

**VISION:**

“Peter Burnett is a place where students, staff, and community members engage collaboratively in equal learning opportunities, reflecting a well-rounded curriculum, positive values, and a problem solving mindset, which results in personal best, school spirit, and a firm foundation for life-long learning.”

**Peter Burnett  
Elementary  
School  
2018 - 2019 Student  
Handbook**

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**SCHOOL STAFF**

Principal .....Ms. Kimberly Jones  
 Administrative Assistant.....Mrs. Kristian Forte-Hill  
 General Clerk.....Mrs. Sandy Galdamez  
 Health Clerk.....Mrs. Mary Grace Grammatico  
 Day Custodian.....Mr. Ruben Diaz  
 Night Custodian .....Mr. Genadio Diaz

<b><u>GRADE</u></b>	<b><u>TEACHER</u></b>	<b><u>ROOM</u></b>
3.....	Ms. Cynthia Mendoza.....	13
3.....	Mrs. Melissa Matthias/Mrs. Dina Stern.....	14
3.....	Mrs. Michelle Decelles.....	15
3.....	Miss Katie Miliias/Mrs. Amy Primbsch .....	16
3.....	Ms. Alexia Hutchinson .....	17
3.....	Mrs. Jennifer Flanders .....	18
4.....	Mrs. Karen Fraser/Mrs. Amy Primbsch.....	5
4.....	Ms. Rebecca Laszacs.....	6
4.....	Mrs. Naomi Johnson .....	7
4.....	Mrs. Tara Carne/Mrs. Darrelyn Rowland .....	8
4.....	Mr. Robb Norman.....	9
5.....	Ms. Rachel Humphrey.....	1
5.....	Mrs. Dorothy Sweeney .....	19
5.....	Ms. Summer Graves.....	20
5.....	Ms. Trisha Maano .....	23
5.....	Mrs. Amanda Steen/Mrs. Amy Primbsch.....	24
Music Teachers.....	Ms. Nichole Polizzi.....	Music Room
	Mrs. Nicole Jeffrey .....	Music Room
Art Teacher.....	Ms. Tiffany Graham.....	4
Special Day Class .....	Ms. Madison Scar .....	10
Math Coach/Mentor.....	Ms. Andrea Kabwasa .....	Portable
EL Teacher.....	Mrs. Lori Croft.....	12
Resource Specialist .....	Mrs. Carrie Schat .....	11
Speech Pathologist.....	Ms. Stacey Henry.....	Adm. Bldg.
Psychologist .....	Ms. Diandra Benton.....	Portable
Counselor.....	Ms. Laura Gutierrez .....	Adm. Bldg.

**SUPPORT STAFF**

EL Program.....Mrs. Julie Espinosa  
 Technology .....Mrs. Shannon  
 Tupper Library .....Mrs. Nicole  
 Morris Math/reading.....Mrs. Rebecca  
 Blake Instructional Aides.....Mrs. Lissett Campos, Ms. Carol Martinez, Mrs.  
 Devon Cervantes, Mrs. Renee Hubler, Mrs. Margaret Patterson, Mrs. Sheri Rice, Ms. Christina  
 Kaough Mr. Calvin Ross, Ms. Liz Legarda Mrs. Denise Major, Mrs. Eva Rojas  
 Food Service .....Ms. Tanya Albert, Mrs. Fernanda Fuentes, Mrs. Sara Ornelas

## SCHOOL PHONE NUMBERS

The main school phone number is 310-725-2151. This number will get you into the phone system and you can scroll through the menu to reach the voicemail of your classroom teacher. You may bypass the recorded message if you call the phone numbers listed below. By calling a teacher's phone number, you will immediately access the teacher's voice mail. If you are calling to request homework to be prepared for pick-up, please call by 11:30 a.m. in order to insure adequate preparation time for the teacher.

El número de teléfono principal de la escuela es (310) 725-2151. Este número le dará acceso al sistema de teléfono automático. Usted puede evitar el mensaje automático llamando a cualquiera de los siguientes teléfonos. Al llamar al teléfono de las maestras serán conectados al sistema automático de voz. Si su llamada es referente a una tarea, llamar antes de las 11:30 a.m., para asegurar una preparación adecuada.

### Phone Number

Ms. Benton, Psychologist .....	725-2201	
Mrs. Carne, Gr. 4 (Rm. 8).....	725-2008	
Mrs. Croft, EL Teacher (Rm. 12) .....	725-2012	
Mrs. Decelles, Gr. 3 (Rm. 15).....	725-2015	
Mrs. Espinosa, EL clerk.....	725-2012	
Mrs. Flanders, Gr. 3 (Rm. 18).....	725-2018	
Mrs. Forte-Hill, Office .....	725-2100	
Mrs. Fraser, Gr. 4 (Rm. 5) .....	725-2005	
Mrs. Galdamez, Attendance.....	725-2101	
Mrs. Grammatico, Health Office .....	725-2114	
Ms. Graves, Gr. 5 (Rm. 20) .....	725-2020	
Ms. Gutierrez, Counselor.....	725-2104	
Ms. Hutchinson, Gr. 3 (Rm. 17).....	725-2017	
Ms. Graham, Art (Rm. 4).....	725-2004	
Ms. Henry, Speech.....	725-2105	
Ms. Hutchinson, Gr. 3 (Rm. 17).....	725-2017	
Ms. Humphrey, Gr. 5 (Rm. 1) .....	725-2001	
Mrs. Johnson, Gr. 4 (Rm. 7) .....	725-2007	
Ms. Kabwasa, Cotsen Mentor.....	725-2002	
Ms. Laszacs, Gr. 4 (Rm. 6).....	725-2006	
Ms. Maano, Gr. 5 (Rm. 23).....	725-2023	
Mrs. Matthias, Gr. 3 (Rm. 14) .....	725-2014	
Ms. Mendoza, Gr. 3 (Rm. 13).....	725-2013	
Miss Milias, Gr. 3 (Rm. 16).....	725-2016	
Mrs. Morris, Library .....	725-2021	
Mr. Norman, Gr. 4 (Rm. 9).....	725-2009	
Mrs. Schat, Resource Specialist (Rm. 11) .....	725-2011	
Mrs. Rowland, Gr. 4 (Rm. 8).....	725-2008	
Ms. Scar, SDC (Rm. 10).....	725-2010	
Mrs. Steen, Gr. 5 (Rm. 24).....	725-2024	
Mrs. Sweeney, Gr. 5 (Rm. 19).....	725-2019	
Mrs. Tupper, Technology .....	725-2021	
Health Office.....	725-2157 Attendance .....	725-2153
Office/Principal.....	725-2110 Food Service .....	725-2303

**SCHEDULES BEGINNING OF SCHOOL**

**August 28-29**

All Grades.....8:30 a.m. – 12:00 p.m.

**August 30-September 7**

All Grades.....8:30 a.m. – 2:10 p.m.

**REGULAR SCHOOL HOURS**

**Beginning September 10**

3rd Grade Early Birds.....8:30 a.m. – 2:10 p.m.

3rd Grade Later Gators .....9:20 a.m. – 3:00 p.m.

4th and 5th Grades: .....8:30 a.m. – 3:00 p.m.

**WEDNESDAY SCHEDULE**

**Every Wednesday beginning September 12**

All Grades.....8:30 a.m. – 2:10 p.m

**BEGINNING OF SCHOOL**

The first two days of school, August 28-29 are minimum days (8:30-12:00). From September 1-7, the school will be on a shortened schedule (8:30-2:10). Third Grade students will start split reading times on September 10. On or before September 7 the school will send home a schedule of the specific hours of instruction for third grade students.

