

# Workman Elementary School

*Best Students, Best Staff, Best School*  
*"Where Kids Come First"*

## Parent/Student Handbook Grades TK-6 2022-2023



*"Home of the Wolverines"*  
*Learners today... leaders tomorrow!*

16000 Workman Street  
La Puente, California 91744  
Phone: (626) 933-4201



CIVIC LEARNING AWARD



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# Message from the Principal

Dear Workman Elementary Families,

It is my privilege to serve as Principal of Workman Elementary School and I look forward to another spectacular school year!

This is my twenty-fifth school year in the field of education, and it is my passion to provide the best education that all students deserve for a successful future. My family and I reside in La Puente, and it brings me great joy to give back to the community in this capacity.

Our district and staff are working hard to ensure that we have a smooth and successful school year as we continue to provide in person learning despite the challenges that we continue to face because of the COVID19 pandemic. Through *Professional Learning Communities*, I look forward to leading our school as we provide the academic and social-emotional support students need.

I am confident that we will have a bright 2022-2023 school year as we work together united as a community and Workman Wolverine family. As Principal, I am committed to leading our team to create and maintain a safe, caring, and collaborative school environment to foster an atmosphere that promotes student success.

The Parent/Student Handbook includes important information regarding our school, district policies, and some important dates to remember. Some of the dates may change, so please check emails, *Parent Square*, phone/ text messages, and notes or flyers that are sent home (check your child's backpack). We will also display information on our school marquee, school website, and social media such as our school *Facebook*, *Instagram* and *Twitter*. Please read the enclosed material and follow the procedures as outlined, to support the maintenance of a safe and orderly learning environment for all students. It is suggested that this handbook be kept as a reference guide as questions arise during the school year.

Our school promotes perfect attendance, and we ask your child to be here every day and on time *as long as students are healthy and there is no COVID19 circumstance*. Our district and school follow guidelines of LA Public Health and if you have any questions about sending your child to school, please call our office. ***Please refer to the Bell Schedule and note dismissal times for Regular Days, Minimum Days, Conference Days, and Report Card Release days.***

It is my strong belief in creating and maintaining an open line of communication in an effort to create a strong partnership with our families. Your comments, suggestions, and compliments are always welcomed. Cheers to a stellar school year... Go Wolverines!

Sincerely,

*Mrs. Erika Valenzuela*

Principal

[erivalenzuela@hlpusd.k12.ca.us](mailto:erivalenzuela@hlpusd.k12.ca.us)

## HLPUSD VISION STATEMENT

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

## HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION GOALS

- 1 All students in the Hacienda La Puente Unified School District will succeed in meeting high standards and achieving at high academic levels.
- 2 The Hacienda La Puente Unified School District will provide a supportive and innovative learning environment rich in the visual and performing arts and a challenging course of study to meet the unique needs of every student.
- 3 The Hacienda La Puente Unified School District will attract and retain quality personnel who demonstrate strong, positive leadership that promotes a culture of collaboration and teamwork and creates an environment in which all stakeholders feel respected, valued and are dedicated to every student's success.
- 4 The Hacienda La Puente Unified School District will efficiently expend and effectively maximize all resources to fulfill educational priorities, while sustaining and maintaining long-term financial stability.
- 5 The Hacienda La Puente Unified School District will provide its students and employees with safe, orderly and clean schools and district sites.
- 6 The Hacienda La Puente Unified School District will continue to develop, sustain, recognize and promote programs of excellence and strong partnerships with parents and the community which result in high levels of success for all students.

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### Workman Elementary Mission Statement

*All staff strive to ensure academic excellence, positive environments, and to develop global citizens.*

## ARRIVAL AND DISMISSAL

Workman students are expected to come directly to school and to go home by the safest possible route. On their way to and from school students are to conduct themselves courteously and obey all school and traffic rules.

School starts at 8:10 a.m. for students in grades TK-6. **No student should arrive before 7:30 a.m.** Breakfast starts at 7:30 am and it ends at 8:00 am. Supervision will be available at **7:45 a.m.** for all students. Students are to wait in front of the school, and once the gate is open go directly to the cafeteria and wait until they are directed to go to the playground. Teachers will pick up students at their designated area. Students arriving after 8:10 a.m. will need to go to the office before entering class, to receive a tardy slip.

If students arrive or leave school by walking, they should walk with other students, cross the street at the pedestrian crosswalks, and go directly to and from school. Parents, please adhere to all traffic and pedestrian laws in front and nearby areas of the school. The safety of our students is of utmost concern to us!

