

# Sierra Madre Elementary School Family Handbook 2023-2024



Dr. Jodi Marchesso  
Principal  
141 W. Highland Ave.  
Sierra Madre, CA 91024  
(626) 396-5890  
[sme.pusd.us](http://sme.pusd.us)

## School Hours

Monday: 7:50 am - 12:35 pm  
Tuesday - Friday: 7:50 am - 2:15 pm

## Office Hours

7:30 am - 3:45 pm  
Office Manager: Geannie Tarry  
[tarry.geannie@pusd.us](mailto:tarry.geannie@pusd.us)  
Attendance Clerk: Annie Vasquez  
[vasquez.annie@pusd.us](mailto:vasquez.annie@pusd.us)



## Table of Contents

<b>Principal's Welcome Message</b>	<b>2</b>
<b>Sierra Madre Elementary School Mission, Vision, and Values Statement</b>	<b>3</b>
<b>School Calendar</b>	<b>4</b>
<b>Special Child Free Events</b>	<b>4</b>
<b>Bell Schedule</b>	<b>4</b>
<b>Staff Roster</b>	<b>5</b>
<b>Attendance</b>	<b>7</b>
<b>Cell Phone and Electronic Device Usage</b>	<b>7</b>
<b>Dress Code</b>	<b>7</b>
<b>Grades and Report Cards</b>	<b>7</b>
<b>Homework Policy</b>	<b>8</b>
<b>School Rules, Policies &amp; Positive Discipline Plan</b>	<b>8</b>
<b>Spotlight Shows and Awards Assemblies</b>	<b>9</b>
<b>SME School Song</b>	<b>9</b>
<b>School Communication</b>	<b>10</b>
<b>School Supplies</b>	<b>10</b>
<b>Arrival/Dismissal Procedures</b>	<b>10</b>
<b>Breakfast/Snack/Lunch/Cafeteria</b>	<b>11</b>
<b>Parking/Crosswalks/Staff Parking Lot</b>	<b>11</b>
<b>Safety</b>	<b>12</b>
<b>Visiting</b>	<b>12</b>
<b>Volunteering/Volunteer Orientation</b>	<b>12</b>
<b>School Leadership/Parent Groups</b>	<b>13</b>
<b>Fundraising Opportunities</b>	<b>13</b>
<b>On Campus After School Care Options</b>	<b>15</b>
<b>Problem-Solving Guide</b>	<b>16</b>
<b>Forms to Be Acknowledged via Parent Portal</b>	<b>17</b>
<b>Behavior/Academic Compact Agreement*</b>	<b>17</b>
<b>Signed Receipt of Parent Handbook*</b>	<b>17</b>
<b>Anti-Bullying Compact Agreement*</b>	<b>17</b>
<b>FORMS to be signed and returned to school</b>	<b>17</b>
<b>Emergency Form</b>	<b>17</b>
<b>Walking Field Trip Form*</b>	<b>17</b>
<b>SIERRA MADRE ELEMENTARY ACADEMIC COMPACT 2023-2024</b>	<b>18</b>
<b>Anti-Bullying Compact</b>	<b>20</b>
<b>Sierra Madre Elementary School</b>	<b>21</b>
<b>PASADENA UNIFIED SCHOOL DISTRICT PARENTAL PERMISSION AND RELEASE FORM</b>	
<b>SCHOOL WALKING FIELD TRIPS AND/OR EXCURSIONS</b>	<b>22</b>



## Principal's Welcome Message

Welcome to Sierra Madre Elementary!

Our historic campus offers a tranquil koi pond, an incredibly talented staff, and bright students that make this school a place where curiosity and learning flourish.

Sierra Madre Elementary School is proud to offer an exemplary teaching and learning experience for all students. The high levels of academic achievement are a testament to the rigorous instruction. SME is further enriched by the diverse ethnic, cultural, linguistic, and socio-economic backgrounds of our families.

In 2016, SME was recognized as a Gold Ribbon School by The California Department of Education for Community and Parent Involvement as well as in the area of Exemplary Arts. SME continues to provide distinguished Visual and Performing Arts education to all students K-5, with monthly Spotlight assemblies as a culminating production. In 2023, SME was recognized as a California Distinguished school for our high student achievement and closing the achievement gap. Thank you for joining our outstanding community of learners!