**SPECIAL WEDNESDAY SCHEDULE**

Every Wednesday all children are dismissed early to provide the teachers with a planning period. School hours for all students are from 8:30 a.m. to 2:10 p.m.

**ARRIVALS AND DEPARTURE**

Children must not arrive at school more than 10 minutes before their start time (9:10 for 3rd grade “Later Gators”), unless prior arrangements have been made with the teacher. Likewise, they are expected to leave for home or be picked up promptly upon dismissal at the end of the day. We seek your cooperation as we can only provide 10 minutes of adult supervision beyond dismissal times. The school cannot supervise children who arrive early or stay late.

**TRAFFIC SAFETY: STUDENT DROP-OFF AND PICK-UP**

**Do not allow your children to Jay Walk in front of the school. Do not double park, make U-turns, or park in the red zone.** Respect our neighbors by not blocking their driveways. Help your children become thoughtful citizens by your example. **For detailed Arrival and Dismissal Procedures, please see page 29.**

## **BICYCLES**

**Students with helmets** may ride their bicycles, scooters, and skateboards to school to be held in our bike rack during school hours. Bicycle Standards in this handbook must be observed and a permission slip returned to the school office. **PLEASE NOTE: roller-skates and in-line skates are NOT permitted on campus.**

## **ATTENDANCE**

### **THE LAW**

All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school (E.C. 48200).

#### **Verified excused absences are:**

- Illness
- Quarantine directed by county or city health officials
- Medical, dental or eye care services
- Attending funeral services for the immediate family
- Attending religious services

### **TARDIES**

**It is the legal responsibility of the parent/guardian and student to see that the student arrives at school on time.**

When a student has been tardy on 5 occasions, the school will send a letter to the child's parent.

### **EXCESSIVE ABSENCES AND TARDIES**

When a student has been absent and/or tardy on 10 occasions, school notification will occur. A School Attendance Review Team meeting may occur when students are absent and/or tardy from school more than 10 days and when a clear pattern exists.

### **TRUANCY**

Education Code Section 48260 – Any pupil subject to full time education who is absent from school without valid excuse for three days or tardy for more than 30 minutes during the school day without valid excuse on three occasions in one school year, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

**Please note: If your child misses school by leaving more than 30 minutes early on more than three occasions during the school year, without a valid excuse, he/she may also be considered a truant.**

Truancy can lead to severe consequences, including fines and criminal prosecution.

Students who are truant from school will be referred to the District Attendance Chairperson and a referral to the District Attendance Review Team (DART) and School Attendance & Review Board (SARB) may occur.

### **SCHOOL ATTENDANCE REVIEW TEAM (SART)**

When a student has any combination of absences, tardies, leaving early, etc., totaling 12 or more times, a SART meeting may be called. This is a required meeting in which the parent, student and principal will draw up an attendance contract. A violation of the SART contract may result in a referral to the District Attendance Review Team (DART). Further action to the School Attendance Review Board (SARB) may occur if attendance does not improve.



**If your child is absent, please:**

1. CALL the school at 310-725-2153 and explain the reason for the absence EACH morning the child is out. You may also send an email to Mrs. Galdamez at [sgaldamez@wiseburn.org](mailto:sgaldamez@wiseburn.org).
2. Upon return, have your child report directly to class following an absence. If you have not already notified the office, a **note** must accompany your **child** stating the reason for the absence and given to the teacher. We are required to verify all absences.
3. If your child has a communicable disease, a serious injury, or for any reason might need to restrict his/her activity, please have him check into the nurse's office before going to the classroom.

**PART DAY ABSENCE**

We encourage you to try to schedule your child's doctor and dental appointments outside school hours. If this is not possible and your child needs to be absent for part of the day, please check into the office first. **A note from the child's doctor or dentist is required to excuse the late arrival or early pick-up. Students will be dismissed only through the office to the parent or to the emergency contacts listed on the registration form.** This is for your child's protection as well as ours.

**PERFECT ATTENDANCE**

Students receive recognition at Bulldog Best Assemblies for perfect attendance. Students earn this by being in school every day, all day. This means that they may not be tardy or leave school early for any reason.

**HOME INSTRUCTION FOR EXTENDED ILLNESSES**

Students in need of home instruction due to chronic and/or extended illness should contact the school health office with physician referral to arrange for home teaching program when appropriate.

**INDEPENDENT STUDY**

An Independent Study Contract may be considered when a student will miss 5 days or more of school. Independent Study can be denied if the student is not leaving for reasons recognized in the Education Code. All requests for Independent Study must be made in the school office. The school must have 5 days prior notice so the teachers can prepare lesson plans. **The contract is a legal document which is filed in the school office along with the completed work and is required for California State attendance audit. Work must come back to the teacher the day the student returns to school. If the work is not complete, the absences will be recorded as being unexcused.**

**STUDENTS REMAINING AFTER SCHOOL**

If the teacher or office feels it necessary to keep a student after school more than 15 minutes, it is our policy to notify the home.

**TAKE YOUR CHILD TO WORK DAY**

If your child is going to take part in "Take Your Child to Work Day" and will miss school, you must provide a letter from your place of employment to excuse the absence. Please be aware that by missing school for this purpose, the student is no longer eligible for Perfect Attendance. Schools do not receive funding (ADA) for students who miss school for this purpose.

### **PERMITS**

Parents may apply for permits from other districts so that their child can attend Wiseburn Schools yearly. A student on permit may lose the privilege to attend Burnett School if the student expectations and parent requirements are not met. The District Superintendent can answer any questions you might have about permits.

### **OUT OF DISTRICT MOVES**

If you are moving, please let us know a day or two in advance. This will allow us to have your child's transfer papers and a copy of the immunization record ready on the day he/she is to leave. If you move out of the Wiseburn District and want to continue attending Burnett School, a permit must be obtained from the permit office.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE**

Families who lack a fixed, regular and adequate nighttime residence may be eligible for programs and services to assure that children receive equal access to free and appropriate public education and appropriate services in order to be successful in school.

### **FOSTER YOUTH**

Children living in foster care and group homes should meet with the school administrator to discuss unique educational needs.

## **HEALTH AND SAFETY**

### **EMERGENCY INFORMATION AND REGISTRATION FORMS**

In case of emergency, valuable time can be lost when you cannot be reached due to inaccurate information. Notify the school office promptly if you change your address, telephone number, work phone number, or emergency contact person. If by chance there are special custody arrangements in relation to your child, please notify the office. The necessary paperwork will then need to be supplied.

### **STUDENT SAFETY**

Please discuss with your children the importance of not accepting rides or even talking to strangers.

**Walking with other children is recommended.** Be sure your child knows how to cross streets safely.

**Also teach your children your home address and work and home telephone numbers where you can be reached in an emergency.** If there is a change in your routine, let the teacher and the school office know in writing, and be sure your child knows what to do. Students must never leave the school during school hours without permission from the office. **Students will be released only to those persons listed on the Emergency Information Card.**

### **TRAFFIC SAFETY: STUDENT DROP-OFF AND PICK-UP**

- Drop off and pick up students in the Drop-off and Pick-up Zone, located on the west side of the school.
- **Drive through the zone, stopping only to load or unload student. If your child is not at the pick-up point, continue driving through the loop and return again. Do not park.**
- **Do not allow your children to Jay Walk in front of the school. Do not double park, make U-turns, or park in the red zone. Respect our neighbors by not blocking their driveways.** Help your children become thoughtful citizens by your example.
- **For detailed Arrival and Dismissal Procedures, please see page 30.**

### **IMMUNIZATION**

All children, at the time of enrollment, **must show written proof of required immunizations.** These include DPT/DT, Polio, MMR, HIB (preschoolers), and Hepatitis B. Children lacking one or more required vaccine doses, but not currently due for a dose, may be admitted on condition that they receive the remaining doses when due. If the maximum time interval between doses has passed, the child must be excluded until the next immunization is obtained. If you need referrals for immunization clinics, please call the school health office.

