

Student / Parent Handbook



L.U.C.H.A.

Learning in an Urban Community with High Achievement

Be Respectful.

Be Responsible.

Be Compassionate.

Work Hard Everyday.

Be a L.U.C.H.A. Leader!!



L.U.C.H.A.



Learning in an Urban Community with High Achievement

1711 East San Antonio Street

San José, CA 95116

Phone: (408) 928-8300

Fax: (408) 928-8301

Dear Parents and Students,

Welcome to L.U.C.H.A. where we are **Learning in an Urban Community with High Achievement!**

This is an exciting time in the L.U.C.H.A. community. We are entering our eighth year of existence and doing so on a new site, one that we can finally call our own! We are truly embarking on a whole new opportunity to renew our commitment and vision for our students and remind ourselves of the ideals upon which our school was founded: *Students learn best in schools where they are known well, where expectations are high, support is strong, and where their voice and their parents' voices are valued.* The L.U.C.H.A. community has been through a plethora of obstacles in the past, but nothing has been able to deter the work we have set out to do: we are set to equip our students to be successful in top quality high schools, colleges, and the competitive world beyond.

What makes L.U.C.H.A. different from other schools is that parents are not passive partners, but instead active participants in their children's education. We know that students, parents and staff working *collectively* are what ensure student success. Each of us has a critical and vital role to play. Remember, we are ALL L.U.C.H.A. leaders!

This handbook has been designed with you in mind. Our goal to communicate to our families the basic policies and procedures at L.U.C.H.A. that ensure each child will attain high standards. In order to maintain the high quality educational program that LUCHA is known for, we depend on you to make certain that these processes are followed, as it will make all the difference for your child and our staff. Please read the policies with your students and keep this handbook handy so that you may refer to it as necessary.

I am looking forward to collaborating with you as we continue to construct a community of learners and learning. Please feel free to contact any of your child's teachers or me at any time.

I am looking forward to developing a strong partnership with you!

Kristin Burt
 Kristin Burt
 Principal of L.U.C.H.A.
 Learning in an Urban Community with High Achievement
 1711 East San Antonio Street
 San Jose, CA 95116
 Office: 408.928.8300

Table of Contents

I.# MISSION AND GUIDING PRINCIPLES 4#
 MISSION STATEMENT:4#
 HIGH EXPECTATIONS:4#
 L.U.C.H.A.'S FOUR CORE VALUES:.....5#
 COMMITMENT TO SUCCESS CONTRACT.....6#

II.# SCHOOL POLICIES AND INFORMATION 8#
 DAILY SCHOOL SCHEDULE.....9#
 STUDENT PICK-UP10#
 TRANSPORTATION.....10#
 PARKING.....10#
 ATTENDANCE.....10#
 TARDY POLICY.....11#
 EARLY DEPARTURES11#
 HEALTH INFORMATION11#
 MEDICATIONS12#
 SCHOOL BREAKFAST AND LUNCH12#
 SNACKS12#
 CELEBRATIONS/BIRTHDAYS12#
 FIRE DRILLS/ NATURAL DISASTERS.....13#
 PHOTO EXCLUSION13#
 DOG POLICY.....13#

III.# ACADEMIC POLICIES 14#
 CURRICULUM OVERVIEW14#
 L.U.C.H.A. LINKS TO LEARNING.....15#
 TEXTBOOKS AND LIBRARY BOOKS16#
 HOMEWORK16#
 AFTERSCHOOL PROGRAM (YMCA)16#
 STUDENT EVALUATION17#
 TESTING SCHEDULE.....17#
 MAKE-UP WORK17#
 CHEATING17#

IV.# CODE OF CONDUCT 18#
 SCHOOL CLIMATE18#
 REINFORCING CHARACTER WITH INCENTIVES19#
 L.U.C.H.A. LAUNCH.....19#
 L.U.C.H.A. CREED19#
 LEARN POSITION.....19#
 CLASSROOM BEHAVIOR MANAGEMENT20#
 UNIFORM POLICY20#
 TELEPHONE USE.....21#
 PERSONAL BELONGINGS21#
 HUMAN RIGHTS POLICY21#
 HARASSMENT22#
 ABUSE22#

V.# FAMILY INVOLVEMENT 23#
 PARENT PARTICIPATION.....23#
 PARENT VISITATIONS AT SCHOOL24#
 PARENT/GUARDIAN, STUDENT, TEACHER CONFERENCES24#
 EXHIBITION NIGHTS24#
 COMMUNITY MEETINGS.....24#
 SCHOOL COMMUNICATION24#
 PROCEDURE FOR PARENT/GUARDIAN CONCERNS.....25#

I. MISSION AND GUIDING PRINCIPLES

“Shoot for the moon. Even if you miss, you’ll land among the stars.”

