agree upon the best solution for all parties involved

P: Pick a solution

- Choose a solution to the problem that makes the most sense for all parties
- Explain why it is the best solution for the given problem and for each party
- Respect the agreed upon solution to the problem and carry it out

In the event of a severe problem, (e.g., hitting, kicking, etc.) remind your child to go directly to an adult for help and skip steps 1 and 2.

Children should never attempt to break up fights. They should go directly to an adult for help.

PROMOTION / RETENTION POLICY – Assembly Bill 1626 became effective January 1, 1999. This bill provides for mandatory retention and/or intersession classes for students who do not meet proficiency standards for their grade level.

Parents will be informed as early in the year as possible if a child is at risk of retention, based on state assessments, classroom performance, or district assessments. An intervention plan will be developed, and a STEP Team will hold a meeting to determine if the student has made sufficient progress to the next higher grade. If the student has not made sufficient progress retention may be recommended. Parents have 10 days to appeal the decision to retain.

R

RAINY DAY SCHEDULE – On rainy days we must work especially hard to guard the health and safety of our students. On these days, recesses are spent inside. Students are given a restroom break during rainy weather, before school supervision is provided in the media centers at the warning bell.

RESTROOM – Student – Children must not run, push, loiter or play in or near the restrooms. Please encourage students to use the restrooms at recess and discourage use during instructional time. Please remind students to have pride in the school campus and keep the restrooms clean.

S

SCHOOL BUS – Please impress upon your children that riding the bus is a privilege. Students' cooperation in the interest of safety is essential. Students who normally ride the bus cannot walk or go with another student unless permission is given in writing by the parent/guardian of that child and approved by the principal. Students who do not normally ride the bus may not use bus transportation except for class field trips.

Glass, animals, and eating are all prohibited on the bus. On field trips, the teacher is responsible for ensuring that students are quiet, orderly, and follow all bus rules.

SPECIAL PROGRAMS – Alicia Cortez Elementary School is proud to offer many special programs to meet the diverse needs of our students.

For students with identified specific learning or language disabilities, we offer the Speech and Language Program and Specialized Academic Instruction. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel that your child might have a learning disability, or need speech and language pathology, please discuss it with the teacher.

Our GATE students are provided with differentiated instruction based on their learning needs within the classroom.

English Language Learners (ELL) will receive instruction according to the English Language Development (ELD) Standards by teachers credentialed and trained to teach the ELL student.

We are very proud of the programs we have. All are designed to develop the gifts of and meet the specific needs of our students

STAFF – Alicia Cortez Elementary School has an excellent staff of teachers and support personnel. All teachers are credentialed to teach at the elementary level. Many have advanced degrees and other credentials or certificates in addition to basic teacher credentials.

Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students. They are very willing to share new information and ideas with other staff and do so on a regular basis.

This outstanding, highly qualified, professional staff is one of the keys to the excellent program at Alicia Cortez.

STUDENT DROP-OFF and PICK-UP – Students should not arrive at school before 7:40 AM. (when campus supervision begins). They should be picked up promptly at dismissal time. Students may be dropped off or picked up in the drop off lane only.

At dismissal time, if you have parked your car on the street or in a parking space, please wait outside the gate until your child comes out, as we are a closed campus.

T

TARDIES – We will lock the gates at the 7:50 a.m. bell. Any student entering campus after the gates have been locked must report to the office and will be marked tardy.

TEXTBOOKS / SCHOOL SUPPLIES - Textbooks, library books, and basic school supplies are provided free of charge to all students. In accordance with District policy and Education Code provision, parents will be billed for the cost of replacement or repair of lost or damaged school property. The replacement cost of many of the textbooks may be \$50.00 or more. The cost of library books could be \$30.00 or more.

TRAFFIC SAFETY – Traffic is very heavy during drop-off and pick-up times. Please adhere to the following traffic safety rules:

1. Students should NOT be dropped off early or picked up late. There is no supervision before 7:40 AM. or after 2:30 PM.
2. Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane.
3. If you leave your vehicle, it must be parked in a parking space (in the parking lot) or along the curb on the street.
4. During heavy traffic times, parents may wait in their vehicles along the curb in the right hand drop off lane. Do not leave a car unattended in the drop off lane. There is no double-parking or waiting in the left-hand lane.
5. The drop off lane is for quick loading and unloading of passengers only. If your child needs to put on shoes, comb hair, finish eating breakfast, etc., please park in a parking space to avoid impeding the flow of traffic.
6. Please pull as far forward as possible in the drop off lane at all times. Please do not leave excessive space between vehicles. If we all work together dismissal will continue to be more efficient.
7. Do not go around waiting cars to fill an opening in the drop off lane. The other cars will move up. Please stay in line and wait your turn.
8. Always have children enter your vehicle on the curb side. For their safety, do not allow them to go into traffic to enter the car.
9. Do not drive into the handicapped parking areas to drop off children. These spaces are legally reserved for cars with handicap placards or license plates.

10. Please do not drop children off in the parking lot. They should be dropped off in the drop off lane or escorted to the front of the school using crosswalks.
11. Please be courteous to cars attempting to leave a parking space or a parking lot exit.
12. Double parking, jaywalking, U-turns, and impeding the flow of traffic all create extreme and unnecessary hazards for our children. Please refrain from these unsafe (and illegal) acts.
13. NEVER ask your child to run or walk across the street to meet you. Cross streets at crosswalks ONLY.

Traffic flows quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop-off/pick-up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety and the safety of others. Thank you very much for consistently adhering to these procedures to help create a safe environment for all our children.

U

UNIFORM COMPLAINT PROCEDURE – Addresses allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs. Complaint forms are available at each school site and district office.

V

VISITORS ON CAMPUS – All visitors, including parents, must sign in through the Raptor System at the office prior to entering the campus. Please ensure to bring your valid ID for check in purposes. Volunteer/Visitor badges will be issued in the office when you sign in. Do not go into the campus to deliver lunches or other items to your child or ask your child to meet you at the fence for such items. These items must be brought into the office.

W

WALKING TO SCHOOL - Students are to walk directly to and from school and should not go to the shopping center, park, or other areas while traveling to or from school. This creates a significant safety risk for your child.

Students should follow street routes only and should, whenever possible, walk with a parent, sibling (or other family member), friend, or neighbor.

Students should always walk on sidewalks and not on private property when going to and from school.

Students are subject to school discipline while en-route to and from school (Education Code 44807).

WEBSITE - In addition to the Parent Handbook, our school has developed and maintains a website to help keep our community informed.