At dismissal time, the teachers will walk their class out to the front of the school. At the end of the school day, students are to go directly home, to their designated transportation area, or wait to be picked up. Students should not go to another student's home without making arrangements with their parents prior to coming to school. If you want your child to go home with someone else, please send a note to the teacher. If your child is not picked up in a timely manner, every effort will be made to contact you or those persons listed on the emergency card. Students must wait in the office. Remember there is no extended supervision provided for your child after school and *running around and disruptive play is not acceptable.*

**PLEASE PICK UP YOUR STUDENT PROMPTLY AT DISMISSAL:**

### Regular Days

Grades TK-3: 8:10 a.m. to **2:00 p.m.**

Grades 4-6: 8:10 a.m. to **2:22 p.m.**

### Min. Days: Thursday

8:10 a.m. to **1:00 p.m.**

8:10 a.m. to **1:12 p.m.**

### Conference Days

8:10 a.m. to **1:10 p.m.**

8:10 a.m. to **1:34 p.m.**

### Report Card Days

8:10 a.m. to **1:15 p.m.**

8:10 a.m. to **1:28 p.m.**

## ATTENDANCE



It is extremely important your child attend school everyday. We at Workman Elementary promote attendance campaigns and encourage all students to be at school everyday. School begins promptly at 8:10 a.m. for all TK-6 students. Students arriving late for school must report with an adult to the office for a tardy slip.

School attendance is mandatory for all students ages 5-18 within the State of California. School districts are funded by the state based on average daily attendance (ADA) of the students enrolled in district schools. The school receives funds only for the days the students are present at school and must account for each day a student is absent and indicate the reason for the absence. No funding will be given to the district for any type of absences. Therefore, this makes it extremely important for each student

to be in school every day. Students who are ill should stay home, but students needing medical or dental appointments should be at school as much of the day as possible, either before or after the appointment. Afternoon appointments are recommended to avoid missing out on essential instruction.

**Students absent more than 5 consecutive days for unexcused reasons will be checked out of the school. When students return, they will be re-enrolled based upon space available.** Parents of students with excessive absences/tardies will be referred to the School Attendance Review Team (SART) and/or the District School Attendance Review Board (SARB) at the principal's discretion.

## **TYPES OF ABSENCES:**

1. **Excused:** Absence due to illness of student, medical appointments of student, death in the immediate family, or mandatory court appearance involving the student.
2. **Unexcused:** Absence that occurs with the knowledge and approval of parents for reasons not classified as excused.
3. **Truancy:** An intentional and planned violation of state attendance laws, whereby students who are more than 30 minutes late to school are, by law, considered truant and will be given an office referral.

In the event that your child misses school, please phone the school immediately or write a note to the teacher explaining your child's absence when the child returns. After 3 days, a child must have a note from his/her doctor or be admitted through the school office. It is very important that your child attends school every day. If your child is absent, upon returning to school, he/she is required to bring a note from his/her parents for all absences excused or unexcused within 72 hours of the absence. All students will be referred to the front office after an absence if they do not have a note when they return. A return to campus note will be provided to the student. Parents can also fill out this form at drop off to clear absence. The note should list the date(s) and specific reason for absence and be signed by the parent or guardian. Parent written notes are a privilege. **The office can ask for personal verification or a doctor's note if absences are excessive or show a pattern.**

**After a long or communicable illness or a skin disease, a child must have a note from his/her doctor in order to be admitted back to school.** A child is considered truant when he/she is absent from school without a valid excuse for more than three days in one school year. Excessive absences are also criteria for retention in some grades.

In the case of perfect attendance, students must have **no absences**. Additionally, students must have no more than one tardy or be picked up early more than once a month (that is a total of 10 early pick up times) to receive recognition. For COVID-19 related absences, our district and school follow the guidelines of LA Public Health for close contacts and positive cases. If you have any questions about sending your child to school, please call our office. Be mindful of quarantine procedures. Please note that guidelines are subject to change as the pandemic continues.

## After School Program



The Delhaven After School Program is available for students in grades K-6. The program will focus on academics and sports. Parents must submit an application to the program site director and will be enrolled on a first come first serve basis. Students must commit to participation in academics and sports. If a child does not attend on a regular basis and does not abide by the school/program rules and requirements, they may be dismissed from the after-school program. The program requires that every student participate up until 5:45 p.m. Students will be picked up or checked out at the cafeteria by the After School Staff.

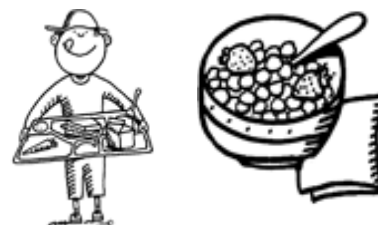
### BIKE STUDENTS

**Only students in 4th-6th grades** are allowed to ride their bicycles to school. California law requires students to wear their helmets while riding their bicycles. Bicycles are to be parked at the bike rack and must be locked at all times. Students must provide their own locks. **The school is not responsible for stolen or damaged bikes.** Students are to walk their bicycles on and off the school grounds, on sidewalks and the perimeter of the school. Students are to follow bicycle rules or lose permission to ride their bicycles to school. Skateboards, roller Skates/blades, “wheelies” (the skates in the sneakers type) and scooters are not permissible forms of transportation to school.