--Les Brown



The purpose of schooling is for all students to learn to use their minds and hearts well. Students learn best in schools where they are known well, where expectations are high, support is strong, and where their voice and their parents’ voice is valued. The mission of L.U.C.H.A. is to recognize all of these values and ensure that the students are empowered to learn, lead, and be positive and productive members of their community.

MISSION STATEMENT:

“L.U.C.H.A. is empowered students, united with invested parents and families, a relentless staff, and the greater community, building social, academic, and personal success while developing into conscientious leaders.”

HIGH EXPECTATIONS:

At L.U.C.H.A., students are expected to exit our learning community as **independent, responsible, highly competitive, socially active citizens, and critical thinkers**. These characteristics and skill sets are core elements that comprise an ‘educated’ person in the 21st century. L.U.C.H.A. students will be prepared to excel in middle and high school as active learners who proceed to matriculate to college. L.U.C.H.A. students will be lifelong learners who will be poised to make positive contributions to the global society.

L.U.C.H.A.'S FOUR CORE VALUES:

L.U.C.H.A. staff places a strong emphasis on developing the *whole* child; while focusing on core instructional areas there is also a focus on four core values of character to promote a healthy, nurturing and safe environment for all. The core values are responsibility, respect, compassion and hard work. It is our expectation that L.U.C.H.A. families uphold and foster these values:

1. Responsibility – Responsibility is a key core value at L.U.C.H.A. Responsibility means doing ones' part to help oneself or to help others. It means taking the initiative to be a part of a group in a thoughtful and considerate manner. Examples of responsible behavior are: students and adults completing assignments, students and adults bringing appropriate materials as needed, students and adults taking care of equipment, resources and picking up after themselves. When students and adults behave in a responsible manner, everyone benefits. Facilities are well cared for, tasks become easier to complete and people can focus on learning. Students, parents, teachers, and other staff are expected to be *personally responsible* to ensure not only their own success, but also the success of others. Responsibility is a community effort.

2. Respect – Respect is an essential core value. Without respect, it is difficult for people to get along, work together, or learn. Respect is foundational in creating a nurturing, safe environment. Learning requires that people be treated in a way in which they feel valued and honored. When one listens to others, when one is courteous to others, when one does not take things that belong to others, one is demonstrating respect. This is a necessary behavior and as adults we must model respectful behavior so that children can learn from our example. A respectful school culture is a place where it is not only a core value, but it is a clear expectation for both children and adults.

3. Compassion – Compassion calls for us to stop and think about what other people are feeling or facing. It gives us the opportunity to see how we can help others; it allows our hearts to be generous and giving. The Dalai Lama states, "If you want to be happy practice compassion, if you want others to be happy, practice compassion". A learning environment that values compassion, values each person for what they are, does not make excuses, but instead, makes the ground fertile for learning because each child and adult knows that other people care. Compassion is about caring for others in a way that helps them grow and overcome barriers or obstacles.

4. Hard Work – Everyone comes to school with different gifts and talents, but the truth is that in order to get good at something, a person must focus, dedicate themselves and practice. Focusing and practice take hard work. Regardless of the things that come naturally to people, a person can always improve. LUCHA staff believes that all children can learn, with effort and dedication. Consequently, hard work is an essential component of our academic expectations. Students need to work especially hard to ensure their academic success. In addition, hard work is important because it reminds students that success does not come easily or naturally for everyone, rather, success comes from great personal effort and perseverance, something that we ALL can attain!

COMMITMENT TO SUCCESS CONTRACT

L.U.C.H.A. is a School of Choice. Parents choose to bring their children to L.U.C.H.A. Given this condition, parents are expected to demonstrate their commitment to L.U.C.H.A. in the following manner:

Parent Commitment to Student Success Contract

Parents are students’ primary educators. Therefore, as parents, you are expected to make the following commitments when you enroll your student in one of the ARUSD small schools of choice:

- I will always help my child in the best way I know how. I will do whatever it takes for him/her to learn and prepare for college and life by supporting him/her and encouraging him/her to adhere to his/her “commitment to excellence”.
- I will ensure that my child comes to school on time, rested and prepared for school.
- I will ensure that my child dresses in an appropriate manner conducive to learning, per school uniform policy.
- I will monitor and support the completion of all homework assignments.
- I will frequently discuss schoolwork and activities with my child.
- I will ensure that my child has the necessary school materials and a clean, quiet place to do homework (i.e.: monitor distractions such as television, video games and internet).
- I will take the initiative to monitor my student’s academic performance.
- I will allow home visits or make arrangements to meet at a site away from the school campus.
- I will ensure that my child is reading or being read to every night.*
- I will attend school activities to support my child and the school community.
- I will treat teachers, office staff and students in a dignified and professional manner.
- I will volunteer at least 15 hours per semester, 30 hours per school year, at my child’s school. (A list of potential parent activities follows under Family Involvement, pg.)
- I will follow all arrival and dismissal regulations and parking procedures.
- I acknowledge that as a parent, I, not the school, am responsible for the behavior of my child.
- I acknowledge that the primary way for me to be involved in my child’s education is by monitoring his/her homework, behavior, and performance. I will do this by reviewing his/her homework, class work and projects for accuracy, completeness and neatness before they are due. I will also maintain contact with my child’s teachers.

