

El Morro Elementary School Parent/Student Handbook

(Revised 2019)

8681 North Coast Highway

Laguna Beach, CA 92651

(949) 497-7780



SCHOOL HOURS

Transitional Kindergarten	(Early Start)	7:55 – 11:25
Transitional Kindergarten	(Late Start)	9:55 – 2:17
Transitional Kindergarten	TK Late Start Wednesday ONLY	9:55 – 1:17
	M,T,Th,F	
Grades 1-3	7:55 – 2:17	Lunch 11:30 – 12:10
Grades 4-5	7:55 – 2:17	Lunch 11:50 – 12:30
	Modified Wednesday 7:55-1:17	

This Handbook Belongs to:

Student Name

Dear Parents and Students,

This Parent/Student Handbook gives parents and students a tool to support a successful school experience. The Handbook provides information on school life, safety, curriculum, behavioral expectations and resources for student and parent assistance. Parent support is, of course, an essential element of student success. It is our hope that this Handbook will be a resource that fosters clear communication between the school and the home.

The students, staff, and parents at El Morro form a unique community of people engaged in the important task of learning. A safe, positive environment is essential to this endeavor. The Laguna Beach Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities and practices shall be free from discrimination, harassment, intimidation, and bullying based race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

Most El Morro students do an excellent job following school rules. These students will be recognized and rewarded on a daily, weekly, and monthly basis for their positive behavior. Students receive positive feedback, STARBUCKS, trips to the Treasure Chest and other awards for doing things the right way! We strive to make the rewards meaningful so that all students will want to cooperate. Our school rules are centered around the motto: El Morro Sea Lions are **STARS**, which stands for **S** – Strive for excellence, **T** – Think about others, **A** – Always try your best, **R** – Respect people and things, and **S** – Solve problems.

Students who have a difficult time following school rules will receive behavior reports and appropriate consequences, which may include loss of privileges, detention or suspension from school. It is our intention to work with inappropriate student behavior in its early stages and teach students the correct behavior before it becomes a major problem for the student, classmates and staff. Your involvement and support are vital in this effort.

We have planned many activities, which will help our students fully understand our school wide rules and behavioral expectations. Parents need to be aware that we are making every effort to make sure students know all school rules. El Morro conducts the following activities for building a positive climate with our students: grade level assemblies explaining the School Rules and new safety procedures; all school personnel using the same rules and rewards when supervising students; all students knowing the consequential steps involved when receiving referrals.

We believe all students can succeed at school while demonstrating positive character traits, which will allow teachers to teach and students to learn. We feel this environment will enhance your child's growth and development throughout the school year. The El Morro staff members and I are looking forward to a successful year working with your children. We are enthusiastic about student learning and making our school a place where children want to be. We believe the Parent/Student Handbook will assist us in attaining this goal.

Sincerely,

Chris Duddy
Principal

El Morro Elementary School

VISION:

We take ownership of each child's learning in our school, accepting no limits on potential.

MISSION STATEMENT:

Our mission is for each student to gain the knowledge, experience, world perspectives and skills needed to become a lifelong learner and producer in a competitive and interconnected world.

CORE VALUES:

- Responsibility – We hold ourselves responsible for consistently maintaining a clear focus on our mission which frames the behavior our students, staff, parents, community and Board of Education
- Commitment – We are committed to a focus on student learning through collaboration, reflection and openness to change, which results in the highest levels of excellence.
- Equity – We equitably meet the needs of all students through systems, structures and opportunities that promote success.
- Courtesy – We treat everyone with dignity and respect, seeking to understand each point of view without making assumptions.
- Transparency – We are transparent in all operations of the District, demonstrating ethics through open and honest practices.

STRATEGIC GOALS:

- Student Achievement – All students will demonstrate academic growth across content areas
- School Culture – Each student will strengthen connections to the school, the community, and the world by engaging in activities that build skills and responsibility.
- Learning Environment – Safe, attractive, clean and well-equipped learning environments will be provided for each student.
- Staffing – The District will recruit, hire, train and retain high performing staff.
- Fiscal Responsibility – The District will maintain fiscal solvency and transparency to ensure support of student learning.

Laguna Beach Unified School District
Non-Discrimination Statement

The Laguna Beach Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The Board designates the Director of Human Resources and Public Communications as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another District administrator to investigate complaints. If you have a complaint, you are to submit it in writing to:

Leisa Winston Director Human Resources
and Public Communications 550 Blumont
Street Laguna Beach, CA 92651

If you have any additional questions regarding the process, please contact Human Resources at (949) 497-7700.