### BREAKFAST AND LUNCH PROCEDURES

We offer a **FREE** Breakfast and Lunch Program. Students who are not eating breakfast should not arrive on campus until 7:45 a.m. due to supervision and safety. Supervision will be available at 7:45 a.m. **Breakfast is served daily from 7:30-8:00 a.m. and is FREE for all students.** All students are required to eat lunch either provided by the school or home. California lunch law states that parents are NOT permitted to go into the cafeteria to feed or eat with their child. Our cafeteria staff will assist children when needed. No food may be taken outside.



## CAFETERIA EXPECTATIONS



1. All children will enter the cafeteria quietly and orderly.
2. Children will be expected to eat their breakfast or lunch quietly and with use of good manners.
3. Children will not drop, throw, trade, or give away any food.
4. Children may not reach or touch another student's food tray.
5. Children will remain at their assigned tables until dismissed by the noon aide or helpers. (No table hopping)
6. Each child will be responsible for keeping his/her own eating area clean.
7. All food must be eaten in the cafeteria no food can be taken outside.
8. Children will respect and obey the site supervision aides and helpers at all times.
9. Children are not allowed to bring unhealthy snacks to school such as: soda, Hot Cheetos, cookies, Takis, energy drinks, candy, etc.

Please be mindful of our HLPUSD's Wellness Policy and support the district's nutrition education program by considering nutritional quality when selecting snacks and/or lunches you send with your student. HLPUSD's Wellness Policy can be found by following the link below: <http://go.boarddocs.com/ca/hlpusd/Board.nsf/goto?open&id=8ABF4L4E4BBE>



If students do not follow the cafeteria rules, they will be sent to the Principal who will determine their consequence. Students may be assigned to community service duties in the cafeteria such as: cleaning tables, sweeping, picking up trash, stacking trays, etc.

## CLASSROOM VISITATIONS

Although we encourage parents to visit our classrooms, parents are required to meet with the principal prior to visiting a classroom. For safety reasons all visitors must check in at the office and receive a Visitor's Badge. No one will be allowed in a classroom without prior approval from the principal and with identification or a note from the office. This badge must be worn at all times during the visit.

Due to COVID-19, procedures and guidelines of classroom visitations may be altered to ensure the safety of students, staff, and the community. Please check with Principal to confirm that parents are allowed on campus and which protocols and procedures are in effect at the time of the visit.





## CLEAN CAMPUS

Workman Elementary prides itself on maintaining a clean, well-kept campus. We ask everyone to assist in doing his or her part in keeping our campus clean, trash and graffiti free. Please help our school by reporting any incidents of vandalism or graffiti to a teacher, principal, noon aide, custodian, school office personnel, or the district police.

## DISASTER DISMISSAL PROCEDURES

When a disaster occurs, every parent wants to be sure their child is safe and being cared for or supervised. The following procedures are designed to get this information to you or to return your child to you as soon as possible.

1. **In case of a disaster, please do not telephone the school.** The telephone will be needed for emergency communications only. Keep the office informed of any current changes in address or phone number in case the school needs to contact you.
2. **If at all possible, do not drive to the school** as this will only add to the traffic congestion and impede the progress of emergency vehicles.
3. **Do not enter the school grounds.** Follow the procedures below for picking up your child.

When a disaster occurs, the school principal or his/her designee will determine if, when, and how the students will be released. Students will be released at the close of the regular school day.

1. If students walk to school we will determined if it is safe for them to leave the school grounds.
2. Students may be dismissed prior to the end of the school day to adult age relative or any adult that the students identify as being responsible for their safe keeping and is listed on their disaster emergency card. Every person picking up a student will be asked to show identification, sign a statement giving their name, give the student's name and their relationship to the student, such as a parent, uncle, etc.

3. TK-3 students will be released from the north side gate by the upper field on Workman Street. Upper grade students 4-6 will be released from the south off Main Street. When reaching the gate report to the person in charge to check out your child. He/she will send for your child. If the disaster event blocks the fence opening, the school will follow the above procedure but will release from another area. We respectfully urge you to avoid using 5<sup>th</sup> Street as it may be needed for emergency vehicles.

Students will not be released at the end of the regular day if the destruction is so great that it is deemed unsafe to dismiss them to walk. They will be cared for at the school until parents can be reunited with them.

We ask that all students bring an emergency earthquake bag to school during the first month of school. A letter will be sent home with instructions of what to include in the emergency earthquake bag. Please review earthquake procedures with your child at home.

## DISCIPLINE PROGRAM

All schools are required by law to have a School Wide Discipline Plan. The Workman Elementary Staff promotes a positive discipline plan for all children. In striving to build positive leaders for our future, Workman Elementary Staff will work together with parents/students so all children can learn in a secure, safe, quiet, and positive environment. Positive leadership is based on mutual respect and responsible choices. Workman School implements *Positive Behaviour Intervention and Support (PBIS)*, and we have a school matrix that states our rules and expectations. Our school wide behaviour expectations are as follows:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Kind

Wolverine Bucks are awarded to students who help others, make good choices, and follow our school behaviour expectations. Students can spend their bucks in our Workman Wolverine Store.