Failure to adhere to these commitments may cause my child to lose various school privileges and can lead to my child returning to his/her home school.

Parent/Guardian Signature

Parent/Guardian Signature

STUDENTS' COMMITMENT

I fully commit to L.U.C.H.A. in the following ways:

- Come to school regularly
- Come to school well-rested, ready and willing to learn
- Come to school dressed for success: in the school uniform, clean and tucked
- Follow all school safety and discipline rules
- Listen carefully to directions
- Participate in school activities
- Complete all of my homework assignments
- Listen to my fellow classmates and try to resolve problems
- Let others know when I do not know something or need help
- Help others
- Read or have someone read to me every night
- Participate in school-wide events outside of the school day whenever I can
- Uphold L.U.C.H.A. core values of responsibility, respect, compassion and hard work!

Failure to adhere to these commitments can cause me to lose various L.U.C.H.A. privileges, and can lead me to returning to my home school.

Student Signature

TEACHERS' COMMITMENT

We fully commit to L.U.C.H.A. in the following ways:

- Create a safe classroom where all students feel welcomed and heard
- Hold high expectations for all students, regardless of students' background or level of skill
- Treat students as capable, competent learners
- Provide quality, engaging and meaningful instruction for all students
- Ensure all agreed upon grade-level standards are being taught and learned
- Assess student learning and give students feedback about their learning
- Provide students with multiple opportunities and strategies to learn
- Develop strong, positive relationships with students, parents and staff
- Work collaboratively with parents to ensure student success
- Work collaboratively with colleagues to ensure our success and the success of our students
- Communicate regularly with parents and students about academic progress
- Handle discipline issues in a firm, fair, consistent and humane manner
- Uphold L.U.C.H.A. core values of responsibility, respect, compassion and hard work!

Teacher Signature

II. SCHOOL POLICIES AND INFORMATION

“I am a L.U.C.H.A. Leader and a citizen of my country and my planet. I am a leader in my school, in my community and at home. I promise to be responsible, compassionate, respectful, and work hard everyday.

We are all L.U.C.H.A. Leaders!”

--L.U.C.H.A. creed



DAILY SCHOOL SCHEDULE

Warning Bell 7:55 a.m.

Starting Time

(Students meet on the blacktop in class lines every morning weather permitting.)

Kindergarten 8:00 a.m.

Grades 1st – 5th 8:00 a.m.

Recess

Grades 1st – 5th 10:10 a.m. – 10:30 a.m.

Lunch

Kindergarten 11:20 a.m. – 12:00 p.m.

Grades 1st – 5th 12:10 p.m. – 12:50 p.m.

Dismissal

Kindergarten 1:00 p.m.

Grades 1st – 3rd 3:05 p.m. (2:05 p.m on Tuesdays)

Grades 4th – 5th 3:25 p.m. (2:25 p.m on Tuesdays)

Early-release EVERY THURSDAY

Kindergarten 11:45 a.m.

Grades 1st – 3rd 12:50 p.m.

Grades 4th – 5th 1:10 p.m.

Minimum Day

Dismissal:

11:45 a.m.

12:45 p.m.

1:05 p.m.

STUDENT PICK-UP

L.U.C.H.A. distributes two yellow Parent Leader Badges per family at the beginning of the school year. (If you are a returning family, and you already have your badges, please be sure to keep the badges and bring them when you pick your child up from school.) In order for a person to be authorized to pick a child up, that person must display the yellow badge. Persons picking children up must be listed on the emergency card of that child. Also, no student will be dismissed to any other person unless a phone call has been made to the front office giving permission for that day. Calls must be made at least 30 minutes before dismissal time if another person will be picking a student up. Children who are picked up 5 minutes after dismissal must pick students up in the office. Students are not to be picked up in the parking lot.

TRANSPORTATION

All parents are responsible for the transportation of their child to and from L.U.C.H.A. In addition, parents must provide contact information and identification information for any person authorized to pick up their student. Any person picking up any child from school must show the yellow LUCHA Parent Leader badge. If parents wish to have their children walk home alone, the parent must deliver in person, a written note of permission to the school office.

