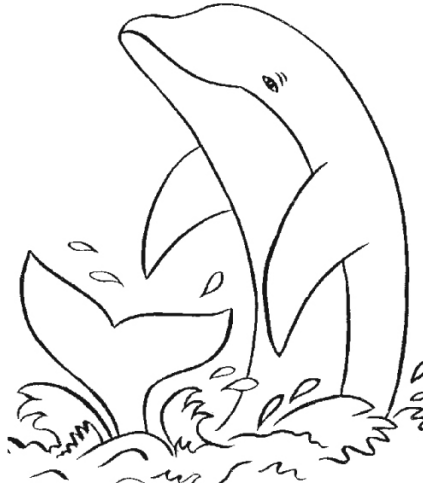


**El Granada Elementary School**



# Parent - Student Handbook



## El Granada Elementary School

### OFFICE HOURS

The school office is open between the hours of 7:35 a.m. and 4:00 p.m., Monday through Friday.

Telephone: (650) 712-7150.

### DAILY SCHEDULE / HORARIOS

**Kindergarten** First Trimester 8:05 a.m. - 11:35 p.m. (M-F)

Remainder of Year -Whole Group 8:05 a.m. - 12:30 p.m. (M-F)

Small Group 12:30 p.m. - 2:05 p.m. (M, W, Th, F) Each child will be assigned a small group time

#### Grades 1 - 3

8:05 a.m. - 2:05 p.m. (M, W, Th, F)

8:05 a.m. - 1:15 p.m. (Tuesday)

#### Grades 4 - 5

8:05 a.m. - 2:48 p.m. (M, W, Th, F)

8:05 a.m. - 1:15 p.m. (Tuesday)

### ATTENDANCY POLICY:

Good attendance is crucial to your child's success in school. However, if your child is absent, please call the school

(712-7150) the morning of the absence or leave a voice mail message the night before the absence. If the absence is

due to illness, the specific nature of the illness should be stated. In the interest of safety, if the school does not hear

from you, we will call you or others listed on the emergency card to verify the absence. It is important that students be in school every day for the best learning to occur. There are two types of absences: Excused and Unexcused. Any student who has more than **three unexcused absences or tardies** may be declared truant. If school absences or tardies become excessive, the School Attendance Review Board will be contacted. According to CUSD board policy 5113 (a), an absence is Excused if it is for one of the following reasons:

*\*Illness or injury*

*\*Bereavement*

*\*Court appearances*

*\*Medical appointments*

*\*Family emergency*

*\*Observation of a religious holiday or ceremony*

### EMERGENCY CARDS

It is essential that information on emergency cards be kept current. Please call the school office if there is any change in status during the year, including phone numbers, names of people to whom we may release your child, parent employment, addresses, and/or any other information. Listing additional names of people to be contacted in emergencies is helpful.

**Students will only be released to persons listed on the emergency card.** Please inform the school principal or secretary if any custody procedures should be followed. It is important to make court orders available to school personnel in order that correct procedures will be carried out. If we do not have the proper paperwork on file, we are obligated to release students to biological parents, even if she/he is not listed on the emergency card.

### TARDIES

Students arriving after the 8:05 a.m. bell must check in at the office before going to their classroom in order to obtain a

permit to class and to ensure accurate accounting. Tardies disrupt the learning process for your child and others in the classroom. Any student who arrives more than 30 minutes late without a valid excuse (student illness, medical or dental appointment), is considered to have

an unexcused "cut" in accordance with the California Education Code. Chronic tardiness will be regarded as a serious problem and will require a conference.

### **ARRIVAL & DISMISSAL**

There is no supervision prior to 7:35 a.m. Students must not arrive on school premises prior to that time. Students are to leave school promptly after their dismissal time as there is no supervision after the bus departs. Children who must leave prior to the regular dismissal time will be released only through the office. Parents must come to the school office to sign out the student. Teachers will not release a child to any adult during the school day except through the office. This procedure is for the child's protection.

### **BUSES**

Children should arrive at the bus stop five (5) minutes before the scheduled pick-up time.

Written permission from a parent is required for any deviation in a student's customary transportation.

Students are to go directly home after getting off the bus and should not talk to or accept rides from strangers. Students are expected to follow instructions regarding bus conduct willingly and

courteously. **Bus riding is a privilege and may be revoked temporarily or permanently.**

Physical or verbal abuse of the driver is sufficient cause for an automatic suspension of riding privileges. If

there are any questions about the buses or the bus schedule, parents are asked to contact the CUSD

Transportation Department at 712-7125.