IMPORTANT INFORMATION

VISITORS

LBUSD campuses are closed to ensure the safety and well being of our students. We welcome your participation at school and we urge you to join us as a volunteer. It is by working together that we can provide the highest quality of education for our children. For the safety of the children, it is a **MANDATORY** policy for ALL visitors, volunteers and parents to check in the office and wear a "VISITOR" badge. Please do not go directly to the classroom to drop off homework, lunch money, PE clothing, Music Instruments, etc. If you need to pick up your child early, you must come to the office and we will call the classroom. **Once again, please do not go directly to the classrooms.**

TRAFFIC PROCEDURES: MORNING DROP-OFF and AFTERNOON PICK-UP

The earliest students may be dropped off is 7:35 am for students in grades 1-5 and 7:40 am for Kindergarten students. There is no supervision prior to this time.

Drop-Off

- Be ready! Gather items needed, lunch money, exchange good bye kisses and say "I love you" prior to pulling in the lane
- Pull forward as far as possible
- Students exit at the white curb and stay on sidewalk
- **Do not** wait until you are at the front of the line. Have your child exit as soon as you are next to the drop-off curb
- Do not wait for the person in front of you to exit- Pull around and exit by turning left
- Do not leave your vehicle- this is for drop-off and pick-up only

Pick-Up

Before your child leaves for school, they should know how they are getting home. Students will walk from their classroom to either the bus or pick-up area. There are **two** pick-up areas, Playground and Curb:

- Playground

The playground opens at 2:10. Cars may drive up the ramp and form two lines near the lunch tables. Stay in your car. Adults will escort your child to the car. It would be helpful to have a sign in the front window with your child's name and grade level.

- Bus

Students will walk with adult supervision to the bus loading area to board the bus. Students will **only** be let off the bus at the Designated Bus Stop listed on their bus pass. The only change to this policy is if students have a dated, signed

parent note indicating to the bus driver the DBS where they have permission to be dropped off.

As mentioned above, if you need to pick your child up before school is out, you must come to the office to check him/her out. Please do not tell your child/children to come to the office to wait. We will call the classroom when you get here.

USE OF SCHOOL TELEPHONES

We ask that parents give their child/children instructions prior on how they are to go home from school each day so that there are **NO** classroom interruptions. We understand that plans may change or an emergency may arise and that you might need to get a message to your child and in this case we will do so. **We do not allow students to call parents to make plans to go home with friends. Social times need to be taken care of prior to school.** We thank you in advance for your cooperation.

CELL PHONES AT SCHOOL

El Morro Elementary School and the Laguna Beach USD acknowledge the importance of electronic communication between students and parents, particularly in emergency situations and for after school communication. We also recognize that instructional time is precious and must be protected from unnecessary interruption.

Therefore, students shall be allowed to have a cell phone on campus during the school day, while attending school sponsored activities, or while under the supervision and control of a school district employee. **Such devices shall be turned off and their use strictly prohibited on campus during the regular school day.** All cell phones must be kept stored privately in a back pack or purse, and shall not be visible during regular school hours.

Exceptions for Cell Phone Use:

1. During an officially declared emergency affecting the school or community
2. Upon written direction from a licensed physician and surgeon if carrying a device is essential to, and the use is limited specifically to, the health of a student.

Cell phones may be used by students after school hours in the designated pick up areas only!

Consequences for violating the cell phone policy
1st offense – Cell phone will be confiscated from student and returned to parent or guardian upon meeting with Principal or designee.
2nd offense - Cell phone will be confiscated from student and returned to parent or guardian upon meeting with Principal or designee, and student will be assigned a Strike Form with appropriate consequences.
3rd offense – Cell phone will be confiscated from student and returned to parent or guardian upon meeting with Principal or designee, student will be assigned a Strike Form with appropriate consequences, and student may lose privilege of carrying a cell phone at school.