### **MEDICATION/PROTOCOL**

If your child needs to take any medication during school hours, **we must have a written order from your medical provider and parental consent.** This applies to both prescribed and over the counter medications. Please do not send your child to school with medicine in their pockets, backpacks, or lunch pails. **Medication must be delivered by an adult to the school office.** Please see the District medication policy in the first week information package. Additional forms are available from the school health office. For specialized medical protocols at school, you must see the district nurse prior to starting the procedure. **Authorization must be renewed annually.**

## **Health Services**

First Aid is given as needed for incidents that happen at school. If a student is ill or if an accident occurs at school students are to notify a teacher or school employee. Should the student require further care, parent or guardian will be contacted to pick up their child. Students must be signed out through the school office.

If a student has been ill they must stay at home until they have not had a fever, diarrhea, or vomiting for 24 hours. **Student must be fever free for 24 hours without medication.** A student with an unknown rash or reddened eye (a sign of “pink eye”) will be sent home. Student must be symptom free and/or have a physician’s note stating that they are non-contagious in order to return to school. A physician’s note with instructions for school is required for students who return:

1. after serious illness for 3 or more days
2. after surgery
3. after hospitalizations
4. with restrictions from PE participation
5. requiring any assistance prescribed by a physician to help with student mobility (e.g., crutches, cast, wheelchair, splint, bandage, etc.)

Medications (prescription medication or over-the-counter) needed during school day require a physician signed Medical Authorization Form. Medications are kept in a locked cabinet in the Health Office.

Maturation or puberty health education is taught to 4th grade girls and 5th grade boys and girls (each presented separately). Information will be sent home prior to presentations.

Vision and hearing screenings are done in kindergarten, 2nd grade, 5th grade, and 8th grade. Scoliosis screenings are done for 7th grade girls and 8th grade boys (information is sent home prior to the scoliosis screenings).

## **PHYSICAL EDUCATION**

All students are required to participate in Physical Education. Students may be excused from P.E. if there is a note from their doctor restricting them from participating. Students who are excused from Physical Education may not participate in recess activities.

## **TOBACCO-FREE SCHOOLS**

Enforcement Procedures for Visitors

A visitor who smokes or uses tobacco of any kind on district property shall be informed of the district’s tobacco-free schools policy and asked to refrain from use. If the person fails to comply with this request, the following actions may ensue:

- The matter may be referred to the Superintendent or designee responsible for the area or the event.
- The Superintendent or designee may direct the person to leave school property.
- If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.

- If the person repeatedly violated the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

### **SCHOOL LUNCH PROGRAM**

Cafeteria services are available for students in need of purchasing lunch. Sack lunches may also be brought from home. The Wiseburn Unified School District believes in healthy choices and encourages families to consider nutritional guidelines when packing their children's lunch. Please avoid sending soda and unhealthful foods. Applications for Free and Reduced-Price Meals are available in the school office and must be submitted each year for participation in the program.

### **LUNCH PERIOD (11:45-12:30 p.m.)**

A child, who is to leave school daily for lunch, must have a note on file in the school office, from the parent giving them permission to do so. The note must include what means of transportation will be provided. If you want to take your child to lunch on a particular day, please send a note with him/her on that day. Please have your child's lunch box/sack labeled with name and room number to avoid mix-ups at lunchtime. It is the responsibility of the parent and child, prior to the start of the day, to make sure that the child has either a cold lunch or a lunch ticket each day. It is the child's responsibility to order school lunches in the classroom. **Please do not drop off student lunches at the school office unless it is an emergency situation; this creates a burden on our staff and causes a disruption to the classroom.**

### **SCHOOL LUNCH PROGRAM (NO EXPIRATION DATE ON THE TICKETS)** **THE LUNCH PROGRAM BEGINS AUGUST 30TH.**

Current lunch prices are \$3.45 (\$17.25 per week or \$69.00 for four weeks), and \$0.40 for reduced price lunches (\$2.00 per week). Milk is included in the price. **Parents are encouraged to purchase prepaid lunch tickets through our convenient online program, mySchoolBucks.com.** Not only will you be able to view your child's lunch account balance, you can set up automatic email reminders to tell you when a payment is needed. You may also make payments online. Setting up an account with **mySchoolBucks.com** enables you to see your child's account balance. You are not required to make payments online if you set up an account.

If you choose not to use **mySchoolBucks.com** to pay for your child's lunch, ALL money and/or checks must be brought to school in a sealed envelope with the student's name and room number written on the envelope. **Any payment by check should be made payable to the Wiseburn Unified School District with the student's name on the check.** All returned checks are subject to a \$25.00 service charge. Teachers will not pay for lunches when money is forgotten. Lunch program staff will not send reminder notices home with students. To learn your child's account balance, you must set up an account with **mySchoolBucks.com** or call the school office if you do not have access to the internet. Students who wish to purchase lunch on a daily basis may do so at the school office at the beginning of the day. There is a replacement fee of \$5.00 for lost or damaged lunch cards.

### **MILK MONEY**

The cost for milk is 50¢ a day. Low fat milk is available. Milk is included with a school lunch, therefore, milk should be purchased separately only if lunches are not purchased.

## **SAFE SCHOOL POLICIES/PROVISIONS**

### **Emergency Information**

Your child's safety and well-being continue to be a first priority at Peter Burnett School. Because we care, we have a well-defined emergency drill plan in place. This plan is designed to minimize confusion that may accompany an emergency. Each member of our staff has been instructed on measures necessary to cope with a disaster. Each school has regular drills throughout the year to acquaint both staff and students with these procedures.

Important aspects of this plan are parental support and instructions. Should an actual emergency occur, our plan instructs parents to report to the valet gate in the west parking lot to pick up children. **Children will be released only to those people whose names appear on the registration form.** This is why we ask you to keep us informed of any changes that occur and to keep the registration form current. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS, PHONE NUMBERS, EMPLOYMENT, OR EMERGENCY INFORMATION. SHOULD AN EMERGENCY ARISE, WE MUST BE ABLE TO REACH YOU. THIS IS VITAL TO THE WELFARE OF YOUR CHILD.**

## **PARENT INVOLVEMENT**

### **PARENT VISITATIONS**

Parents are welcome to visit, but please contact the school office at least 24 hours in advance to arrange a visitation time with your child's teacher. As a safety measure, we do require that all visitors register at the school office prior to visiting the classroom. District policy allows the visitation stay for up to 30 minutes to reduce disruption to the learning environment. Please understand that the classroom teacher will not be able to confer with you at this time.

Parents are not allowed to go directly to the child's classroom at any time without prior approval. Parents must sign in at the office and obtain a visitor badge. Each school is required to keep unauthorized persons from entering school grounds. In addition, schools are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. (E.C. 32210).

### **THE PARENT-TEACHER ASSOCIATION (PTA)**

Joining the PTA provides a good opportunity to get acquainted with teachers and other school personnel as well as to meet the parents of your child's classmates. Information regarding PTA meetings and events is included on the monthly school calendar. Your participation is needed and sincerely appreciated. If you would like to become involved in PTA, please call the school office or contact the PTA membership chairperson.