### **IMMUNIZATIONS**

The California School Immunization Law requires written proof of full immunization for all students under the age of 19 years. Students enrolling in school should bring proof of immunizations to the office for verification. Kindergarten and first grade students also need birth certificates.

### **MEDICATION POLICY**

In order for the school to dispense any medication, including aspirin, the appropriate form (available in the school office) must be completed by a physician. The physician form as well as written parental consent must be on file in the school office. All medication must be in the original container and labeled with the student's name.

### **ILLNESS AT SCHOOL**

A school representative will notify you should your child become ill at school. No child will be sent home unless contact with parent or guardian is made. A child will only be released to those persons listed on the emergency card.

### **INDEPENDENT STUDY**

If you must take your child out of school for five full days or longer, please contact the office and complete a "Request for Independent Study" form one week prior to the expected

absence. When your child returns to school, the teacher will check the assigned work to complete the contract. **The school year consists of 180 days. We request that you arrange vacations around the school calendar.**

### **EMERGENCY PROCEDURES**

Following an emergency such as a major earthquake, fire, or tidal wave, parents are to check in at the reunion gate in front of the school and obtain a student release form. You will: (1) state your child's name, (2) sign the emergency release form with time and date you picked up your child, (3) give the student release form to the teacher at the field before leaving the school. We ask parents not to come to the field without a student release form. Children may only be picked up by those persons who are listed on the emergency card.

### **LUNCH PROGRAM**

Hot lunches, including milk, are available daily. Monthly menus are given to students. Students who frequently order hot lunches are encouraged to buy the 20-lunch ticket to reduce the amount of money that they must handle. Checks should be made payable to CUSD Lunch Program. If desired, students may purchase milk only. Those who qualify for a reduced price or for free meals are urged to complete the required form, which may be obtained from the school office. Children who qualify for this program remain anonymous.

### **STANDARDS FOR DRESS**

Pupils should be neat, clean, and presentable for attendance at school. Girls using gymnastic equipment or participating in tumbling activities are encouraged to wear shorts under dresses and skirts. All children are encouraged to wear rubber-soled shoes for safety on the playground and when participating in daily psychomotor/physical education activities. Clothing similar to gang attire and clothing with inappropriate slogans, signs, etc. is not allowed.

### **HOMEWORK**

Homework may be required at the discretion of the teacher. In general, you may expect:

Kindergarten	15 minutes
1 <sup>st</sup> and 2 <sup>nd</sup> grades	15-20 minutes
3 <sup>rd</sup> grade	20-30 minutes
4 <sup>th</sup> and 5 <sup>th</sup> grades	up to one hour per night

### **CHILD CARE**

Coastside Children's Programs offers a licensed day care program on campus for kindergarten through fifth grade students. The program is available before and after school, on teacher in-service days, and during vacations. Information may be obtained by calling Coastside Children's Programs at 726-7413 or the center directly at 712-7415.

### **WELLNESS POLICY**

All school districts participating in any federally funded child nutrition program must establish a school wellness policy. See CUSD Board Policy No. 5030, included in the Back to School Packet, for specific guidelines. Per CUSD Wellness Policy (Board Policy No. 5030), parties during the school day should be limited to no more than one per class per month. Each party should include no more than one food or beverage that does not meet nutritional standards for foods and beverages sold individually (see complete Board Policy included in the Back to School Packet). School-wide celebrations of cultural activities will be sensitive to nutritional standards. Birthday parties for individual students are not allowed at school. At

the discretion of the classroom teacher, parents may bring a special snack in honor of their child's birthday. However, snacks need to be eaten during non-instructional times and should be in compliance with the CUSD Wellness Policy (Board Policy No. 5030). Invitations for individual birthday parties should not be distributed at school.

### **STUDENT DISCIPLINE & EDUCATION CODE**

For your information, the California Education Code 48900, Grounds for Suspension or Expulsion, has been summarized below. Not all sections will apply to kindergarten through grade five students.

#### **GROUNDINGS FOR SUSPENSION OR EXPULSION**

- Caused or attempted to cause or threatened to cause physical injury to another (endangered the safety of others).
- Possession of, or otherwise furnished firearms, knives, explosives or other dangerous objects.
- Unlawfully possessed, used, or sold, or been under the influence of a controlled substance.
- Unlawfully offered for sale or negotiated the sale of a controlled substance.
- Committed robbery or extortion.
- Caused or attempted to cause damage to the school or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully passed or offered to sell drugs or drug paraphernalia.
- Disrupted school activities or defied valid authority of supervisor.
- Received stolen property.