PARKING

Parking is limited at L.U.C.H.A. When picking up children, or at community events, families are encouraged to park at the Mexican Heritage parking lot or in the surrounding neighborhood and walk to the school. Cars that are parked illegally or double-parked are subject to being towed away. To maintain a safe environment, families are advised to use precaution when driving through the driveway. It is important to keep a close look out for children. Please also ensure that all traffic laws are being followed, especially using the crosswalks to cross the road instead of jay-walking.

ATTENDANCE

Students are required to attend classes every day except for illness or family emergencies.

Daily attendance is critical, as student achievement depends on good attendance. Because of this, L.U.C.H.A. recognizes and celebrates perfect attendance. When children are not in school, they miss that day's instruction and may fall behind in their studies, as they will be required to keep up with the current lessons, AND make up the work they missed. Parents can help their children be successful in school by making sure that their child is present in class every day. However, if a child is sick, and requires home care, parents should call the school to notify the school secretary of the absence. Parents who do not call in will receive a call from the automated calling system. This message is just a reminder to call if a call has not yet been made. Once a parent has called in, parents may disregard the automated message, otherwise, make sure to call the school.

Upon the student's return to school, the student is required to bring a signed note from the parent or guardian including the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. Parents who have concerns regarding their child's attendance should contact the child's teacher as soon as possible. In the case of excessive or chronic absences, a parent/teacher/principal conference will be called. Students who fail to follow attendance regulations are subject to be reported to the attendance supervisor of the superintendent of the Alum Rock Union Elementary School District.

TARDY POLICY

Students must be on time to school at 8:00 a.m. everyday. Students who arrive after the L.U.C.H.A. Launch has begun, will be marked late for the day. Parents who teach their children punctuality are also teaching them responsibility, an important L.U.C.H.A. core value. Life-long habits are formed during these important school years; L.U.C.H.A. strives to prepare students to be responsible citizens with good work habits. In addition, students who are late miss out on classroom instruction and interrupt learning for other students.

Students who are more than 15 minutes late must go to the office for a tardy slip. Students who are tardy more than 30 minutes for three days may be classified as habitual truants and are also subject to referral to the attendance supervisor.

EARLY DEPARTURES

Parents who must pick their children up before school is dismissed, must go to the office first to sign their child out. Parents are not to pick a child up directly from the classroom, as students will not be dismissed without a note or phone call from the office. This procedure is in place to help keep students safe.

HEALTH INFORMATION

State law requires that all children entering elementary school be immunized against Polio, DTP, MMR, Hepatitis B, Varicella, and Hepatitis A. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

Absence Due to Illness

Children who are sick should stay home for the day. Parents must call the school office to inform the school of the child's absence and to arrange to pick the child's homework up. In order to receive an excused absence for missed days, students will need to bring a doctor's re-admittance form to school on their first day back to school after an illness in excess of three days.

The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be notified to pick the child up. The school does not have the capacity to watch over and care for children who are ill. It is imperative to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

It is the parent's responsibility to notify the school of any change of address or phone numbers. Please be sure that the school has up-to-date contact and health information. If children have special needs, and the school does not know about these needs, it will be impossible for the school to meet those needs. Should an emergency arise, the school must be able to reach the responsible parties.

MEDICATIONS

If it is necessary for a child to take medications at school (either prescription or non-prescription drugs), please be advised of the following legal requirements:

The school must receive:

- Written statement from the physician detailing the amount, time, and method by which medication is to be taken
- Written statement from the student's parents or guardian indicating permission for the school to assist the pupil in matters set forth in the physician's statement
- Medicine must be provided to the school in the original pharmaceutical container

PLEASE NOTE: Untrained school personnel are not authorized to administer medication to children with diabetes or other chronic illnesses. Printed forms for medication at school are available from the school secretary or school nurse.*

SCHOOL BREAKFAST AND LUNCH

Breakfast is free to all L.U.C.H.A. students and will be served in the classroom after L.U.C.H.A. Launch at 8:15am. We welcome parent volunteers to assist us in the set up of our daily "Breakfast in the Classroom" Program!

Lunch is also free to all L.U.C.H.A. students and is served daily at 11:20 for kindergarten students and 12:10 for students in 1st through 5th grade.

SNACKS

Students are permitted to bring snacks to be consumed during morning recess (9:50am-10:10 am in kinder and 10:10 a.m. - 10:30 a.m. in 1st - 5th grade) Unhealthy snacks are discouraged. Soda, energy drinks and highly colored snacks such as Hot Cheetos or Taquis are not permitted. Students enrolled in the YMCA after-school program will be provided with daily afternoon snacks between 2:05 p.m. and 6:00 p.m.