## SCHOOL RULES

An important part of our School Wide Discipline Program is that all children develop a positive attitude toward themselves and school. To accomplish this goal, students in grades TK-6 will be expected to:

- Come to school every day prepared and ready to learn
- Maintain an environment that is safe, healthy, and promotes learning
- Follow directions the first time, and ask questions for clarification
- Follow the Workman Elementary PBIS Matrix and school motto. Wolverines are: Respectful, Responsible, Safe, and Kind.

To encourage and acknowledge positive behavior each classroom has a system in place which will be shared with parents at Back-To-School Night. Parents will be notified of the system and the consequences for students who are in violation of our school rules.

Our staff has developed a progressive program that begins with interventions the teacher uses in the classroom. These interventions may include verbal warning, note to parent, phone call to parent, referral to the principal, or a Solutions Focused Team Meeting. The students will receive positive support for appropriate behaviors and consistent consequences for inappropriate behaviors. The severity of the consequence is determined by the frequency and/or seriousness of the inappropriate behaviors.

The school staff will schedule awards assemblies and trips to the Wolverine Store periodically to recognize students with positive behavior. Parent support in reinforcing the California Education Code laws, as well as our Workman school rules is greatly appreciated. Consequences for violation of school rules may include, but not limited to, a warning, time out during class, recess detention, (i.e., in the office or other classroom) loss of privileges, i.e., field trip, promotion ceremony, participation in school special events, will be assigned to perform community service, telephone call to parent, conference with the principal, suspension, or expulsion.

It is essential to have a safe, positive atmosphere in which students can perform at their best. Students must develop pride in themselves and their school and exhibit courtesy and respect toward others. If inappropriate behavior should occur, the disciplinary action taken will follow board policy and state law. It is the responsibility of each student at Workman Elementary to be aware of and to follow all rules. Please speak to your child regarding following classroom and playground rules.

## PLAYGROUND RULES

1. When the bell rings, students in grades TK-6 will **stop** and immediately and wait for a signal to **WALK** to their line.
2. Walk on the blacktop area.
3. Playing in the restroom is **not** allowed.
4. Use school equipment properly. Do not bring items from home. No toys, balls, stuffed animals, game boys, iPads, cell phones, or any other electronic devices.
5. Stay away from the fences surrounding the playground area, upper field, and near the front of the school.
6. Students are **not** allowed in the hallways during recess or when classes are in session.
7. Student must stay in the designated areas at recess.
8. Once the bell rings students are to line up. If they need to use the restroom, they must ask their teacher for permission.



## INAPPROPRIATE STUDENT BEHAVIORS

1. Chewing gum is not allowed in school.
2. Fighting or threatening to cause physical injury to another person. No Bullying.
3. Wilfully using force or violence to another person.



4. Possessing any firearm, knife, lighter, matches, explosive, pepper spray, or other dangerous item.
5. Disorderly conduct.
6. Dress/appearance which causes disruption.
7. Profanity, obscene acts, or inappropriate pictures.
8. Forgery/cheating
9. Theft/burglary/possession of stolen property.
10. Smoking/possession of tobacco or other illegal substances.
11. Defiance of authority/disruption of school activities.
12. Destruction of school property or private property, including graffiti.
13. Alcohol/drugs/paraphernalia look-alikes.
14. Possessing a firearm or an imitation
15. Extortion/robbery.
16. Explosive devices, including firecrackers.
17. Hazing (Initiation)
18. Leaving school without permission.
19. Sexual harassment.
20. Playing tag, play fighting, and making up games that will hurt someone.

## POSSIBLE CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR

1. Counselling with student
2. Note to parents and/or phone call
3. Conferencing with parents
4. Loss of extracurricular privileges
5. Community Service
6. Time Out
7. Response to Intervention Committee Meeting (RTI Team)
8. In-House Suspension
9. Suspension:

The school principal has the right to suspend a student for a period of up to five consecutive school days for each offense. In cases of this type, a conference between the principal and his/her designee, the student, and any other appropriate persons will be conducted. After an investigation is conducted, the principal will decide if a suspension is necessary and effective immediately. The principal will attempt to notify parents by telephone before this action is taken. A copy of the suspension notice will be given to the parents or sent with the student.

### 10. Expulsion:

The school principal has the right and, in some cases, is required to recommend to the district superintendent that a student be expelled (expulsion). In cases of this type, an administrative hearing panel will convene and action will be taken by the board of education. If a student has violated a school rule and is subject to expulsion, both the student and his/her parents will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedures.

## DAMAGE TO SCHOOL PROPERTY/BOOKS

The law states that parents are liable for all damage to school property, including damaged or lost books. Students writing on school property is not limited to desks or walls. Students will be expected to clean them and will be suspended.