With Gratitude,

*Dr. Jodi Marchesso*  
Principal



# Sierra Madre Elementary School Mission, Vision, and Values Statement

**Nurturing Learners. Growing Leaders**

## **MISSION**

The mission of Sierra Madre Elementary School is to nurture learners as they grow into brilliant, creative, strong and true hearted leaders within a safe and supportive community.

## **VISION & VALUES**

### **BRILLIANT: *Rigorous Academics***

**Engaged Learners** who exhibit a passion for discovery; participate in a rigorous and meaningful curriculum; confidently explore new ideas; and discover the joy of collaborative learning within a safe and supportive environment, thus setting the foundation for a lifetime of learning.

**Self-Motivators** who practice self-disciplined thought and action, are reflective learners and self-evaluators, who set, persevere, and achieve realistic and challenging goals; and discover the personal satisfaction of pursuing excellence.

### **CREATIVE: *Innovative & Artistic Expression***

**Complex Thinkers** who engage their natural curiosity, demonstrate skill in mathematical computation, reasoning, and logical analysis; consider options, make thoughtful decisions, employ technologies; exhibit creativity, originality, and invention; ask questions, solve problems and deepen their knowledge and understanding.

**Effective Communicators** who are skillful readers, writers, speakers, thoughtful listeners and viewers, technologists and artists; who understand multiple perspectives; and employ their literacy skills to interpret and creatively respond to their world.

### **STRONG: *Physical Education***

**Growing children** who benefit from developing wise habits in the areas of health and fitness; engage in research-based activities, scientifically proven to increase nutritional intake, physical activity levels, and energy expenditures, while reducing confrontations and playground injuries; bring focus and concentration to classroom learning.

### **TRUE HEARTED: *Ethical Education & Character Development***

**Respectful Individuals** who understand and value the worth and dignity of all people; respect the rights, feelings, and possessions of others as their own; empathize with others; extend courtesy and kindness to all; value honesty in all areas of life; and demonstrate loyalty and pride in our school, community, and country.

**Responsible Citizens** who make informed choices regarding their social, emotional, and physical wellbeing; foster a culture in which diversity is respected and celebrated; demonstrate collaborative skills; live with integrity and purpose as contributing members in our diverse and global community.



## School Calendar

SME's parent Calendar for the 2023-2024 school year can be found on our website. SME is an active school with many events, so please regularly review the live calendar on our website at [sme.pusd.us](https://sme.pusd.us).

## Special Child Free Events

**Back To School Night:** This year our Back to School Night is on Wednesday, August 23rd. This is an evening event for parents only. This is an opportunity for you to meet your child's teacher, learn about the academic program, teacher expectations, and volunteer needs as well as to ask any questions you may have.

**Auction:** This year our Annual School Auction is scheduled for April 20th. This is an evening event for parents to bid on both student created items as well as luxurious vacation homes and extravagant package deals, with all proceeds benefiting the school's Annual Fund Boosters and specific school needs.

## Bell Schedule

\*this schedule is subject to change due to inclement weather or emergency circumstances

Monday Bell Schedule		Tuesday-Friday Bell Schedule	
Bell-Line Up	7:45 am	Bell-Line Up	7:45 am
Bell- School Begins	7:50 am	Bell- School Begins	7:50 am
Recess-K-1st	9:15 am	Recess-K-1st	9:15 am
Recess-2nd-3rd	9:35 am	Recess-2nd-3rd	9:35 am
Recess- 4th & 5th	9:50 am	Recess- 4th & 5th	9:50 am
Lunch-K & 1st	10:40 am	Lunch-K & 1st	10:40 am
Lunch- 2nd & 3rd	11:20 am	Lunch- 2nd & 3rd	11:20 am
Lunch- 4th & 5th	11:50 pm	Lunch- 4th & 5th	12:05 pm
Dismissal	12:35 pm	Dismissal	2:15 pm