DISASTER PREPAREDNESS

Procedures for Parents During A Disaster:

1. In the event of a major earthquake or disaster, please **DO NOT CALL THE SCHOOL**. We must have the phone lines open for emergency calls. Please tune your radio to the emergency broadcast system.
2. Following an earthquake or other emergency, **DO NOT** immediately drive to the school... streets and access to the school may be cluttered with debris and we will be busy mobilizing and accounting for our students. **THEREFORE ALLOW A MINIMUM OF TWO HOURS BEFORE YOU COME TO PICK UP YOUR CHILDREN, UNLESS OTHERWISE INSTRUCTED THROUGH OUR COMPUTERIZED EMERGENCY CALL-OUT SYSTEM.**
3. Any adult wishing to pick up a child after a disaster must come to the Emergency Information Center, which will be set up at the top of the ramp to the blacktop/playground area. The adult must identify himself/herself to the staff at the Emergency Information Center and give the name(s) of the child (or children) he/she wishes to pick up. A student will be released to this person **ONLY IF HIS/HER NAME APPEARS ON THE STUDENT'S INDIVIDUAL EMERGENCY RELEASE FORM.**

General Information

ATTENDANCE

Excellent attendance is essential for your child's success in school. Being on time and present on a daily basis leads to enhanced academic achievement. All children are expected to be in attendance each day unless they are sick or a family emergency arises. Please consult the school calendar and schedule vacations when school is not in session.

School aged children are required by law to attend school. Students are required by Education Code 48260 to attend school punctually and regularly: any pupil subject to compulsory full time education who is absent from school without a valid excuse three days in one school year, or tardy, or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year is truant considered truant under State law.

Students with poor attendance will be referred to the Site Attendance Review Team (SART) to create an improvement plan. If attendance does not improve, the Principal and/or counselor will contact the parent or guardian and will make a referral to the District Attendance Review Team (DART) for assistance in remedying the situation.

EXCUSED ABSENCES

Excused absences as defined by Education Code 48205 of the State of California are absences for illness, medical, dental, or optometric appointment, or attendance at a funeral service for a family member. Students should not be sent to school when they are seriously ill; fever-free for 24 hours before returning to school. It is the parents' responsibility to pick up their children in a timely manner if they are being sent home from school due to illness. Students must be checked out of school by an authorized adult; students are not allowed to leave on their own under any circumstances.

UNEXCUSED ABSENCES

Absences for any reason other than those listed above are considered unexcused and should be avoided. Vacation days are considered unexcused absences.

Reporting an Absence

If your child is absent, please remember that a *written note is required explaining the absence*, or you may call the ABSENCE LINE at (949) 376-2227, and notify us of the reason for your child's absence.

PUNCTUALITY AND TARDINESS

Our goal each year is to limit the number of tardy students and maximize instructional time. Students who are tardy miss important information at the beginning of the school day, feel rushed, can fall behind in their school work, interrupt the teacher and interrupt the learning of others. Students in all grades who are late must report directly to the office before going to their classroom. A note should accompany your child to explain the reason for his/her tardiness.

EARLY DISMISSAL

Although we prefer that you schedule appointments after school hours, we realize it can be difficult. If it is necessary that you pick up your child, we ask that you come into the office first and we will call your child's room for you while you sign out. If a person other than a parent is picking up your child, it is necessary that we receive this information in writing prior to pick up.

EMERGENCY INFORMATION

We ask all parents to complete an Emergency Card for each of their children and update it each year. Tell us how to contact you or another responsible, and agreeable, adult if your child becomes ill or is injured at school. If you have a change of address or phone numbers during the school year make sure you contact the office to update your information. Like you, we want to do what's best for your child; therefore, it is of utmost importance to have up-to-date emergency information available. If your child has any special health needs, please inform Mr. Duddy, Principal, as soon as possible and he will contact the District nurse if necessary.

MEDICATION

The school cannot administer medicine, including aspirin. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent and filed in the Health Office before the medication can be brought to school.

IMMUNIZATIONS

The California Health and Safety Code requires that every child entering California schools be properly immunized against polio, diphtheria, tetanus, measles (red and German), and mumps. In addition a P/P.D. (Mantoux) tuberculosis skin test is also required. Before school entry, proof of immunizations must be provided.

ILL CHILDREN

If your child is injured or becomes seriously ill at school, we will make every effort to make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact emergency numbers that you listed on your child's emergency card.

SCHOOL INSURANCE

School Insurance is available to all students. A packet will be sent home the first day of school. Purchase of the insurance is optional.

HOMEWORK POLICY

The Board of Education recognizes that a reasonable amount of homework and preparation is necessary for the scholastic growth of pupils. Homework provides an important link between home and school through homework assignments; parents become familiar with schoolwork assigned and are able to monitor their child's progress.