### **COMMITTEES**

There are several school and district committees parents are encouraged to participate on and/or attend. Often the Wiseburn Unified School District asks parents to participate in policy-advising committees or curriculum adoption committees as they arise. Please read your weekly Burnett Bulletin for any upcoming committees and dates.

### **School Site Council:**

The SSC oversees the implementation and budget regarding our School Improvement Plan and School Improvement Funds. Five parent members are voted into office by their peers for two year terms. Any parent may attend the meetings which are held monthly. See the Burnett Weekly Bulletin for dates.

**ELAC and DELAC: (English Learner Advisory Committees):**

Parents may attend and participate in these committees which provide feedback and suggestions to schools and district administrators regarding the English Language Program.

**PARENT EDUCATION NIGHTS**

The Wiseburn Unified School District hosts various learning opportunities for parents and families throughout the year. Topics include: school safety, understanding the California Standards, supporting your child at home, Technology use and programs. Please check the monthly calendar, website, and weekly bulletins for information on parent nights throughout the year.

**VOLUNTEERS**

If you are interested in being a partner with Burnett School, we welcome your time and energy. Parents, friends, neighbors, and retirees are needed for many different kinds of assistance-making copies, translating, tutoring, leading student clubs, or sharing a special vocation. Please contact the school office for more information. Current TB test results are to be submitted to the school health office.

**PARENTS'/GUARDIANS' RIGHTS TO PUPIL RECORDS**

Wiseburn Unified School District recognizes the right of access to and the privacy of information in children's school records. Parents may contact the Principal to review their child's school records.

**BACK-TO-SCHOOL NIGHT**

**Back-to-School Night will be held on September 5, 2018 at 6:00pm.** The meeting will begin in the Brann Center with a brief meeting with the Principal and PTA. Meetings will begin in your child's classroom from 6:30-7:30pm. At this time the teacher will explain to parents the goals for the coming school year, in addition to curriculum, daily schedules, and classroom protocols and procedures. **This event is for parents only, please do not bring your children to this meeting.** **Childcare for this evening will be available through the Wiseburn Childhood Development Center on site.**

**OPEN HOUSE**

All family members are invited to see the students' end-of-the-year projects and activities at this evening event. Open House will take place on Thursday, May 23 from 6:00-7:00pm.

**CONFERENCES**

**INDIVIDUAL PARENT CONFERENCES/ REPORT CARDS**

At the end of October and in February, individual conferences between parents and teachers are held to discuss general progress of each child. Conferences occur about half way through the reporting period, enabling students and parents to work on areas of concern prior to report cards. Report cards are distributed three times each year, approximately every 12 weeks.

## **COMMUNICATION WITH TEACHERS AND ADMINISTRATORS**

Parents and staff members are encouraged to maintain regular communication. Suggested ways of communication are:

- Refer to the list of phone numbers on page 2. The teacher can conduct a telephone conference, if necessary.
- When you wish a personal conference, please call for an appointment. An appointment assures a satisfactory meeting for both parents and the teacher or principal. School personnel are often not immediately available to conference.
- If you have a question or concern, please begin with the classroom teacher. If it is not resolved, then contact the principal.

## **GENERAL CAMPUS INFORMATION**

### **CLOSED CAMPUS – School Safety**

**Peter Burnett School is a closed campus.** Therefore:

- Students may not leave school grounds during the school day without permission from the office and must be signed out.
- Students leaving school during the school day may be picked up by a parent or adult listed on emergency card, or by prior arrangements made with written authorization.
- **ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE.** Visitors at school are always welcome. Visitors including **field trip chaperones** and **classroom helpers must register first with the office before going to any classroom** so that we know you are on campus. **For security, all visitors must wear an assigned badge.** Classroom visitations should be limited to 30 minutes. Your cooperation is appreciated.

### **LOST OR DAMAGED SCHOOL PROPERTY**

If school property is lost or damaged by your child, state law and school board policy indicate parents are responsible for reimbursement or replacement.

### **LABELING POSSESSIONS/LOST AND FOUND**

Please put your child's name on the label of all sweaters, jackets, lunch boxes, etc. so that they can easily be returned when found. We often have an excessive number of unclaimed articles. It is unfortunate that we have no way of returning unmarked clothing. Articles found are kept outside the health office. You or your children are welcome to check this anytime. Unclaimed items are donated to charity twice during the year.

### **TELEPHONE/CELL PHONE USE**

**School telephones are to be used for emergencies or for school business only.** Children are not allowed to use the office phones to call about playing at someone else's home, homework, missing books, hot lunch money, or forgotten lunches. **Cell phones must be turned off and stored during school hours. The school is not liable for cell phone theft, loss or damage.**

### **PETS**

Prior permission from the classroom teacher is necessary if a pet is to be brought to school.



## **SPECIAL SERVICES**

**School Improvement Program:** The School Improvement Program is a State-funded, supplementary program for all grades, K-12, and covers all areas of the curriculum. The thrust of this program includes school-wide planning, implementation of curriculum objectives, and ongoing evaluation. School Site Council oversees this program.

**English Learner Program:** For students whose primary language is other than English, the District provides support in acquiring requisite language skills. All of our teachers are trained to work with these qualifying students and paraprofessionals assist in the classroom.

### **Special Education:**

The **Resource Specialist Program** in our school provides help for those students referred by teachers or the principal, who qualify for Special Education.

The **District Special Day Class (SDC)**, located at Burnett School, is for those children who qualify for a more structured individualized learning program.

### **Language and Speech Therapy:**

In cooperation with the Los Angeles County Office, our District provides the services of a Speech and Language Specialist who works with those students in need of remedial therapy.

### **District Psychologist or Counselor:**

Our counselors are available for children in need of extra help. Parents are always consulted and permission obtained before any psychological testing is done.

### **GATE:**

The Gifted and Academically Talented Program is available for those qualifying students in grades three - eight. Students identified are involved in a support program stressing higher-level thinking skills and curriculum expansion. Specially designed materials are used to enhance academic growth. **All 3rd Grade students are screened for GATE in the Fall.** If you do not want your child tested for GATE, please let the office know.

### **Split Reading (Early Bird/Later Gator):**

Our students in 3rd grade are involved in split reading. This plan divides a classroom into two sessions enabling the teacher to better meet the individual language arts needs of the students. Our teachers divide their classes carefully, so that each student may be most successful. **We thank you for understanding that individual requests cannot be honored.**

### **Student Success Team:**

Whenever there is a serious concern about a child, an SST meeting may be called to brainstorm ideas about giving the child assistance. See the child's teacher or the Principal for information.

### **Extended School Year (ESY):**

Only Designated students on IEP's (Individualized Education Plan) are eligible for ESY in grades 3-8.

## **ASSESSMENT AND ACCOUNTABILITY**

### **Academic Standards:**

The Wiseburn Unified School District has adopted California Standards in the areas of Language Arts, Mathematics, Science and History/Social Science. All instruction in these core areas is based upon these standards.

### **Homework:**

Homework is assigned in the Wiseburn Unified School District. The types of assignments, their length and frequency, will depend on the age of the child and his/her particular needs and abilities. If your child is absent, you may request homework by calling the school before 11:30 a.m. **Burnett teachers have individual homework policies.**

### **Progress Reports (Report Cards):**

Each trimester (approximately 12 week intervals) you will receive a report card. Parent/teacher conferences will be made available in November and in February where parents will be able to personally communicate with the teacher about the child's progress. Students in the English Learner Program also receive a report each trimester.

After Report Cards are given, Burnett has **Bulldog Best Assemblies** held in December, March and June recognizing students for their achievements. Students may receive Bulldog Best Awards, Honor Roll, and/or Perfect Attendance.