CELEBRATIONS/BIRTHDAYS

If a parent wishes to bring in a special treat to celebrate a birthday or special occasion at the school site, the following guidelines must be followed. The parent must contact the teacher with the request at least 24 hours in advance so that the teacher can modify his or her plans and allow time for this to occur in the classroom. When coming to the school, please check in first at the office so that the teacher can be given notice about your arrival. Celebrations will only be able to be held in the last fifteen minutes of the school day. We request that anything that is brought in is able to be served individually (i.e. – cupcakes) and does not require an extensive amount of time to serve and distribute. It is the parent's responsibility to bring in any necessary materials and to be in charge of the distribution and clean-up of the celebration.

FIRE DRILLS/ NATURAL DISASTERS

In an effort to keep the campus safe and prepared for an emergency, L.U.C.H.A. conducts monthly fire drills and quarterly earthquake drills. In addition, students are taught the procedures for a school-wide lock down. All students are expected to follow these procedures. Posted in every room is a map detailing the required evacuation protocol. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must not stop at the restrooms. They must proceed directly to the designated area and wait for instructions. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension.

PHOTO EXCLUSION

The Alum Rock Union Elementary School District routinely utilizes visual images of student activities to record the school's history and to promote understanding of the district's educational programs. Such information is considered "directory information" which can be used in campus and community publications, websites and other appropriate venues. In rare instances, parents or guardians may need to have their students excluded from such photographs and/or video images, when students are readily identifiable as individuals. A student's parent or guardian may request that his/her student be excluded from such publication by completing the "Request for Exclusion" form which is available in the school office and filing the signed form with the school principal. It is expected that "excluded" students will also accept responsibility to avoid obvious photo situations. The school will maintain records of requested exclusions and will make an effort to avoid involving the student in situations where the student will be individually identifiable in photographic or video images.

DOG POLICY

Please be aware that our school has a No Dog Policy to ensure that safety and well being of all students on our campus. We thank you in advance for your cooperation in helping to keep our school a safe place.

III. Academic Policies

L.U.C.H.A.—Learning in an Urban Community with HIGH ACHIEVEMENT!



CURRICULUM OVERVIEW

The curriculum at L.U.C.H.A. is driven by clear performance standards for what students should know and be able to do at each grade level in order to be successful in top quality high schools and colleges. For each grade level, standards are based on national and state curriculum frameworks. The L.U.C.H.A. staff focuses instruction even further through the use of agreed upon Power Standards which outline the academic vision and expectation for student growth from Kindergarten to fifth grade in both Math and Language Arts. L.U.C.H.A. staff believes that through the mastery of these Power Standards students will demonstrate and complete academic mastery and be fully prepared for continued academic success in middle school and beyond.

Teachers use both formal and informal assessments to measure how well students are mastering the standards. Teachers use knowledge about student skills to develop whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Language Arts: L.U.C.H.A. uses a variety of instructional strategies to foster a balanced approach to literacy instruction. The core language arts program, Imagine It!, is a comprehensive research-based curriculum grounded in systematic, explicit instruction of phonemic awareness, phonics and word knowledge, comprehension skills and strategies, inquiry skills and strategies, and writing and language arts skills and strategies. In addition, LUCHA teachers use guided reading and book clubs to ensure reading instruction is individualized according to students' needs and interests. Each grade level participates in Writer's Workshop where students acquire the skills necessary to become avid writers.

Math: The math program at L.U.C.H.A. is guided by the Power standards at each grade level. Students in all grade levels use Houghton Mifflin as a means to achieve mastery of state standards.

Science/Social Studies: L.U.C.H.A. uses UbD (Understanding by Design) as the primary curriculum for social studies and science. Understanding by Design (UbD) is an educational framework for designing curriculum units, performance assessments, and instruction that leads to students gaining deeper understanding. This curriculum focuses on the creation of project-based units that incorporate the California State Content Standards, service learning, and extensive writing. Students exhibit their learning from these units through Exhibition Nights, which occur twice a year. Families are expected to attend the Exhibition Night presentations.

Physical Education: All students will receive 200 minutes of physical education every two weeks. Grades 4 and 5 will work with a physical education specialist once a week for 50 minutes.

Music: Instrumental Music instruction is available to all students in 4th and 5th grade on a weekly pull-out basis. In addition, all students in 4th and 5th grade will receive 50 minutes of music instruction from a music specialist each week. Teachers at all grade levels integrate music into their instruction.

Art: Art is integrated into classroom instruction and into school activity days.

L.U.C.H.A. LINKS TO LEARNING

In order to promote critical thinking in each classroom at L.U.C.H.A. teachers are encouraged to constantly refer to the Links to Learning. These questions help students bring their knowledge to a deeper level by forcing them to analyze what they are learning more critically. The Links to Learning are posted in each classroom and referred to on a regular basis in order for students to become critical thinkers and move towards fulfilling the vision of L.U.C.H.A. When asking their children what they learned, parents are encouraged to ask these questions!