Homework is to be assigned to each student in the regular classroom in grades 1-5, Monday through Thursday. Homework on the weekend should be assigned infrequently. The broad guidelines our staff members will use in determining homework assignments are as follows:

Kindergarten	= 20 minutes per week
Grade 1	= 10 minutes per day
Grade 2	= 20 minutes per day
Grade 3	= 30 minutes per day
Grade 4	= 40 minutes per day
Grade 5	= 50 minutes per day

DRESS CODE

Students need to wear clothing that is clean, sensible, safe and that allows them to participate fully in school activities. Clothing that is not acceptable includes: bare-midriff tops, transparent material, dangling or spiked jewelry, roller shoes, high-heeled shoes, sandals without straps, wallet chains, clothing with inappropriate logos and tight or baggy clothes that reveal skin and underwear. We also encourage students to wear closed-toed shoes with soft soles. Students are also not allowed to wear make-up, colored lip- gloss, rub-on tattoos or hair colors/styles that are distracting and inappropriate for elementary age children at school.

PARENT TELECOMMUNICATION SYSTEM

In an effort to enhance home to school communication, all of our teachers have individual school email accounts. Email is the best way to get in touch with a teacher or schedule an appointment. When calling school during hours, you may leave a message for the teacher with a receptionist. We will not interrupt the classrooms during instructional time.

My school's number is (949) 497-7780 My teacher's extension is _____

My teacher's Email is: _____

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are regularly scheduled two times each year. The fall conferences are held for all students and the spring conferences are by teacher or parent request. Please do not hesitate, however, to contact your child's teacher or the principal whenever you have a question or concern. Please remember to call the teacher in advance so a time that is convenient for all can be established. With teachers' busy schedules, it is difficult to meet your concerns on a drop-in basis.

REPORT CARDS

Report cards will be issued to students three times a year. Report cards will contain both assessment information in all curriculum areas and reports on responsibility and conduct. Report cards will be shared with parents during the first fall conference period, and in subsequent trimesters, report cards will be sent home with students.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for prior to receiving the final report card. If a lost book is found, money paid will be refunded.

BUS TRANSPORTATION

Durham Bus Service (376-0376) contracts with our District for bus service and we adhere to strict safety rules as prescribed by the company. Students will be let off the bus at their designated bus stop only, indicated by the DBS number on their bus pass. If your child needs to be let off at an alternate location for the day, a dated, written request with a parent signature, must be sent to school with him/her to be given to the afternoon driver. If you need to change add/delete a DBS for extended use please do so at the LBUSD office. When using occasional use coupons, a DBS must be written on the coupon.

LUNCH PROGRAM

The cost to purchase lunch is \$ 3.90. During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents. Only those who wish to apply need to return the forms. Please keep in mind; we are required to provide every parent with the opportunity to apply. Students may purchase lunch in the cafeteria or bring their lunches from home. An on-line lunch purchasing program is available and we are encouraging

parents to use it. You will have access to open an account and keep it updated. Go on-line to www.lagunabeachschools.org and click on Nutritional Link. Milk can be purchased from the cafeteria.

PTA

The Parent-Teacher Association of El Morro Elementary School is a dynamic group of parents and teacher representatives, whose purpose is to create a positive school atmosphere, enhance communication between parents and teachers and to support additional instructional programs, which enhance the core curriculum. Please join this wonderful organization! Watch for membership information during the fall and please read the PTA handbook.

SCHOOLPOWER

The community of Laguna Beach is fortunate to be served by a school district that pursues excellence in education and promotes a close relationship with the entire community. The Laguna Beach Education Foundation, known as SCHOOLPOWER, and other private groups, augment the District's state funds making possible innovative and quality programs, which would otherwise not be available.

STUDENT SUPPORT SERVICES

El Morro Elementary School has a strong regular instructional program supported through the Student Study Team process. On a bi-weekly basis, school personnel discuss students who may be experiencing some difficulties at school. If students are placed in special programs, students are provided support from a number of individuals. A Resource Specialist Program (RSP) and instructional aides support students in RSP as well as in the regular classroom setting. We also have a Special Day Class for students with special needs who qualify for this program.

A Speech and Language Specialist provides full time services. School-based counseling services are available 2 1/2 days a week. A district nurse is on site 1 day week in addition to the health clerk on campus every day.