## **HONOR ROLL CRITERIA**

### **Honor Roll**

- 3.25-3.74 GPA (Students may not have any U's, N's, D's or F's in academic areas or effort/citizenship)

### **Principal's Honor Roll**

- 3.75-4.00 GPA (Students may not have any U's, N's, D's or F's in academic areas or effort/citizenship)

### **Superintendent's Honor Roll**

- Those students who have earned Principal's Honor Roll for all three trimesters receive this special award at the final Bulldog Best Assembly in June.

## **BULLDOG BEST AWARDS CRITERIA**

**There are four categories for BEST Awards:**

- Be responsible!
- Effort all the way!
- Safety first!
- Treat all with respect!

### **Perfect Attendance Award**

- Perfect attendance is defined as no tardies, no absences and no partial day absences. **To qualify, students must be in school all day, every day.**

### **State Testing:**

The State Testing Program is administered to students annually in the spring. California is one of 46 states in which public school students in grades 3 through 11 take the Smarter Balance Common Core Test.

### **Intervention/Title I Program:**

The Intervention/Title I program is designed to assist students who are experiencing difficulty in the academic areas of Reading and Math. The teacher will recommend certain interventions which will help the child meet grade level standards. Success of the program relies upon parent involvement and support.

### **Promotion/Retention:**

The Wiseburn Unified School District has established a standards-based promotion policy that requires students to be on grade level in core subjects (Reading & Math) before promotion to the next grade. It is our policy to inform parents as soon as it becomes apparent to the teacher that a child is at risk of being retained in the same grade during the following school year. School Success Team: Whenever there is a serious concern about a child, an SST meeting may be called to brainstorm ideas about giving the child assistance. See the child's teacher or Principal for more information.

### **CLASS PARTIES**

**Two class parties are held throughout the year; one in December and one on the last day of school. As per Board Policy, any food donated for parties or classroom projects must be store bought.**

### **BIRTHDAYS**

**Food, balloons, or flowers for individual students' birthdays are not permitted.** If you would like to donate a hardcover book via our Adopt-A-Book Program to our school library or classroom library in honor of your child's birthday, you may do so. Please contact Mrs. Nicole Morris, our librarian, for details.

### **WEDNESDAY MORNING ASSEMBLIES**

Each Wednesday morning from 8:30 – 8:45 students meet in the Brann Center for a Morning Assembly. Students hear general announcements, receive recognition and participate in our Adopt-A-Book program during these assemblies. **PARENTS ARE WELCOME TO ATTEND.** We ask that parents NOT ESCORT children to classes following the assembly as this may disrupt the other students. Please enter/exit through the Brann Center if you wish to attend.

## **RESPONSIBILITIES OF PARENTS AND GUARDIANS**

"Each person between the age of 6 and 16 years, not exempted... is subject to compulsory fulltime education... each parent, guardian, or other person having control or charge of such person shall send the pupil to the public full time day school." (Education Code 48200)

We believe that the support parents offer their children plays a key role in their development and progress in school. Parents often ask, "How can I help my child?" We suggest that parents spend time with their children, offer encouragement, support and guidance, and ensure that they:

- come to school ready to learn.
- get enough sleep.

- eat a nutritious breakfast.
- attend school regularly.
- arrive at school and all classes on time.
- are considerate and courteous.
- respect the rights and property of others.
- follow classroom and school rules.
- have a special study place at home with necessary supplies, well-lighted, and away from TV and other distractions.
- schedule specific and regular study times at home.
- complete all school work on time.
- discuss school work and any school related problems.
- understand the morality and ethics of academic honesty which will not tolerate cheating.

It is also important to support the school's philosophy and goals, rules and regulations. Show a positive interest in your child's progress throughout the year, know the names of your child's teachers, and contact them when the need arises.

### **DRESS AND GROOMING GUIDELINES**

**Students are expected to dress neatly, cleanly and appropriately for normal school activities.**

**Socks must be worn at all times. Athletic shoes are the preferred school shoes. Shoes must be worn at all times for reasons of safety. Unacceptable footwear would include: platform shoes, toeless or open heel sandals, jellies, strapless heels, and high or wedged heeled shoes.**

Hair must be neat and well-groomed for sanitary reasons. If a child's clothing is inappropriate for school, parents will be called to bring a change of shoes or clothing. Students should wear clothing that fits them.

The following guidelines will be used:

- a. Pants can be as long as your leg, not dragging on the ground or with big clumps of extra material at the bottom of the leg.
- b. Shorts/skirts may not be shorter than mid-thigh OR Shorts/skirts must be mid-thigh or longer in length.
- c. Pants and shorts must fit at the waist either by the correct waist size or be held up by a belt at the waist.
- d. Pants and shorts can't "sag" where the inseam ends up down the leg.
- e. Shirts must not be longer than the shorts/skirts, nor beyond the knees.
- f. Shirt sleeves can't cover the entire hand.
- g. Belts must be properly cinched without a long side tail.
- h. Shoes must remain properly tied.

On PE days, students need to be dressed for participation and safety. Your child's teacher can tell you which days are scheduled for PE. All students are to wear athletic shoes and shorts, leggings, or looser fitting pants (such as sweatpants). Jeans restrict movement and are not recommended to be worn during PE.

Students, while at school or any school-sponsored activity, are not permitted to wear:

- a. shorts, skirts or dresses that expose undergarments or posteriors.
- b. see-through blouses, bare midriffs, halters, strapless or backless tops, muscle shirts or sleeveless undershirts worn as an outside garment. Crop tops and tank tops are permissible if worn with a T-shirt underneath.
- c. any article of clothing that refers to any type of alcohol, drug, or act that is illegal or hazardous to one's health.

- d. headwear (i.e. scarves, bandanas, kerchiefs) that does not provide sun protection.
- e. clothing or jewelry that depicts or suggests obscene gestures, pictures, or wording.
- f. articles of clothing, jewelry, or accessories which, in the opinion of the school staff, pose a threat to the physical safety and well-being of the student or others.
- g. clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry, wallet chain) related to a group or gang that may provoke others to acts of violence or cause others to be intimidated by fear of violence.

## **BURNETT SCHOOL-WIDE DISCIPLINE PLAN**

The intent of this School-wide Discipline Plan is to encourage students to demonstrate self-discipline and responsibility and to insure that children develop to their full potential academically, socially and physically. This development can best take place in an environment which protects the rights of everyone.

### **The goals of the Peter Burnett School Discipline Plan are to have:**

- each student be fully informed of all behavior expectations.
- each student be held responsible for his/her choice of behavior and be aware of the consequences.
- the cooperation and support of every parent to enable each student to succeed.
- clear communication among school staff, students, and parents.

## **STUDENT RESPONSIBILITIES**

### **Each student has the responsibility to:**

- attend school regularly.
- behave appropriately in school, on the buses, and at school functions.
- treat others with dignity, worth, and respect. make an honest effort to learn.
- treat others as he/she would like to be treated.
- act and speak so that the feelings of others are not hurt.
- follow the rules, regulations, and directions.
- respect school property and the property of others.

## **STUDENT RIGHTS**

### **Each student has the right to:**

- be treated with kindness and caring.
- learn without interruptions.
- have their positive behavior recognized.
- go through every day free of “put-downs” or verbal abuse.
- the safekeeping of his/her belongings.
- be protected from physical harm from others.
- know what is expected of them at all times in every area of the school.
- have their concerns heard.

### **SCHOOL STAFF RIGHTS**

The establishment of a discipline policy is authorized by the laws and regulations of the State of California.

#### **School staff has the right:**

- and responsibility to establish a school structure and routine that provides the optimal learning environment.
- and responsibility to request appropriate behavior from students while encouraging their positive social and educational development.
- to expect cooperation and support from parents.