## Staff Roster

Name	Grade	Room #	E-mail Address
Jane Devlin	Kindergarten	103	devlin.jane@pusd.us
BJ Thorn	Kindergarten	101	thorn.barbara@pusd.us
Barri Messersmith	Kindergarten	106	messersmith.barri@pusd.us
Lisa Spigai	K/1	104	spigaiperez.lisa@pusd.us
Kathy Martin	K/1 SAI	104W	martin.kathleen@pusd.us
Jame Griffiths	K/1	104E	griffiths.jame@pusd.us
Krissi Keck	1st	277	keck.kristina@pusd.us
Donna Wallius	1st	275	wallius.donna@pusd.us
Susan Andres	2nd	175	andres.susan@pusd.us
Lucy Chaparian	2nd	203	chaparian.lucy@pusd.us
Carolyn Halpern	2nd	211	halpern.carolyn@pusd.us
Linda Newhart	2nd	177	newhart.linda@pusd.us
Becky Bickel	3rd	176	bickel.becky@pusd.us
Jason Bemis	3rd	107	bemis.jason@pusd.us
Stephen Mulder	3rd	204	mulder.stephen@pusd.us
Yolanda Munoz	3rd	205	munoz.yolanda@pusd.us
Bethany Covington	4th Math/Science	121	covington.bethany@pusd.us
Christina An	4th ELA/SS	122	an.christina@pusd.us
Sirvard Ogtanyan	4th Math/Science	113	ogtanyan.sirvard@pusd.us
Laura Palmer	5th ELA/SS	123	palmer.laura@pusd.us
Natasha Comer	5th Math/Science	124	comer.natasha@pusd.us
Lisa Prado	5th ELA/SS	126	prado.lisa@pusd.us
Kim Sibbrel	5th Math/Science	125	sibbrel.kimberly@pusd.us
Alexandra Pappas	RSP 2-3	105	pappas.alexandra@pusd.us
Aileen Trejo	RSP 2-3	105	trejo.aileen@pusd.us
Jeffrey Budd	RSP 4-5	102	budd.jeffrey@pusd.us
Regina Jeffers	RSP 4-5	102	jeffers.regina@pusd.us
Jodi Marchesso	Principal	Main Office	marchesso.jodi@pusd.us



Georgina (Geannie) Tarry	Office Manager	Main Office	tarry.georgina@pusd.us
Annie Vasquez	Clerk Typist	Main Office	vasquez.annie@pusd.us
Daniella Hurst	RTI/Wellness Teacher	Calm Room	
Julie Cole	Instructional Coach	278	cole.julia@pusd.us
Dany Richey	K-5 Art Teacher	Arts Disco	richey.dany@pusd.us
TBD	Music Teacher	Auditorium	
Jordan Harris	PE Teacher		
Liz Olguin	Behavior Aide	208	olguin.elizabeth@pusd.us
Jhona Rupp	Nurse	Health Office	rupp.jhona@pusd.us
Cameo Bates	Health Clerk	Health Office	bates.cameo@pusd.us
Rose Saklarian	Cafeteria Manager	Cafeteria	saklarian.rose@pusd.us
Arthur Anderson	Head Custodian	179	anderson.aruthur@pusd.us
Caroline Kane	Librarian	209	kane.caroline@pusd.us
Valerie Brewer	School Psychologist	208	brewer.valeria@pusd.us
Ellen Armstrong	Occupational Therapist	207	armstrong.ellen@pusd.us
Sandra Campo	Occupational Therapist	207	campo.sandra@pusd.us
Natasha Nelson	Speech/ Language Pathologist	210	spo-nelsonn@pusd.us
Stephanie Distelrath	Speech/ Language Pathologist Assistant	210	distelrath.stephanie@pusd.us
Johanna Anderson	Noon Aide		
Jennifer Hull	Noon Aide		
Cody Clark	Noon Aide		



## Attendance

Absence from school regardless of the reason limits your child's educational opportunities and can negatively affect his/ her grades and academic achievement.

**Notification of Absences:** If your child is absent please call (626)396-5890 or provide a written excuse from home when returning to school by emailing Annie Vasquez. Excused absences include; illness, quarantine, doctor's appointment, attending a funeral, religious holiday/ exercises, and others per EC 46014 and 48205. Per EC 48260, EC 48261, & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.

**Extended Absence:** If you know that your child will be absent for 3 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.