The Title I program assists those students who have been identified through standardized assessments as needing additional academic assistance in key curriculum areas. Students-at-risk of retention are also assisted through the Title I program.

Teachers and bilingual instructional assistants provide support for English Learners. A Community Liaison provides all information and translations to our non- English speaking families.

ASSESSMENT

Individual student achievement and curriculum evaluation are measured through various classrooms based-tests and quizzes, benchmark assessments and performance-based exams in grades K-5. These evaluations assess student performance in language arts, reading, math, social studies, science and physical education. Students in grades 2-5 also participate in the state's standardized testing program. The results of standardized testing are mailed directly to parents in August.

El Morro Elementary School Wide Rules

GENERAL SCHOOL RULES

El Morro has high standards for behavior and academic achievement. Teachers help students follow clear standards of behavior through school wide behavior expectations. This plan is designed to create a positive, safe, and orderly learning environment by encouraging all students to behave in a manner that they will be a positive reflection of themselves, their parents, and El Morro Elementary School. The staff at El Morro has been trained in PBIS (Positive Behavioral Interventions and Supports) – a system that promotes the use of positive incentives in order to promote and encourage scholarly behavior.

El Morro Sea Lions are expected to use the S.T.A.R.S acronym to reinforce positive self image, guide their behavior, and practice empathy for others.

Sea Lions are STARS

Strive for excellence

Think about others

Always try your best


Respect people and things

Solve problems

General School Rules:

- Follow directions the first time they are given
- Respect school and private property
- Keep hands, feet, and objects to yourself. No “keep away” with others personal items.
- Use appropriate school language
- Harassment/Bullying is against school rules and against the law.
- Walk in appropriate areas other than grass and blacktop. No running on stairs!
- No cutting in lines OR letting others cut in front of you
- Chewing gum is not allowed
- **No skateboards allowed at school**
- Toys, games, electronics, equipment, trading cards, etc stay at home
- Cell phones in backpacks only, must be turned off during class time.
- Use restrooms properly- No yelling, playing or hiding inside or nearby
- Roller blades/skateboards are not allowed on school grounds
- No dangerous objects are allowed
- Always use trashcans! PLEASE DON'T LITTER!!! Help keep our school clean

The PBIS matrix is used to teach STARS for all areas of the school campus including classrooms, library, music, hallways, playground, multi-purpose room, etc. Students are taught these expectations the first week of school.

	Playgrounds	Lunch Area	Restroom	Hallway	Bus & Bus Area	MPR
<p>S Strive for Excellence</p>	<ul style="list-style-type: none"> • Eat snack in appropriate areas • Make teams fair 	<ul style="list-style-type: none"> • Use good table manners • Clean up lunch tables 	<ul style="list-style-type: none"> • Use appropriate voice volume 	<ul style="list-style-type: none"> • Walk quietly • Move quickly • Stay to the right 	<ul style="list-style-type: none"> • Walk to assigned bus • Listen to your bus driver 	<ul style="list-style-type: none"> • Be on time • Stay with class • Wait to be dismissed
<p>T Think About Others</p>	<ul style="list-style-type: none"> • Use appropriate language • Share & include everyone 	<ul style="list-style-type: none"> • Eat your own food • Make room for others to sit 	<ul style="list-style-type: none"> • Use appropriate voice volume • Respect the privacy of others 	<ul style="list-style-type: none"> • Stay together in line • Hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Have bus pass ready • Make sure backpack is closed • Be in line (on time) • Sit in your seat 	<ul style="list-style-type: none"> • Walk in quietly • Listen to the speaker
<p>A Always Follow the Rules</p>	<ul style="list-style-type: none"> • Show good sportsmanship • Share & Include everyone 	<ul style="list-style-type: none"> • Take proper place in lunch line • Stay seated until dismissed 	<ul style="list-style-type: none"> • Return to class quickly 	<ul style="list-style-type: none"> • Stay on walkway • ALWAYS walk • Use indoor voices while passing classrooms 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Talk nicely with other students 	<ul style="list-style-type: none"> • Sit with legs crossed • Hands, feet, and objects to yourself
<p>R Respect People and Things</p>	<ul style="list-style-type: none"> • Use equipment correctly • Place all equipment on ground when bell rings 	<ul style="list-style-type: none"> • Walk in lunch area • Have money or account # ready and memorized 	<ul style="list-style-type: none"> • Flush the toilet after your done • Throw away trash • Wash your hands 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Be careful • Think before you speak • Think before you act 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Use appropriate voice volume • Think before you speak • Have your pass ready 	<ul style="list-style-type: none"> • Applaud politely • Watch attentively