### **PARENT ROLE**

The support and cooperation of parents is an essential element of a successful school plan. Students should be helped to become responsible citizens and accountable for their own behavior. Students should not interfere with another's learning or safety. Students should be made aware that we live and work in groups and groups need rules.

- Review and discuss the importance of the School Discipline Plan with your child.
- Parents are to sign and return all White Slips when given. It is appropriate to discuss and again reinforce proper behavior with your child.
- Contact the classroom teacher to discuss strategies to support your child to behave properly when needed.

### **PROGRESSIVE DISCIPLINE**

It is the primary focus of Burnett School's Discipline Plan to encourage good citizenship through praise, rewards, and other positive consequences. We believe in having a proactive plan in place regarding student behavior. However, when rules are broken or behavior disrupts the educational program, negative consequences must occur in order to help the student learn self-control.

### **GOOD BEHAVIOR REWARDS**

We believe that the most important part of any discipline plan is a program to acknowledge and motivate good behavior. Each teacher has developed an individual classroom program to promote good citizenship. Rewarding good citizenship is also an integral part of discipline throughout the school.

#### **Examples of GOOD CITIZENSHIP are:**

- resolving a conflict peacefully
- following directions
- being honest
- being helpful and kind
- being a good sport

#### **Recognition for students who follow the rules:**

- BEST slips
- Tardy-free class recognition
- Bulldog BEST Awards
- Weekly/Trimester Assemblies

**Perfect Attendance Award:**

Perfect attendance is recognized as an important attribute of responsible citizens. Perfect attendance is recognized for each reporting period as well as for the entire year. Perfect attendance is defined as no tardies, no absences and no partial day absences. **Students must be in school all day, every day to qualify.**

**STANDARDS FOR THE CHILDREN AT BURNETT SCHOOL**

**Burnett's School-Wide Behavior Standards are:**

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready to Learn**

**I. PLAYGROUND STANDARDS:**

- a. Children are to be on the playground during recess.
- b. Walk on the blacktop and patio areas between buildings.
- c. Cutting in line is not permitted.
- d. Toys or personal items (including trading cards) are not permitted on playground.
- e. Rough play is not allowed.
- f. No bouncing of balls against the buildings or fences.
- g. No hanging or tugging on nets, basketball rims, or tetherballs.
- h. Running and ball kicking games are allowed on the grass only.
- i. Standing or climbing on tables, walls, fences is not permitted.

**Consequences:** The student will be counseled by the playground supervisor and consequences for infractions shall be determined on an individual basis.

**II. PLAYGROUND PROCEDURES:**

- a. Students are to wait for an adult supervisor before entering the playground.
- b. Follow the school's official game rules.
- c. Freeze (no talking or moving) at the freeze bell. Wait for the adult's whistle. Walk directly to class.
- d. A child is not to retrieve equipment off the playground.
- e. A child taking equipment to recess is responsible for bringing it in.

**Consequences:** The student will be counseled by the playground supervisor and consequences for infractions shall be determined on an individual basis. Please refer to the appendix for the complete playground standards.

**III. LUNCH TIME STANDARDS:**

- a. Follow directions of supervisors.
- b. Walk and sit down in designated area without disturbing others.
- c. Speak in a quiet tone of voice.
- d. Use polite and courteous eating manners.
- e. Clean up after yourself.
- f. No "cuts" in line allowed.
- g. No food sharing.

h. Remain seated until excused. Students must remain at the lunch table for a minimum of 15 minutes.

**Consequences:** The student will be counseled by the playground supervisor and consequences for infractions shall be determined on an individual basis.

#### **IV. RESTROOM STANDARDS:**

- a. No playing or waiting around in the restroom area.
- b. Keep the restrooms clean. Use toilet facilities properly.
- c. No loud voices or noises in the restroom area.

**Consequences:** For destructive restroom behavior, a White Slip will be given and the parents will be notified. The child will be required to clean up the restroom. For other violations, the consequences will be determined on an individual basis.

#### **V. BICYCLE STANDARDS** (See Bicycle Permission on pg. 25)

- a. Riders must be in 4th grade or 5th grade.
- b. All bicycles must be walked while on school property and surrounding school sidewalks.
- c. No riding double.
- d. Helmets must be worn.
- e. Follow regular school and state bicycle rules for riding.
- f. Bicycles must be parked and locked in the bike racks.
- g. No double-locking.
- h. Non-riders are not to go to the bicycle area.
- i. All bicycles must enter and leave through the front gate.

**Consequences:** The student will be counseled by the teacher/staff and consequences for infractions will be on an individual basis, i.e. White Slip and/or loss of bicycle privileges.

#### **VI. SKATEBOARDS, ROLLER SKATES AND ROLLERBLADES OR SCOOTERS**

Skateboards, roller skates, rollerblades and scooters are not permitted on school grounds, nor may students ride them to or from school.

**Consequences:** The student will be counseled by the teacher/staff and consequences for infractions shall be on an individual basis, i.e. White Slip, and/or skateboard, roller skates, rollerblades, or scooters held in the office for parents to pick up.

#### **VII. RESTRICTED ITEMS:**

Students are not to bring toys, games, trading cards, or sports equipment unless given permission by the teacher. Toy-like school supplies are also not appropriate.

**Cell phones must be turned off and kept in backpack during school hours. If a student uses a cell phone during school hours, it will be confiscated and a parent will be required to pick the phone up from the office.**

#### **VIII. BEFORE AND AFTER SCHOOL STANDARDS:**

- a. Students cross streets at crosswalks. **Jay walking is illegal.**
- b. Students are not to enter the school grounds before the teacher arrives on duty.
- c. Students are not to arrive at school more than ten minutes before classes begin.
- d. Students are not to walk through parking lots.
- e. Students are not to climb over any fences.
- f. Upon arrival, students shall wait in line in front of the school quietly (no games, etc.) until teachers arrive to escort them to the classroom.



- g. After school, students shall go directly home. They may not stay on the grounds.
- h. Children waiting to be picked up must stay in front of the school.
- i. Teachers may detain a student for no more than 15 minutes without a call home.

#### **IX. NUTRITION SNACK TIME PROCEDURES:**

- a. A nutritious snack may be eaten during the morning recess.
- b. Food brought to school should be nutritious (NO CANDY, GUM or UNSHELLED SUNFLOWER SEEDS).
- c. Students will sit and eat in the lunch area, except when the weather is a factor.
- d. Students must clean up after themselves.
- e. Students go to the playground as soon as they are finished eating.

#### **CONSEQUENCES FOR RULE VIOLATIONS**

##### **I. CLASSROOM CONDUCT NOTICE**

Children are required to follow the classroom rules. When a persistent problem exists in a certain area of classroom conduct, a Classroom Conduct Notice will be sent home to be signed by the parent and returned to school.

##### **II. WHITE SLIPS**

A White Slip is given for repeated violations or serious misbehavior. When White Slips are issued, they will be sent home for a parent signature and are to be returned to school. A White Slip may be issued when the following rules are broken:

- a. Follow directions of school personnel, the first time given, without arguing.
- b. Be respectful at all times. Examples of disrespect are name calling, teasing, profanity, obscene gestures, vulgar language or gossiping.
- c. No fighting, pushing or rough housing; keep hands, feet, and/or objects to yourself.
- d. Do not Jay Walk. Get in and out of a car only when it is pulled over to the curb or in a parking lot.
- e. Eating allowed only in specified areas.
- f. Gum, candy and sunflower seeds are not allowed.
- g. Speak in a quiet tone in and near buildings and in lunch areas.
- h. Treat school and personal property with respect.
- i. Walk in hallways and lunch areas.
- j. Obey all playground rules
- k. Obey all lunch area rules.
- l. Dishonest behavior will not be tolerated. Example: lying, cheating, or stealing.