1. Why do we need to know this?
2. What are the positive and negative effects of this experience?
3. How do you know that?
4. Who said it? What led to it? What else happened?
5. How does this affect me, my community, and the world?

TEXTBOOKS AND LIBRARY BOOKS

All textbooks and library books are supplied by Alum Rock Union School District and are issued to each child by the teacher or librarian. As soon as texts are issued, the student assumes responsibility for their care. Loss or damage of textbooks or library books will result in the assessment of a fee sufficient for its repair or replacement.

HOMEWORK

L.U.C.H.A. Leaders will receive homework every night. It is the expectation that students have a quiet place to work and all necessary supplies (pen, pencils, dictionary, etc.) when completing homework. The purpose of homework is to reinforce and extend concepts taught in the classroom. Homework is practice or extension work; children should not be given work that is not familiar to them. Homework is assigned to meet students' needs appropriate to grade level, subject area, and ability. If a child is receiving homework that is either too difficult or too easy please contact the child's teacher to address this concern. Preparation is an important part of the curriculum, and no student is excused from any assignment without the permission of his or her teacher prior to the due date. Students who do not complete their homework will face disciplinary consequences, including but not limited to exclusion from special activities.

AFTERSCHOOL PROGRAM (YMCA)

The YMCA after school program is open to all students with an emphasis in grades 2 – 5. Students in first grade will be invited if space is available, and preference will be given to students who have siblings in the program. A part of the daily schedule will be devoted to homework completion. Registration forms are available at the front office. Remember that even if a child is enrolled in the after school program, it is the parent's responsibility to check the student's homework for completion every night.

The reading packet is also a regular part of each L.U.C.H.A. leader's weekly homework. It is the school's expectation that this packet be completed at home with the parent as it is important for shared literacy experiences to be taking place on a regular basis. Parents must sign their child's reading packet daily to verify that he or she read for the allotted period of time.

STUDENT EVALUATION

Teachers will give students and parents/guardians ongoing feedback about student performance. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Parents/guardians will also regularly receive progress reports and report cards. Parents should feel free to contact any of their children's teachers regarding their progress at any time.

Report Cards or Progress Reports will be sent home before or on the following dates:

November: Progress reports with minimum days for conferences

January: Report cards with minimum days for conferences

April: Progress reports with minimum days for conferences for students at risk

June: Report cards with minimum days for conferences

TESTING SCHEDULE

STAR Testing: April and May

District Writing Test: May

MAKE-UP WORK

It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

CHEATING

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating. In order to deter this practice, students will face applicable consequences as determined by school staff.

IV. CODE OF CONDUCT



“What’s right isn’t always popular, and what’s popular isn’t always right.”

--unknown

SCHOOL CLIMATE

A positive learning environment is one that welcomes values and celebrates each individual. L.U.C.H.A. strives to foster a safe, nurturing and productive learning environment for children and adults. Respect is at the cornerstone of great relationships. Consequently, students are expected to respect themselves, their classmates, their teachers, and their families. Adults are expected to model appropriate behavior. In addition, L.U.C.H.A. leaders will learn the value of integrity and the importance of being polite, humble individuals. Students are highly encouraged to be of service and help others. Students at L.U.C.H.A. will have these character traits reinforced through the L.U.C.H.A. creed and the use of L.U.C.H.A. coupons.

REINFORCING CHARACTER WITH INCENTIVES

Classroom time is set aside to teach the four core values of responsibility, compassion, respect and hard work. L.U.C.H.A. implements a consistent, fair and firm student management system that continuously praises positive student behavior. Teaching children appropriate social skills is important at L.U.C.H.A. When children behave appropriately, everyone can learn better. To this end, teachers select a student each month that embodies the core value of the month. These students are recognized as “Students of the Month”. In addition to this recognition, staff at L.U.C.H.A. uses L.U.C.H.A. coupons as a school-wide incentive program.

L.U.C.H.A. coupons are awarded to students when they demonstrate specific character traits. These traits include the four core values, but also include various other character traits that are essential to a student’s development as a good citizen and productive member of society. These traits include respect, kindness, honesty, self-control, confidence, responsibility, acceptance, cooperation, sportsmanship, and hard work.

L.U.C.H.A. LAUNCH

Every morning all staff, students and interested parents assemble outside on the blacktop at the beginning of the school day (8:00 a.m.). Children line up in their classroom lines to participate in the L.U.C.H.A. Launch. During this time the students recite the Pledge of Allegiance, the L.U.C.H.A. Creed (see below), listen to announcements, and participate in a song and dance chosen and led by a grade level team. Teachers arrive to the L.U.C.H.A. Launch by 7:55 a.m. with attendance folders and song lyrics in hand. It is important that students arrive to the L.U.C.H.A. Launch punctually.