**Tardies:** Students arriving after 8:00 a.m are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.

## Cell Phone and Electronic Device Usage

Pasadena Unified School District has an acceptable usage policy (at the end of this handbook). The SME usage policy for students is as follows: no cell phones or electronic devices, including smart watches, with the exception of PUSD Chromebooks or medically approved devices, are to be used on campus during school hours. If teachers plan on using other devices for classroom projects, you will be notified. Students caught using unauthorized devices on campus will have their device taken away and the device will only be returned to a guardian/parent at the conclusion of the school day.

## Dress Code

Sierra Madre Elementary has a dress code. The SME dress code is simple: tops with appropriate logos without promotion of a product, no spaghetti straps, and shorts and skirts of an appropriate length. Close-toed shoes are mandatory and kinder teachers do not feel that Crocs are safe footwear for school. Kinders are busy and play hard, so make sure they are in clothes that do not limit their ability to move and play. School t-shirts and sweatshirts are available for purchase on the school website at [sme.pusd.us](http://sme.pusd.us). We encourage you to purchase a school shirt for Spirit Fridays and field trips. Make sure you label everything!

## Grades and Report Cards

Pasadena Unified School District has developed a grade reporting system that aligns percentages with letter grades for 3rd-5th and progress grades for grades K-2nd. Report cards will be available at the trimester reporting periods through the Parent Portal. Please sign up for a Parent Portal account, in the main office, to keep track of your student's attendance and grades.





## Homework Policy

Pasadena Unified School District has developed a homework policy and guidelines based on evidenced-based research, the purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master specific skills
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

### **Grade Level Homework Guidelines**

Kindergarten: 10 minutes + 15 minutes of reading

1st and 2nd Grades: 20 minutes + 15 minutes of reading

3rd Grade: 30 minutes + 20 minutes of reading

4th-5th Grades: 40 minutes + 20 minutes of reading

## School Rules, Policies & Positive Discipline Plan

School Discipline Philosophy- The goal of Sierra Madre Elementary is to maintain a safe school environment, which promotes academic achievement and feelings of safety, respectfulness, and responsibility. At all times, SME students are expected to exhibit the attitudes of our school vision of being brilliant, creative, strong, and true-hearted. SME has three school rules: be respectful, responsible, and safe.

The school staff has collaborated to adopt school-wide guidelines of expected behavior for all of its locations. Our aim is to develop a school that is safe, respectful, and responsible. The following guidelines have been developed:

Rewards for appropriate behavior may include being recognized as a role model for other students; earning positions of responsibility and leadership; receiving a BUG ticket or call home; obtaining public recognition, and having personal satisfaction for doing the right thing.

Consequences for misbehavior may include a verbal warning, loss of Playday time, loss of special classroom privileges, loss of elective (4th and 5th graders) and being sent to Study Hall, required student supervision by parent on field trips, a student/ parent/teacher conference; referral to the Behavioral Aide, referral to the Principal, and/ or suspension from school. (Participation in the 5th-grade overnight trip is tied to student behavior and may be lost.)