##### **POSSIBLE WHITE SLIP CONSEQUENCES**

- a. Teacher/principal counseling with student.
- b. Apology letter or standards written by student.
- c. After-school detention (15 minutes) by teacher or principal.
- d. Office detention after school.
- e. Lunch detention.
- f. Student is benched for recess(es). The student will be allowed to have a restroom break.
- g. Parent to attend school for the purpose of monitoring student behavior.
- h. In-school suspension (depending on offense, # of accumulated white slips)
- i. Out-of-school suspension (depending on offense, # of accumulated white slips).
- j. Behavior contract (Principal, parent, and teacher).

### **III. SCHOOL SUSPENSIONS GROUNDS FOR SUSPENSION AND EXPULSION**

#### **CA Educational Code 48900**

**According to law, students may be suspended from school for up to five consecutive school days for the following reasons. In some circumstances, the Principal may recommend expulsion.**

- a. caused, attempted to cause or threatened to cause physical injury to another person.
- b. possessed firearm, knife, explosive, or other dangerous object.
- c. possessed, used, sold, furnished or been under the influence of any controlled substance.
- d. offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant.
- e. committed robbery or extortion.
- f. caused or attempted to cause damage to school or private property (this includes student property).
- g. stole or attempted to steal school or private property.
- h. possessed or used tobacco.
- i. committed an obscene act or engaged in habitual profanity or vulgarity.
- j. offered, arranged or negotiated to sell any drug paraphernalia.
- k. disrupted school activities or willfully defied authority.
- l. knowingly received stolen school property or private property.
- m. pupil has committed sexual harassment sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **ADDITIONAL GROUNDS FOR SUSPENSION AND EXPULSION**

#### **CA Educational Code 48900.2**

- Sexual Harassment
- Hate Violence
- Harassment, Threats or Intimidation
- Terrorist Threats

### **IV. EXPULSION**

According to law, a principal shall recommend expulsion (complete removal from the district) for the following reasons:

- a. caused serious physical injury to another person.
- b. possessed any firearm, knife, explosive or other dangerous object.
- c. unlawfully sold any controlled substance.
- d. committed robbery or extortion.

**Pupil may be suspended or expelled for any of these acts:**

- a. while on school grounds.
- b. while going to or coming from school.
- c. during lunch, whether on or off campus.
- d. during or going to or coming from a school-sponsored activity.

In these instances the police department will be contacted and a report made. Please discuss the consequences of suspension and expulsion with your child. If circumstances exist which cause the principal to exercise severe measures, parents or guardians of student shall be contacted and made aware of the severe disciplinary concerns and the consequences. Students shall be given the opportunity

to review and discuss this discipline plan. When infractions occur, students shall have the right to explain circumstances of infraction and present their version.

#### **V. SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

SARB is a community agency made up of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. SARB acts as a resource for families and offers support in seeking solutions to habitual attendance/behavior problems.

All Wiseburn students are expected to maintain standards, come to school on time, and attend school. If a student's behavior indicates an unwillingness to function within the school's guidance system or if there are excessive tardies or absences, a referral to SARB will be considered.

When referrals are made, student and parents are invited to meet with representatives of the SARB and the school to discuss areas of concern, review records and recommend a specific plan of action for the students, the family and the school. This is a confidential process designed to solve problems before a student becomes part of the Juvenile Justice System.

#### **UNIFORM COMPLAINT PROCEDURE**

The Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. Therefore, the Wiseburn Unified School District has adopted a uniform complaint procedure (BP 1312.3). Any person wishing to file a complaint regarding a violation of federal or state law or regulation governing an educational program which is covered under this procedure may do so by contacting the Superintendent's Office at 201 Douglas St., Hawthorne, California 90250.

## **BURNETT SCHOOL ARRIVAL AND DISMISSAL PROCEDURES**

### **Procedures for students walking to and from school**

(Includes those who have parked in the neighborhood and are walking onto campus)

- **ABSOLUTELY NO PARKING OR STOPPING TO DROP STUDENTS OFF DIRECTLY IN FRONT OF THE SCHOOL. (Hours of enforcement: 8:00-10:00 a.m. and 1:30-3:30 p.m.)**
- Entrance and exit are at the front gate next to the school office on 138th St. only.
- The gate will be opened at 8:20 in the morning and again at 9:10 for 3rd grade Later Gators.
- Supervision is only provided for 10 minutes before school and 10 minutes after dismissal.
- Students who are walking to or walking from school may not be in the drop off/pick up area. Only students walking home (or to a car parked in the neighborhood) should exit through the front gate on 138th St.

### **Procedures for dropping students off by car**

- **ABSOLUTELY NO PARKING OR STOPPING TO DROP STUDENTS OFF DIRECTLY IN FRONT OF THE SCHOOL. (Hours of enforcement: 8:00-10:00 a.m. and 1:30-3:30 p.m.)**
- Beginning at 8:20, drive through the entrance on 138th Street and follow the arrows.
- Staying in the right lane, continue driving to the end of the parking lot, stopping only to unload children on the passenger side of the car.
- The double gate by the lunch area opens at 8:20 and is closed at 8:30. It will open again at 9:10 for 3rd grade Later Gators.
- **DO NOT PARK IN THE PARKING LOT AND LET YOUR CHILD OUT.** It is dangerous for children to walk across the parking lot.
- **DO NOT GET OUT OF YOUR CAR in the drop-off/pick-up lane, or the loading/unloading area.**
- Please have backpacks ready to exit car. Do not place in trunk.
- Before you arrive in the drop-off lane, your child should be finished with breakfast foods, have hair combed, be fully dressed, and have “good-byes” completed.
- Enter parking lot/drive through area by traveling west on 138th St. and turning right at entrance.

### **Procedures for picking up students by car**

- **ABSOLUTELY NO PARKING OR STOPPING TO PICK UP STUDENTS DIRECTLY IN FRONT OF THE SCHOOL. (Hours of enforcement: 8:00-10:00 a.m. and 1:30-3:30 p.m.)**
- Enter parking lot/drive through area by traveling west on 138th St. and turning right at entrance.
- **DO NOT TURN LEFT from 138TH St. into parking lot/drive through area.**
- **Gate opens at 3:00 (2:10 for 3rd grade Early Birds).** If your child is not at the pick-up point, DO NOT STOP. Continue around and exit the parking lot, turning right on 138th St. Go west and turn right on Aviation continuing around the block to reenter the line to enter the pick-up area again. KEEP MOVING.
- **PLEASE DO NOT PARK IN THE PARKING LOT AND ASK STUDENTS TO WALK TO YOUR CAR.** It is dangerous for children to walk across the parking lot. You will not be able to back out of a parking space to leave until the line of cars is gone.

## **GENERAL PLAYGROUND STANDARDS**

1. Students are to wait at the walkway until an adult supervisor arrives. An adult should tell the students when to walk onto the playground.
2. No running and chasing on the blacktop unless it is part of an organized game.
3. Hand stray balls to students. Do not kick them.
4. Children are never to leave the school grounds without permission.
5. Toys or equipment brought from home are not permitted on the playground.
- 6. Freeze when the bell rings.** Drop off the muscleman, hold equipment, stop talking, and look toward the supervisor.
- 7. Students will use “Rock, Paper, Scissors” to settle a challenged call in any playground game.**

### **JUMP ROPE**

1. Ropes are used for jumping only.
2. Jump ropes are held in the hand until a student arrives at the black top area.
3. When rope is swung it should be kept at ground level for circle jumping.