L.U.C.H.A. CREED

I am a L.U.C.H.A. leader and a citizen of my country and my planet.

I am a leader in my school, in my community, and at home.

I promise to be responsible, compassionate, respectful, and work hard everyday.

We are all L.U.C.H.A. leaders!

LEARN POSITION

Each teacher is responsible for maintaining strong classroom management. In order to help accommodate this each classroom is expected to post and remind students of the LEARN position:

L – Listen attentively

E – Eyes tracking

A – All four on the floor

R – Respect

N – No slouching

CLASSROOM BEHAVIOR MANAGEMENT

L.U.C.H.A. has adopted a school-wide system for tracking and responding to misbehavior in the classroom. This is accomplished through the use of a colored behavior chart. Every student will begin each day with a clean slate and with his or her clothespin on the second level (Green - I'm Ready), regardless of infractions that may have occurred on the previous day. Students have the opportunity to move up the chart if they have exceptional behavior. As students commit minor infractions throughout the day, the following steps will be taken:

Purple	I am a Role Model for Others
Blue	Helping Others Learn
Green	Ready to Learn
Yellow	Think about it (warning)
Orange	Written Reflection
Red	Cool-off Classroom

The students will record their daily behavior on a progress report that will be sent home with each child every day. This progress report should be signed by the child's parent and returned to school with the child every day.

For any serious infractions such as physical violence, cheating, defacing school property, etc. students may be immediately sent to the principal's office. Appropriate measures will be taken, including suspension if warranted. A Student/Parent/Teacher/Principal Conference will be set up for continued misbehavior or if it is necessary to develop and implement behavioral or stay-away contracts.

UNIFORM POLICY

The L.U.C.H.A. uniform consists of black bottoms (pants, shorts, dress, skirt, or skorts). The bottoms should be uniform bottoms and have belt loops (although a belt is not required). Students may not wear sweatpants. The uniform top is a white or gray *collared* shirt. Students may also wear a L.U.C.H.A polo shirt or light blue t-shirt with the L.U.C.H.A. logo. (Other blue t-shirts are not permitted.) Students should dress for success by having their shirts tucked in at all times. Students should also wear closed-toe shoes. Sandals are not safe or appropriate for school. Jackets must be black or gray only.

L.U.C.H.A. aims to foster a culture in which students take pride in their appearance. To this end, we have a zero tolerance school-wide Uniform Code. Students who do not come to school in their uniform may lose recess and/or lunch privileges. In addition, their parent/guardian will be contacted and will be asked to bring a change of clothes for their child.

TELEPHONE USE

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the phone in case of emergency or to inform a parent/ guardian regarding a specific need. Students who use a phone without permission from a teacher will be subject to disciplinary procedures. Students are not allowed to bring cell phones to school, and the school cannot take responsibility for lost or damaged phones or other personal items. If parents must contact their students, they are to call the front office, if students must contact parents; they are to ask an adult for assistance.

PERSONAL BELONGINGS

Students may not bring items that are unhealthy, distract students from learning, or create an unsafe or unclean environment. Below is an example of items that are not permitted at school:

Gum or Candy	Cell phones
Soda or Energy Drinks	Gameboys or any other electronic toys
Highly colored snacks such as Hot Cheetos	Radio or Walkman or MP3 Player
Cash or other valuables, i.e. jewelry	Any illegal substance
Stuffed animals, dolls or other toys	Weapons and toy weapons

Thank you for checking your child's backpack to make sure these items stay at home!

HUMAN RIGHTS POLICY

L.U.C.H.A. brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. L.U.C.H.A. is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. L.U.C.H.A. wishes to stress that it is the responsibility of every member of the L.U.C.H.A. community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the L.U.C.H.A. community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

HARASSMENT

L.U.C.H.A. is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
4. Students should notify the Principal, or if they are uncomfortable doing so, they should speak with another adult.
5. If you are an adult, notify the Principal.

As soon as possible, the adult notified will report to the Principal. The Principal will work to resolve the problem and when appropriate and necessary notify the authorities.

ABUSE

All school personnel are mandated reporters of suspected child abuse and/or neglect. Mandated reporters are required by law to report any *suspected* child maltreatment within 24 hours when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and/or that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

V. FAMILY INVOLVEMENT



“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

--Margaret Mead

In addition to the duties listed in the signed contract, parents are expected to participate in their children’s learning in the following ways:

PARENT PARTICIPATION

L.U.C.H.A. parents are required to donate a minimum of 30 hours of volunteer time for the school year, 15 hours during each semester. The reason that this volunteer time is so important is that it provides the necessary background and foundation to build a strong parent/school partnership. Parents who are actively involved in their child’s education understand the difficulties, challenges and joys that their child is experiencing. They are able to actively support their child in the learning, and the help they provide the school and staff is immeasurable. This is a key element that sets L.U.C.H.A. apart from other schools.