(Grades 4 and 5)

- Creates a hostile educational environment for others.
- Hate violence.
- Sexual harassment. (4<sup>TH</sup> & 5<sup>TH</sup> Grade)

### **BULLYING**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the yard duty or teacher.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

### **VISITORS & VOLUNTEERS**

For the safety of all children, all adults entering the school buildings or yard for any reason are required to sign in at the office and receive a visitor badge. Parents are encouraged to visit their child's class to observe our educational program in action. Please discuss these visits and make arrangements with your child's teacher. Since we must identify every adult at school, please sign in at the office and obtain a visitor's badge before visiting a classroom. Except during Public Schools Week, Wednesdays are visitation days. Parents must notify the office 24 hours in advance of their visits to classrooms other than their child's.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled in the fall and spring. It is imperative that parents attend these conferences. Additional parent-teacher conferences will be arranged as needed.

upon the request of either the parent or teacher. It is our philosophy that your child's education is best served when clear expectations and mutual support exist between home and school.

### **PARENT INVOLVEMENT**

#### ***Parent Teacher Organization (PTO)***

The PTO is an organization of parents, teachers, and community members of EL Granada Elementary School with the goal of enriching the education of every student. This goal is achieved by providing volunteer services, organizing special events and fund raisers, and communicating interests and concerns of the parents, teachers, students, and community of El Granada School.

#### ***School Site Council (SSC)***

SSC develops, updates, and oversees the Single Plan for Student Achievement. This council is comprised of equal numbers of parents and staff members. Members are elected to serve by their respective group. The School Site Council is an excellent way to get involved in school planning. Meetings are generally held the third Thursday of each month. Dates and times will be posted in the monthly newsletter.

#### ***English Language Advisory Committee (ELAC)***

ELAC focuses on matters related to the specific needs of English language learners. All parents/guardians of English language learners are welcomed and encouraged to participate. Meeting dates and times are posted in the monthly newsletter.

#### **Field Trips**

Parents may volunteer to drive and/or chaperone on field trips. Please complete the volunteer driver form and provide the appropriate insurance information. Forms may be obtained in the school office or via the CUSD website at [www.cabrillo.k12.ca.us](http://www.cabrillo.k12.ca.us). **Siblings may not attend field trips.**

### **PRINCIPAL**

The principal welcomes all parents who wish to meet with her. To be assured of an appointment, please call the office to arrange a time to meet. "Drop-in" conferences certainly do occur, but there is no guarantee that the principal will be available. In the event of a problem, please contact your child's teacher first. The principal will enter the problem-solving process if the parent and teacher are unable to develop a mutually agreeable solution.

## **EL GRANADA ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY**

Greater family involvement is supported through the federal Improving America's Schools Act (IASA) and the Elementary and Secondary Education Act (ESEA) Title I law. This law mandates that:

"Each school...shall jointly develop with, and distribute to, parents of participating children a written parent involvement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements.... Such policy shall be updated periodically to meet the changing needs of parents and the school."

To this end, El Granada Elementary School as an IASA/ESEA Title I School will:

- Convene an annual meeting at a convenient time to which parents of participating children shall be invited and encouraged to attend. Inform parents of their school's participation under Title I, and explain its requirements and their right to be involved.
- Establish a School Advisory Committee and/or English Language Advisory Committee (ELAC).
- Schedule regular meetings of the Advisory Committees. Keep on file membership lists, bylaws, and minutes of each meeting.
- Discuss the Single Plan for Student Achievement (SPSA) with Advisory Committees.
- Design parent involvement programs with input from parents.
- Provide full opportunities for parents with limited English proficiency or with disabilities, including information in a language and form each parent can understand.
- Provide opportunities for Advisory Committees to give input into the development, modifications, and evaluation of the school's Title I plan.
- Inform each child's parent of their child's individual student achievement results and specific instructional goals.
- Provide each parent with a description and explanation of the curriculum used at the school.
- Jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student achievement.
- Address the importance of communication between teachers and parents on an ongoing basis.
- Allocate at least 1% of the Title I school site budget for defined parent involvement programs such as family literacy and parenting skills.
- Keep parents informed about school wide and classroom activities with flyers and newsletters.
- Provide assistance to parents and staff in such areas as understanding the State's content standards.
- Evaluate the effectiveness of parent involvement programs and adjust the program based on recommendation.