<p style="text-align: center;">S Solve Problems</p>	<ul style="list-style-type: none"> • Use Stop, Walk and Talk to resolve conflicts • Rock, paper, scissors to settle disputes 	<ul style="list-style-type: none"> • Talk nicely with others • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Clean up after yourself • Report any problems right away to an adult 	<ul style="list-style-type: none"> • Stay to the right • Stay on the sidewalk or cement 	<ul style="list-style-type: none"> • Talk nicely with other students 	<ul style="list-style-type: none"> • Stay focused on activity
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SHARED RESPONSIBILITY

Your help at home is an important part of making the PBIS Program successful. You can help encouraging your child by:

- Praising your child when he/she demonstrates appropriate behavior
- Reviewing program guideline and expected behaviors with all family members so that everyone understands the behavior expectations
- Cooperate with teachers and principal in carrying out appropriate discipline when such action is necessary
- Seek help from others if your child’s misbehavior becomes a persistent problem

POSITIVE INCENTIVES

A long-standing tradition at El Morro Elementary School, Whiskers the Seal, is our school mascot. Through our “El Morro Sea Lions are S.T.A.R.S” program, students receive positive reinforcement for outstanding classroom achievement, behavior, and contributions to the student body. The students are enthusiastic and work diligently to earn these “S.T.A.R. Bucks” and spend them every Friday at the “Whiskers Treasure Chest” during their recess time.



When a student receives a certain number of STAR buck points, they are awarded a special certificate with a key to “Whiskers Treasure Chest” that may be redeemed for: Grab Bag items and school supplies. Students who earn a key are recognized at our Friday flag ceremony.

DRESS CODE

Sandals must have back straps. Athletic shoes **MUST** be worn for Physical Education. Shoes must be tied tightly enough to stay on at all times.

No shoes with wheels attached

No "spaghetti strap" tanks or exposed midriffs.

Clothing should cover midriff area, no visible undergarments.

Colored hair or tattoos are not permitted

Hats may not be worn indoors. They must be worn forward at all times

Key chains or other chains may not be worn on clothing

Skirts and shorts should be an appropriate length for elementary aged children.

BEHAVIOR EXPECTATIONS

It is our goal to make our playground a safe and fun place for students to play. We will work with students in a positive manner while instilling the Character Counts Pillars of behavior expectations: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship on the playground.

PLAYGROUND RULES

- Eat snacks in the appropriate designated areas. No food on the playground, recess snacks are to be eaten at the snack tables.
- Do not spend lunch money on snacks.
- All games are open to anyone who wishes to play!
- Vote or "rock, paper, scissors" to settle disputes
- No tag, chasing games or hide-and-seek
- No games, which include throwing balls or other objects at someone.
- No "play" wrestling, karate, fighting or tripping
- Leave branches, sticks, pinecones and pine needles on the ground
- No water fights, spitting water or playing near drinking fountains
- Do not climb trees, fences, walls, benches, railings or poles. Feet on the ground!
- Play with equipment far away from buildings, hallways, trees and structure
- No hanging on or grabbing any nets or basketball rims.
- **ABSOLUTELY NO FIGHTING!** If someone is bothering you get help from an adult. Do not hit back.
- Line up immediately when the bell rings. Stop playing and walk directly to line.
Do not touch, kick, bounce or throw any equipment after bell.

BOUNDARIES (“Off Limits” during recess)

- Inside classrooms
- Between or behind classroom buildings
- Computer lab closed, Library open
- Red dirt baseball diamond
- The “dip” near PCH fence
- Hillsides
- Outside of fences or gates
- Lunch patio. Always use road to and from recess and to snack cart.
- Office or nurse without permission. Students will not be permitted to use office phones to make after school plans.
- Patios near 4/5 classrooms

BEFORE SCHOOL

- Stay seated until the bus stops completely
- Lunch account money may be taken to office or cafeteria
- Walk directly to lunch patio
- Do not cut behind classrooms or put backpacks away first.
- Line up immediately when you hear the bell
- Arrival time- NO EARLIER than 7:35 am
- Early arrivals sit outside computer lab on cement benches until excused.