Teachers will have a form in their classrooms for parents to log-in their time. Also, a sign-in sheet is permanently placed in the front office. It is the parents’ responsibility to make sure they sign-in every time they come to school to volunteer.

Parents who give 60 hours or more of volunteer time to the school automatically earn an end-of-the-year L.U.C.H.A. t-shirt imprinted with the names of the staff and all the qualifying parent/community members. A partial listing of activities that parents can do to earn the 30 hours of volunteer time follow this section.

PARENT VISITATIONS AT SCHOOL

Parents are welcomed, encouraged and expected to visit the school. For safety reasons, parents are required to sign-in at the front office when visiting L.U.C.H.A. Parents will be given a Visitor's Badge. It is important to sign in whether a parent is just visiting or volunteering. For school-wide events, sign-in will be either in the cafeteria or in the classrooms.

PARENT/GUARDIAN, STUDENT, TEACHER CONFERENCES

Both parent/guardian and child must attend conferences to meet with teachers to go over student's progress report and/or report card. Conferences give parents and teachers an opportunity to discuss a child's progress and address any concerns and/or challenges.

EXHIBITION NIGHTS

All parents/guardians are required to attend the scheduled Exhibition Nights. If a parent cannot attend, a representative must attend in their place. During these meetings, parents have the opportunity to see student presentations and discover what their child has learned during their UbD (Understanding by Design) units. This is a significant way in which parents let their children know how important their education is and support their child and school.

COMMUNITY MEETINGS

Community Meetings are a special trademark of the Small Schools, and particularly for L.U.C.H.A. By attending the Community Meetings, families are able to stay abreast of what is happening at school and how to help their children, but most importantly, it is a way to build community with the staff and families of L.U.C.H.A. L.U.C.H.A. prides itself as a caring, contributing community. Moreover, by attending all eight Community Meetings, parents will have completed more than half of the 30 hour volunteer requirement. (Attendance at a Community Meeting will earn a minimum of 2 hours of participation!) Finally, by choosing to attend L.U.C.H.A., families make a commitment to attend the Community Meetings, as they are a requirement. These meetings will occur on the FIRST WEDNESDAY of the month, from 5:30 p.m. to 7:00 p.m.

SCHOOL COMMUNICATION

Every Wednesday the L.U.C.H.A. Ledger, L.U.C.H.A.'s weekly newsletter, will go home with the children. This newsletter will be sent home only with the oldest sibling in families with more than one L.U.C.H.A. Leader. Please read all of the important information in order to stay informed about what is happening at school.

In an effort to be more green, L.U.C.H.A. encourages families to sign up to receive their weekly Ledger via e-mail.

PROCEDURE FOR PARENT/GUARDIAN CONCERNS

Conflict and disagreements are part of life. What is important is that these concerns be address and resolved in a professional manner. Should a concern arise, parents are asked to follow the following procedures:

Communicate the concern or disagreement at the level in which it started. For instance if the problem is with the child's teacher, parents are asked to make an appointment to speak with the teacher *first*.

If the problem is not resolved at this level, make an appointment to speak with the principal. Problems may also be submitted in writing.

If the problem is not resolved at the school site, an appointment to speak with a district representative may be made.

Things to remember in when trying to find resolutions to problems: let the person know what the concern is and possible ways to solve the problem. Remember not to discuss a problem with a child present, as children are not always able to understand or process complex issues. L.U.C.H.A. staff is here to help students and families; it is not possible to solve a problem if the problem is not addressed or made known.

Partial Listing of Activities Parents may do to Earn 30 or more hours of Participation:

- Attend Community Meetings (will earn a minimum of 2 hours per meeting)
- Yard Supervision
- Cafeteria Supervision
- Class presentations
- Volunteer time in the classroom
- Listen to students read
- Help with fruit/food distribution
- Attend School Board Meeting
- Attend School or District Event
- Plan school events
- Clean-up after school events
- Participate in School Site Council and/or Parent Leader Group
- Participate in beautification days
- Attend beach clean-up day
- Attend Student Showcase Nights
- Plan, attend, assist with field trips
- Attend sporting events including after school program
- Help with after school program
- Calling parents to remind them of activities, meetings, etc.
- Translation of documents
- Preparation with classroom/school materials, cut, copy, laminate
- Baby sit for meetings
- Planning special projects
- Donating time and/or materials for school use
- Planning fundraisers
- Participating in fundraisers
- Supervising service learning activities
- Participating in any off-campus school events
- Participating in creating school year book
- Preparing / donating lunches for teachers
- Other school activities! Let us know what they are.