## SIERRA MADRE ELEMENTARY SCHOOL STUDENT BEHAVIOR EXPECTATIONS

"Where Eagles Soar"	Respectful	Responsible	Safe	Consequences
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Be kind with your words and actions</li> <li>- Use a library voice</li> <li>- Follow directions the first time</li> <li>- Listen when others talk</li> </ul>	<ul style="list-style-type: none"> <li>- Be on time</li> <li>- Be prepared to learn</li> <li>- Participate</li> <li>- Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Use a library voice</li> <li>- Follow directions the first time given</li> <li>- Listen when others talk</li> </ul>	<ul style="list-style-type: none"> <li>- Reminder</li> <li>- Verbal Warning</li> <li>- Sort it out reflection</li> <li>- Restitution &amp; Contract home</li> <li>- Referral Administration</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>- Use a library voice</li> <li>- Enjoy displays with your eyes and not your hands</li> </ul>	<ul style="list-style-type: none"> <li>- Go straight to your destination.</li> <li>- Have a pass</li> <li>- Pick up any trash you might see</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Stay to the right</li> <li>- Follow directions the first time given</li> </ul>	<ul style="list-style-type: none"> <li>- Reminder</li> <li>- Verbal Warning</li> <li>- Sort it out reflection</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Throw away your trash</li> <li>- Use a library voice</li> <li>- Wait patiently to be dismissed</li> <li>- Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up after yourself</li> <li>- Keep track of your personal belongings</li> <li>- Cafeteria food remains in the cafeteria at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Walk at all times</li> <li>- Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>- Reminder</li> <li>- Verbal Warning</li> <li>- Moved to another table</li> <li>- Sort it out reflection</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>- Be kind with your words and actions</li> <li>- Use Talk; Walk; or Rock, Paper, Scissors</li> <li>- All students can play all the games</li> <li>- Share equipment and take turns</li> </ul>	<ul style="list-style-type: none"> <li>- Keep grounds clean</li> <li>- Return equipment to its rightful place</li> <li>- Line up quickly and quietly</li> <li>- Wait patiently for your teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Follow the directions of the adults in charge</li> <li>- Keep hands, feet and objects to yourself</li> <li>- Be a problem solver</li> <li>- Seek adult help when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Sort it out reflection</li> <li>- Restricted Play</li> <li>- Parent Contact</li> <li>- Referral Administration Consequence</li> </ul>
<b>Auditorium</b>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Silence when the speaker/performance is on stage</li> </ul>	<ul style="list-style-type: none"> <li>- Clap hands without whistling, yelling or stomping feet</li> <li>- Keep feet off of the seats</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- Enter and exit in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>- Reminder</li> <li>- Verbal Warning</li> <li>- Removal &amp; Reflection</li> </ul>

### Spotlight Shows and Awards Assemblies

SME spotlight shows offer our students two important opportunities. The spotlight show allows our students to learn songs and dances within an overarching multi-year theme and perform for their parents and peers. The monthly spotlight awards allow teachers to recognize students for strengths that have been observed in the classroom. Please refer to the parent calendar for dates and times. The calendar can be found on our website

[sme.pusd.us](http://sme.pusd.us)

### SME School Song

Sierra Madre, school of my childhood.  
Beneath the sycamores, I will linger forevermore.  
Close to the mountains, blue skies up above you.  
Sierra Madre School.  
You know that I love you!



## School Communication

**Wednesday Envelopes:** Every Wednesday, your child will bring home a Wednesday Envelope. This needs to be emptied, checked, returned to school the next day and/or read to determine what needs to be turned in at school. In it will be information from your teacher, flyers from the school, completed work, etc. Look at everything Right Away! Often there will be something that needs to be filled out or signed and returned. Return permission slips, etc., in the folder when your child turns it in on Thursday. They will use this same envelope for the entire school year, so treat it carefully!

**Sunday Call:** Each Sunday you will receive a phone call from Dr. Marchesso informing you of the upcoming events for the week as well as a link to our weekly SMORE eBlast full of important information compiled by the PTA, SEED & AFB. You can also access school events at [sme.pusd.us](http://sme.pusd.us)

**Facebook:** Our Facebook pages, Sierra Madre Elementary School Annual Fund Boosters, SEED, and Sierra Madre Elementary PTA are maintained by our parent volunteers. They have photos and reminders that help families stay connected to SME.

**Peach Jar:** On our website, you can sign up to receive digital flyers through the “Peach Jar” link. Electronic versions of flyers are posted under the “Peach Jar” tab on the website.

**Main Hall Bulletin Board Displays:** The SME PTA, AFB, and SEED parent groups all have bulletin boards in the main hallway with information that includes upcoming dates and announcements. In addition, there is a bulletin board with district announcements as well as two student-created bulletin boards highlighting our Bravo focus of the month.

**Room Parents:** Each classroom has a room parent(s) who plays an important communication and coordination role between families and the teacher. If you would like to serve as a room parent, please contact your classroom teacher and they will connect you with the PTA.

**Website:** Our website, [sme.pusd.us](http://sme.pusd.us), contains a variety of information about the school and its policies as well as a calendar of events that is updated on a regular basis.

## School Supplies

Each grade level has different supply needs. Be on the lookout for ways to support your child’s classroom teacher by donating requested supplies directly to the classroom throughout the school year.