## DANGEROUS OBJECTS/WEAPONS

Students who bring knives, guns (**including toy guns**), explosives, laser lights or any dangerous object which can be used as a weapon, will be recommended for suspension or expulsion.

## EMERGENCY CARD INFORMATION and AERIES DATA CONFIRMATION

It is imperative that in case of an emergency the parents of the students or an authorized adult be reached. For this reason, **every effort should be made to keep the office informed of any changes in address or telephone numbers.** The names and telephone numbers of friends, relatives and baby-sitters submitted in AERIES as emergency contacts must be kept current. Students will be released only to these persons. No exceptions. Persons listed must be over 18. We are not able to call and ask the parent for permission if the person is not an emergency contact in AERIES.

Parents can update their students' emergency card by completing the AERIES "Data Confirmation" through their AERIES Parent Portal. Please note that data confirmation is to be completed for each individual student. Only Aeries PARENT Portal users can complete data confirmation. If you need assistance with this, please contact the front office immediately. Changes can be made through the phone. Office staff will ask questions to verify identity. Only parent/guardian can make changes via the phone. Please note that you may still be asked to complete data confirmation even if the office was notified of changes to the emergency card as data confirmation also allows you to review Mandatory District forms such as the Acceptable Use Policy and District Annual Handbook.

AERIES Parent Portal can be reached via <https://hlpusd.aeries.net/student/LoginParent.aspx>

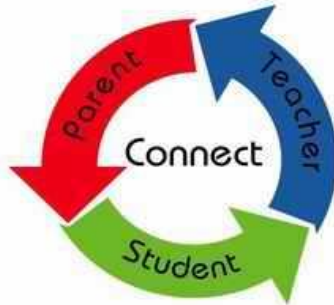
## FIELD TRIPS

Field trips are planned to enhance classroom activities and to serve an educational purpose. Parents will be notified of each field trip and permission slips signed and returned before the field trip. The school will determine when and if a student is not able to take part in the field trip due to safety reasons. Parents will be notified in advance and, if necessary, meet with school personnel to develop an action plan. This may grant students the opportunity to be able to participate.



\* On occasion, parents may be asked for monetary donations related to expenses. *If a donation is not possible, please note that no student will be excluded.*

## HOME/SCHOOL COMMUNICATION



The Workman staff is committed to frequent student-parent-school communication that is essential for our working together as an educational team. Communication between school and home may be done through Parent Square, phone messages, emails, flyers, weekly/monthly classroom newsletters, written notes, School Website, Workman Facebook, Instagram and Twitter, the marquee in front of the school, phone calls, parent conferences, and speaking to the principal directly. We encourage every parent to stay in close communication with his/her child's teacher and the school. You may call the office, leave a note for the teacher, email the teacher, or speak to the teacher afterschool in the dismissal area. Please check with your child's teacher for the most efficient and best way to communicate with him/her. If you have a question, we are here to help with an answer. Make it a habit to ask for and go over assignments, notes, flyers, homework planner and communications that come home with your child. Workman Elementary School phone number: 626-933-4201

## HOMEWORK



It is the policy of the district for teachers to provide and expect homework to be done, completed and returned. Homework will be an extension of classroom activities. Homework is based on standards-based assignments which focus on students' needs. The full cooperation of the parents/students is necessary for the homework policy to be successful. Students in grades 3-6 will be provided with a homework planner and are responsible to write daily homework assignments in their planner. It is a school-wide expectation that every child reads for a minimum of 20 minutes every night. Research states that a students' academic success is directly tied to the amount of time he/she spends reading. Read, Read, Read!

To provide good learning opportunities and to promote educational growth, homework should be:

1. Meaningful to the student
2. Appropriate to the student, class, and subject
3. Reasonable in quantity and quality
4. The responsibility of the student
5. Responsibility of the parent to monitor their child's homework.

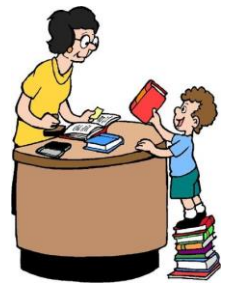
It is important that homework is returned to the class according to the teacher's homework policy. If homework is not submitted, consequences may occur, and will be reflected in the homework skills section of the report card. A student may lose field trip privileges, participation in other related school activities, assemblies, recess and may be assigned to complete unfinished homework assignments.

## LEAVING SCHOOL GROUNDS

Students may not leave the school grounds during the school day without written permission. Once students arrive at school they may **NOT** leave the campus. After school students are to go directly home or sign in with the After School Program. If a student is leaving early, District Policy requires that we release a student only to a parent or other adult listed on the Student Emergency Information card. Therefore, students must be cleared through the front office. Parents must come to the office to sign their children out. Office staff will call students to the office. No parents are allowed to go to the classroom during the school day to pick up their child.