### **HANDBALL**

1. Handball is played at designated handball courts only. Balls are not to be bounced against walls of buildings.
2. A good serve must bounce once before hitting the wall.
3. Two service tries are allowed.
4. The next person in line must strike the ball downward so that the ball hits the ground and rebounds against the board. The receiver must not let the ball bounce twice. He may strike the ball after a direct rebound off the wall.
5. Liners are “out” and balls landing inside the lines are good. Balls landing outside court are out.
6. Players waiting a turn must stand OUTSIDE the boundary lines.
7. Self interference is out. Interference by another person is taken over.
8. Pops (ball hits wall and ground at the same time) are taken over.
9. “Limo” and “Slicies” and Tapping are NOT allowed.

### **FOUR SQUARE**

1. One player is put in each quadrant.
2. Square A player is given the ball for the serve. To serve the ball, the player drops the ball and then hits it after a rebound from the ground.
3. The ball may be served into any square.
4. The player or player to whom the ball was served returns the ball to any other square after it bounces once. The ball must bounce first in another player’s square; not in his/her own square first.
5. The objective of the game is to move from square D through square C and B to square A where the player will be rewarded the job of server. He remains server until he loses his turn. The serve shall be underhanded.
6. All players go out if they commit one of the following violations:
  - a) Hit the ball so that it lands on a playing line.
  - b) Hit the ball with the fist instead of open palm.
  - c) Momentarily holds the ball.

- d) Hit the ball out of bounds.
- e) Allow the ball to bounce more than once in his own square.
- f) No juggle - life savers.
- g) No spike - ball over the head.
- h) If a ball hits a person before bouncing, the hitter is out.
- 7. Handballs are preferable.
- 8. No tapping or changing rules.

### **BASKETBALL**

1. Students may shoot the ball from as far as the top of the key.
2. No basketball games without an identified (adult or adult approved) referee.
3. If you rebound the ball you can shoot. If you make it you can shoot again.
4. No more than 2 balls per court.

### **VOLLEYBALL**

1. Nets are not to be touched in any way.
2. Even numbered teams only; extra players will rotate in.
3. Teams may have no more than 12 players per side.
4. Ball should be hit with base of palm or a fist. No holding or slapping of ball.
5. Server must stand behind line at back of court on right corner. Server allowed two tries for a good serve.
6. Served ball may not touch net and must go untouched over the net. Other team gets to serve if the ball touches the net.
7. Ball must not touch the ground when in play.
8. After initial serve, ball may not be hit more than three times before going over the net from either side.
9. Ball must not be hit twice in succession by the same player.
10. Fouls are:
  - a) holding the ball
  - b) touching the net with any part of the body
  - c) stepping over the center line under the net.
  - d) the ball bouncing out of the court on the first bounce
11. Teams must rotate all players at the time of service change.
12. Game ends when one team leads by two points. 15 points is a full game.
13. One bounce option rule, when ball is in play, is to be decided by the teacher.

### **KICKBALL**

1. Two teams and two captains are selected. No re-choosing teams. But new players may be added to each team. The batting team is assigned a kicking order by the captain or instructor.
2. The fielding team is assigned positions as in softball: catcher; pitcher; first, second, and third basemen; shortstop; left, center and right field positions.
3. The batter comes to the batting circle. He may then kick the pitched ball, pitched from the pitcher (3 trials).
4. When the ball is kicked, the batter runs as far as possible, touching all bases in order. He is out if the ball is caught, the runner tagged, or the ball thrown to a base ahead of the runner on a forced out. 33

5. The runner is also out if he leaves a base before a fly ball is caught, is hit by a kicked ball, fails to touch base while running, or touches a base occupied by another runner. In addition, two kicked foul balls will get a runner out.
6. If four balls are badly pitched, then the batter is put on first base.
7. Three outs and the side change.
8. Teams may play to a time limit or selected number of innings.
9. Play in designated area only.
10. A base runner cannot lead off, that is, he may not run before the ball is kicked.
11. Runners may not slide. If any player slides while trying to reach a base, he/she will be called out.
12. A fielder may not interfere with any runner trying to advance a base. The field may not block the base nor get in the way of the runner.
13. The runner may not run out of the running lane nor interfere with the fielder.
14. If there is interference, the runner will be awarded the next base. For example: if the runner is running toward second base and is interfered with, he/she will be awarded second base or third depending on where the person would be able to reach if there had not been an interference.

## **SOFT SURFACE AREA**

### **General Rules**

1. Anyone on the soft surface is on or waiting to use the equipment, all others should leave the surface to play on blacktop or grass
2. No climbing on shade structure poles.
3. Line up for the equipment you want to use. One person at a time on each apparatus (unless otherwise noted for specific apparatus).
4. No jumping off equipment!
5. Be aware of others - NEVER walk in the path of children using the equipment, especially under the horizontal ladder. Never walk under the ladder!
6. No pushing or "helping" others.
7. Soft Surface area is open to all students who can follow safety rules.

### **Circular Horizontal Ladder**

1. Students use equipment starting and exiting on the EAST end, completing 1 circle. Students line up against the mural wall.
2. Students should never be on top of the ladder.

### **Balance Beam**

1. Balance beam is used NORTH to SOUTH. Pivot and return south to north.
2. Students line up at the north end.

### **Chin-up/Pull-up bars**

1. Tall horizontal bars are for chin ups and pull ups or straight arm hang.
2. Line for chin-up bars east of the equipment.
3. No swinging from bars.

### **Horizontal bar**

1. Short horizontal bars may be used for "turn-arounds". Five turns per student only. A student may stay on for a count of "1000-1, 1000-2, 1000-3.....1000-5" (counted by the students waiting, at a medium speed).
2. No sweaters or jackets to pad bars.
3. BOTH hands must be on the bar at all times.
4. No hanging from the legs without hands being on the bars.
5. No sitting on top of bars.
6. Lines must be four (4) steps away from the bars.

### **Slide Apparatus**

1. Line up on the NORTH side of the slide apparatus.
2. No running on slides.
3. No jumping off slides or platforms.
4. No pushing.
5. No sliding down backwards.
6. No climbing back up the slides.

### **Climbing Wall**

1. Students are to line up against the mural wall to go on the Climbing Wall.
2. Only two students per side on the Climbing Wall at a time.
3. No hanging from the climbing wall.
4. No jumping off the climbing wall.
5. No climbing over the climbing wall.

**White slips may be issued for repeated disregard of school rules. This is a safety issue.**



## **Civility Policy**

**BP1313 1.**

1. Members of Wiseburn Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

2. This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Wiseburn Unified School District encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

## **Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the school or District property promptly by the Superintendent, principal or designee.

2. If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave under circumstances outlined in paragraphs 1 or 2, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any District facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials (CF 5131.4 Campus disturbance) (CF. 9323 Meeting Conduct).

## **Safety and Security**

1. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

3. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent or guardian.

#### **Documentation**

1. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

2. Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the form provided by the District.

#### **Legal Reference**

##### **Education Code**

32210 - Disturbing School

44014 - Assault on Personnel

44810 - Person on School Grounds

44811 - Insults and Abuses

##### **Penal Code**

243.5 B Arrest on School Grounds

413.5 B Fighting on School Grounds

626.8 B Entry of School by Person Not on Lawful Business

627.7 B Refusal to leave School Grounds

WISEBURN UNIFIED SCHOOL DISTRICT Board Approved: October 26, 2006 Hawthorne, California