LUNCH TIME

- Walk in patio area at all times
- Use proper mealtime manners
- Never touch or take food from others without permission
- Find a comfortable seat. Stay seated with feet forward until your table is excused
- Do not get up to throw trash away until you are excused. Bathroom/water fountain OK.
- No throwing or playing with food or drinks
- No begging for others’ food or money
- **WALK** to snack line when cart arrives. Not before!
- When you are excused, clean your area and walk to recess
- No lunch food on the playground
- Store lunch pails where teacher directs you. Do not leave in play area. Label all lunch pails!

FOR SAFETY:

PLEASE do not bring glass containers; food cans with metal pull tops and/or hard candy and suckers.

USING SCHOOL EQUIPMENT

- Return equipment to ball cart after last primary recess. (Playground Pick-up)
- Use equipment responsibly, the way it is intended to be used.
- When freeze bell/whistle is blown, hold equipment, place it on the ground, then walk it to the equipment call cart when returning back to classroom line.

Play Structure Rules

- No tag, chasing games or hide and seek
- No running on or around the structure area
- No sitting or standing on top of any metal bars
- Slides: One at a time, sitting, facing forward. No climbing up, standing or jumping off.
- Do not sit or stand at bottom of slide.
- No jumping off platforms etc..
- “Fireman’s Pole” is for sliding down only. Both hands and feet on pole. (primary)
- Wood chips stay on ground.
- Teeter-Totter: Sitting only, no pushing riders, take turns (count to 50)
- Lily pads: Walk across toward ocean.
- One way on cross bars.
- No grabbing feet or legs when others are on bars or track slide.
- No boosting others up to bars or track slide etc..

Bars

- No spinning or flying dismounts
- Never stand, sit or crawl across top of any bars.
- Be careful not to swing into others near you.
- No hanging at top crossbar of tall climbing poles.
- No sitting on top of bar climbing wall.

CONSEQUENCES

- Teachers/Coaches/Staff will give initial verbal warning, and will document via “Oops Slip” for Grades K-3 for **minor problems**. For Grades 4 and 5 teacher will give verbal warning and notify the parent via email or phone call.

For serious or dangerous offenses, or after a verbal warning, a Strike Form will be issued as follows:

1st School Behavior Report	Strike Form issued. Teacher conference with student and parent notified. Behavior report signed by the parent.
2nd School Behavior Report	Strike Form issued. Teacher and Principal conference with student and parent notified. Behavior report signed by the parent. Student completes written reflection at recess and/or lunch. Written reflection sent home and signed by the parent.
3rd School Behavior Report	Strike Form issued. Principal conference with student and parent notified. Principal will assign after school detention. Student

	assigned CICO. May include and additional loss of privileges.
4th School Behavior Report	Administrative discipline may include in house or off campus suspension. Parents will be asked to attend a conference with the teacher, principal and student to address appropriate school behavior expectations. Additional interventions assigned. Appropriate consequence TBD**
Appropriate consequence to be determined per California Ed Code, and LBUSD Policies	

SPECIAL CIRCUMSTANCES:

The following offenses are considered to be **MAJOR problems** and pose a potentially serious threat to the safety and welfare of the students, teachers, and staff. These MAJOR offenses may require the 4th level of consequence and should be referred to the office immediately for first and any occurrence:

* Fighting, Stealing, Vandalism, Possession of dangerous or harmful objects *

School Bus Rules

Acceptable bus conduct is maintained by a cooperative effort between students, parents, teachers, principals, and drivers. Please take a minute to review the following rules:

- Stay in your seat
- Keep the noise level down
- Keep head, hands, and feet inside the bus
- Don't throw things inside the bus or out the windows
- No eating or drinking on the bus
- Keep the bus clean
- Don't be destructive
- Be courteous to others
- No inappropriate, aggressive, disrespectful, or unacceptable social behavior on the bus
- Do not ridicule others
- Cooperate with the bus driver
- Refrain from mischievous behavior
- The bus driver has the authority to assign seats on the bus
- Stay out of the "Danger Zone" – anywhere within 10 feet of the bus
- Don't ever try to get anything you left on the bus after you have already gotten off. We'll do our best to ensure personal property is returned
- Don't try to pick up anything dropped underneath the bus – things can be replaced, children can't
- Always follow the bus driver's directions about how to cross the street. Be alert to traffic, look both ways, and always walk in front of the bus
- Motorists – STOP when the bus is stopped and the red lights are flashing