## LIBRARY

Each class is scheduled to use the library once each week. A book can be checked out for one or two weeks at a time. However, it may be renewed for an additional week. If a book is lost or damaged, the student will be denied the privilege of checking out any other book from the library until the book is either paid or found. Parents/students must sign a permission slip which states they are responsible for lost or damaged books.



## LOST AND FOUND



In order to avoid losing clothing articles, please label sweaters, coats and jackets, etc. Lost jackets and sweaters may be found at the back of the cafeteria. Any other items found are to be turned in to the office. We encourage parents to follow up on their children's lost articles. At the end of each trimester, items not recovered will be disposed of or donated to a local homeless shelter or Salvation Army drop off center.

## MEDICATION



Special arrangements must be made in advance with the school office when it is necessary to administer medication at school. The district requires specific forms to be completed by the doctor, who must provide explicit instructions. This authorization must be renewed on a yearly basis. All medication should be clearly labeled and will be kept locked in the office where distribution can be supervised by office personnel. **STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATION AT SCHOOL, including, but not limited to, inhalers, Tylenol, cough drops, liquid medicine, and other types of medication.**

## NURSE



A district school nurse is assigned to our school once a week. The school does not have a school nurse on a daily basis. A district nurse is always available for emergencies. A district nurse can be called in case of an emergency. Hearing and vision assessments are given to all kindergarten and third grade students.

## PARENT INVOLVEMENT/VOLUNTEERS



Workman Elementary School invites you to become involved in the school by volunteering. **All volunteers working directly with students must fill out an application each year; have a current TB test and fingerprints which have been cleared by the HLPUSD Police Department. Parents can also submit an application for a One-Time Volunteer but must be completed 2 weeks in**

**advance. The One-Time Volunteer is only valid for one event.** When the children see their parents involved in their education, they will be encouraged to put forth their best effort. Applications are available in the school office.

**Due to COVID-19, procedures and guidelines for volunteers may be altered to ensure the safety of students, staff, and the community. Please check with Principal to confirm that parents are allowed on campus and which protocols and procedures are in effect at the time.**

Parents are also welcome to participate in School Site Council (SSC) meetings and in English Learning Advisory Committee meetings. Meetings are held throughout the year. Please see the monthly calendar and review ParentSquare for meeting information.

## PSYCHOLOGICAL SERVICES

The responsibility of guidance for the students is shared by every member of the staff. To assist the staff, the school psychologist is assigned to the school to test and/or consult.

## RAINY DAY PROCEDURES

**Morning Arrival:** When students arrive on campus on a rainy day students are to report to the cafeteria. Students in grades 4-6 will be directed to wait outside the cafeteria by rooms 9 and 10 with supervision.

**Afternoon Dismissal:** Parents with students in grades TK-3 will be able go directly to their child's classroom for dismissal. All other students in grades 4-6 will come to the cafeteria for dismissal. Please adhere to all traffic regulations daily for our student's safety. Park in designated areas ONLY and do not block driveways.

**Due to COVID-19, procedures and guidelines in classroom dismissal may be altered to ensure the safety of students, staff, and the community.**

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

There may be circumstances that arise during the year when it will be necessary for parents to take their children out of school for part of the day. When these situations arise, the parent must go to the office in order to sign out the child. No parents are allowed to pick up their children in the classrooms. **A student will not be released to anyone except the parent or an adult listed on the student's emergency card.** Identification must be shown. The student will not be released to anyone under the age of eighteen. The office doors will be locked at specific times due to safety reasons or emergency drills.

## REPORT CARDS AND PARENT CONFERENCES

Report cards are issued three times during the school year for students in grades TK-5. Progress reports for 6<sup>th</sup> grade students are given every 6 weeks and report cards twice a year. Mandatory parent conferences are scheduled twice; once in the fall and once in the spring. You will receive notification prior to conference dates. Feel free to make an appointment with your child's teacher at any time throughout the year if you have a question or concern regarding his/her progress. We strongly discourage

classroom interruptions during instruction. You may leave a message with the School Office Manager or Office Assistant and they will provide the teacher with your message at recess or lunchtime.

## STUDENTS' SAFETY



Workman Street and Fifth Street become very congested before and after school. For their safety, students are **NEVER** to cross the street alone. **Parents should park their cars and escort their children across the street. If you drive into the parking lot on the north side on Workman Street it is best to drive through and then exit. We ask you to please drop off all children in front of the school or in the North Parking lot.**

**PASSENGER LOADING AREA:** Located on 5th Street. Adults are to stay in their car and not leave their car unattended. Allowed wait time is not to exceed 3 minutes. Vehicles parked in the PASSENGER LOADING AREA and RED assigned areas may receive a parking infraction.



Students having breakfast at school should arrive no earlier than 7:30 a.m. and must report directly to the cafeteria. Students are **NOT** to be on the school grounds before 7:45 a.m. Parents must be aware that there is no supervision on the school playground before 7:45 a.m. Parents who wait with their child each morning must wait in front of the cafeteria. For safety reasons Workman Elementary promotes a closed campus, although you are welcome to come to the office if you need assistance regarding school business. All students need to line up with their class when the bell rings. Students are not allowed to leave campus during school hours. Once they arrive at school they are to remain at school.

When students are dismissed, they are to go directly home or be picked up immediately unless being detained by the teacher or participate in the After School Program. **We do NOT provide after school supervision after the Dismissal Bell. PLEASE PICK-UP YOUR STUDENT PROMPTLY AT DISMISSAL TIME.** Grades TK-3: dismissal time is **2:00** p.m. Grades 4-6: dismissal time is **2:22** p.m. We have early dismissal every Thursday: Grades TK-3: dismissal time is **1:00** p.m. Grades 4-6: dismissal time is **1:12** p.m.

It is the parent/guardian's responsibility of your child's safety and welfare after they leave school. Please **do not allow** children to wait alone in front of the school. **We ask you to supervise your child if you are waiting for another child after school and make sure they do not throw trash, play on the front steps, railing, or run around.**

## LATE PICK-UP

Students not picked on time will need to report to the Front Office. You will then need to come to the office to pick up your student. We do not provide supervision after dismissal time. Please do not call the office to let us know you are outside and to allow your student to walk outside. Safety is our number one concern. Students will not be dismissed until you come and sign a late pick-up slip. If this becomes a repeated incident after 3 occurrences, you will need to meet with the school Principal.



## TARDIES

Tardiness causes classroom and instruction disruption. It is important that parents support our program by bringing or sending their children to school on time. Students are considered tardy if they are not in the classroom by starting time. Tardy students must go to the office to get an “Admit to Class” slip before entering their classroom. Students arriving late for school must report with an adult to the office for a tardy slip. A note must accompany your child explaining the reason for a tardy. Only illness or a doctor/dental appointment will be considered an excused tardy. Tardies are also accounted for at Workman Elementary. Excessive tardies will result in a phone call, letter home, or conference with the teacher and principal. *\*Note: A minimum of three 30-minute tardies can be considered for a truancy report.* California state law (Education Code #48200) states that every child between the ages of five and eighteen years of age must attend school full time unless exempt under state law.

## TELEPHONE

Student use of the telephone is for emergencies only. Make arrangements with your child ahead of time about rainy-day plans, minimum day plans, etc. Such calls are not considered emergencies. Students may not bring cell phones to school or any other electronic devices. The school has the right to confiscate cell phones, etc. and keep them in the office until a parent conference is held. If a student continues to bring a cell phone the school will confiscate and keep until the end of the school year.



## TEXTBOOKS



Textbooks will be issued by the teachers. Students are responsible for the care of textbooks assigned to them. Lost or stolen texts and books that show excessive wear and/or damage are charged to the student and parents. Students are required to keep all texts covered if being used at home. Heavy wrapping paper or any commercial cover is adequate. No writing is permitted by students on book covers. Teachers will check periodically on textbooks for their ownership and condition. A student must turn in the same text that was issued to him/her.

## TRANSFERS

Please notify the school as soon as possible if you will be moving. The office staff will assist you and complete the necessary transfer papers for the new school.

## MANDATORY UNIFORM POLICY/WAIVER

We appreciate exercising good judgement in selecting the mode of dress. School is for learning and should not be used as a fashion platform. Our students are expected to abide by the district and school uniform policy. Our school colors are navy blue, powder blue, and white polo shirts with navy bottoms. Blouses must have sleeves and collars. Clothing must be free of writing, emblems, and logos. No spaghetti straps, halter tops, sleeveless blouses, leggings, sandals, shoes without a back strap, shirts, pants or shorts that expose the midriff, etc. Students who wear clothing with inappropriate slogans or designs, disruptive to the educational environment, will be asked to call home for a change of clothes and a uniform violation letter will be sent home. Overly sized or tight clothing that interferes with a student's ability to participate in recess and physical education lessons is inappropriate. Parental discretion and monitoring is greatly appreciated.



- Thursday is our official College Day. Students may wear attire reflecting college or university logos.
- Friday is the day in which students may wear the school logo tops.
- Students must wear solid, colored shirts with collars (such as blouses, shirts and polo shirts).
- Students must wear navy blue or blue uniform pants. Navy blue Jeans are acceptable with no rips/torn/holes and designs. BEIGE, BLACK or other colors are NOT allowed.
- Girls may wear navy blue plaid skirts that are knee length.
- Students may wear uniform navy blue shorts that are knee length, *but not oversized or baggy.*

Studies have shown that dress affects attitude and behavior. Most students wearing uniforms arrive at school with a positive attitude and with the knowledge they are at school to learn.

Note: Student Dress and Grooming Standards (Rules and Guidelines) are presented in detail in the Superintendent's yearly district handbook which students receive on the first day of school. All waivers must be signed before the first day of school. Waivers will be granted based on the district guidelines as stated in the district handbook.

The school has a right to revoke the waiver if the student violates the dress code for students with a waiver.

### Dress Code Standards or Grooming Standards:

In order to provide all students a safe and nondisruptive academic environment, the following is not permitted for any student: color-treated hair that distract students from learning (*shades such as purple, green, pink, etc.*), make-up, and long nails (i.e. *natural long nails, acrylic nails, press-on nails, etc.*).

### MISCELLANEOUS

**Birthday celebration guidelines: Classroom birthday celebrations/parties will not be permitted.** Parents will not be allowed to bring cakes, cupcakes, flowers, and balloons. You may send goodie bags which do not contain food items. California Law prohibits any homemade food. Make arrangements with the teacher ahead of time for passing out any goodie bags or other appropriate items.



**Cell Phones/Electronic Devices:** No cell phones or electronic devices will be allowed at school. No cell phones are permitted at school. If your child needs to contact you, they may come to the office and use the telephone. We have the right to confiscate cell phones and upon our discretion we will return the cell phone or device after speaking with the parent. We are not responsible for lost, stolen, or damaged cell phones and/or electronic devices. If a student brings a cell phone or device more than once it will be returned to the student at the end of the school year.

**Markers:** Students may not bring any type of markers to school. Permanent, water base, marker sets, gel pens, etc. are not necessary.

**Toy Policy:** Children are not allowed to bring trading cards, all types of balls, toys, stuffed animals, Game boys, digital cameras, etc. The toys will be taken from them, and you will need to pick them up in the office. We are not responsible for lost or damaged articles no matter what the circumstances are.

**Water bottles:** Students may bring water bottles to school. Please do not fill them with juice, soda or other drinks. No other types of drinks are permitted, especially energy drinks.

Please read this parent/student handbook with your child and discuss the contents of this handbook. We at Workman Elementary appreciate your support and cooperation. We want all our students to be successful in school and be able to achieve, succeed, and follow their dreams of higher education. Thank you for investing the time in reading and discussing with your child(ren) the contents of this important handbook.



FAMILY/ SCHOOL PARENT COMPACT

2022/ 2023

As a Student, I pledge to:

- Come to school on time and be prepared to learn.
Bring materials I need such as paper, pencils, books, learning devices etc.
Respect issued learning device(s) and keep student issued passwords private
Complete and return class assignments
Follow classroom, school, and district rules
Abide by and encourage the Workman Elementary P.B.I.S.\* Matrix. (Behavioral Expectations)
Respect myself, my peers, adults, school, and private property.
Read every night for the required number of minutes designated for my grade level.
Do my best on class and homework assignments
Communicate daily with my parents and teacher about my school experience.
Follow the guidelines and policies from the school and district handbook.

Erika Valenzuela
Principal

\*Key

PBIS- Positive Behavioral Interventions and Supports

MTSS- Multi Tiered Systems of Support

As a Parent, I pledge to:

- Ensure that my child is punctual and attends school daily.
Provide necessary materials such as paper, pencils, books, etc.
Ensure all learning devices are fully charged each day.
Take responsibility for child issued learning device(s).
Support the school staff in its efforts to maintain proper discipline.
Establish a time and quiet place for completion of my child's daily homework and review it.
Provide 8-10 hours of sleep, proper nutrition and 30 or more minutes of physical activity per day.
Make certain that the daily required reading is taking place.
Limit and monitor TV, internet access, video games, and other electronic devices.
Eliminate access to violent TV programs and movies
Keep informed about my child's academic progress and school activities.
Actively participate as a partner in my child's education in school functions, advisory councils, parent meetings, parent trainings, school campaigns, and activities.
Respect the school, staff, students, and their families.
Maintain high expectations for my child including academic achievement, good manners, and physical appearance.
Ensure my child follows the guidelines and policies from the school and district handbook.

As a Teacher, I pledge to:

- Actively participate in professional development activities and in collaborative decision-making processes.
Implement District Approved Learning materials in all subject areas
Provide a high-quality instructional program that engages all students and meets their individual needs.
Implement MTSS\* with fidelity & create an environment where every student has the opportunity to learn.
Provide appropriate class assignments and homework.
Set high goals and expectations for all students.
Communicate regularly with students and their parents regarding student goals and progress.
Explain classroom rules, school rules, and school policies to students and their parents.
Monitor and ensure the safety of all students on campus.
Respect staff, students, and their families.

As an Administrator, I pledge to:

- Create a Professional Learning Community.
Serve as instructional leader by supporting teachers and staff.
Provide appropriate services and training for teachers and parents.
Embrace & promote the district and school mission, vision, priorities, and goals.

By signing below, I understand that I am pledging to work as a partner of Workman Elementary for the benefit of my child and myself.

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

Approved on 04/27/22 for the 2022-2023 School Year