## Arrival/Dismissal Procedures

**Arrival** - Kindergarten drop-off will be on Hermosa Ave, 1st, 2nd and 3rd grade will be in the front of the school on Highland Ave., and 4th and 5th grade will be on Auburn Ave. Valet support will only be available on Highland and Hermosa. If you have multiple children, they may all be dropped off at the youngest child’s location. All students in grades K–5 dropped



off between 7:30-7:49 will walk up to the playground and wait for their teacher or get breakfast from the cafeteria. Playground equipment is not available in the morning. Parents are welcome to join their students on the playground until they are picked up by the teacher. Parents are asked to exit the campus by 7:55 am. If parents are staying to volunteer, then they must sign in at the office and then return to the classroom.

Students may arrive as early as 7:30 when general student supervision begins. When the 7:45 a.m bell rings, teachers will meet their students on the playground before heading to the classrooms. In the event of rain, students will be sent directly to their rooms between 7:35-7:49 am. School begins promptly at 7:50.

Dismissal - Student pick up at dismissal will be in the same locations as drop off and can be done via car or walk-up. Kindergarten students will be called out from the classroom via a radio. Please be sure to use the posted crosswalks when crossing the street for the safety of all. Students not in an after-school enrichment program and not picked up from school by 2:30p.m will be escorted into the office where they will need to be signed out.

Late Arrival/Early Pick Up - If you need to drop your student off after the bell has rung at 7:50, they must enter through the main entrance and check-in with the office to obtain a tardy slip. If you need to pick your child up early from school, you must come to the office, show your ID and sign out your student. Individuals signing students out must be on the contact list. **We will not release students to any individual not identified as a contact.** Please be sure to update all contact information on Aeries prior to school starting.

## Breakfast/Snack/Lunch/Cafeteria

At the beginning of the school year, **all** families are asked to complete a free and reduced lunch application. This year, all students, regardless of income will receive free breakfast and lunch.

**Cafeteria Breakfast:** Breakfast is available daily starting at 7:30 and students must eat their food in the cafeteria.

**Cafeteria Snack/2nd Breakfast:** Snack/2nd Breakfast is available to students during 1st recess. Food must remain in the cafeteria at all times.

**Cafeteria Lunch:** Lunch is available to students during their lunchtime. Students have multiple lunch options including vegetarian, dairy-free, and gluten-free (make sure to indicate on your application). Sack lunches are provided for students who eat in the cafeteria on days when they are attending a field trip.

**Lunch from Home:** Students in grades 2-5, who bring lunch may choose to eat on the Pergola or in the cafeteria. All students who choose to eat school lunch must eat in the cafeteria.

## Parking/Crosswalks/Staff Parking Lot

Families choosing to walk their child into the school are asked to be respectful of our neighbors and follow posted signs when parking their car. Parents and students must use marked crosswalks when crossing the street for safety purposes. The staff parking lot is for SME staff members only. There is NO student drop off in the Staff parking lot. In addition to



parking off campus, parents and children may use the walkways or sidewalks, however, they may not walk through the staff parking lot when arriving or leaving campus for the safety of all involved.

## Safety

Monthly emergency drills are held on campus. Classroom doors will remain locked during school hours. Once the bell has rung, all students and parents entering the school must do so through the main entrance and check in at the main office.

## Visiting

All visitors **MUST** sign-in in the school office and wear a visitor sticker while on campus. Once the visit is complete, visitors must return to the office to sign-out and return their visitor badge.

## Volunteering/Volunteer Orientation

We love volunteers at SME! Each classroom will have a room parent who will act as a liaison between the classroom families, the school, and the PTA. This room parent will put together a class roster and send out emails about school-wide or classroom specific information. In addition to this, your classroom teacher will let you know how you can volunteer in the classroom. In order to volunteer with students at school, you need to receive a volunteer badge from the school district by attending a Volunteer Orientation Meeting. Be on the lookout for more information on Volunteer Orientation dates to get your volunteer badge once school starts. Once you have received your volunteer badge, you must sign in in the office prior to heading to the classroom and remember to sign out when leaving campus.

Please submit one form per student at SME. Sign up for all volunteer opportunities you may be interested in. You will be contacted by the group heading up that committee and any and all participation is appreciated.

### MEET YOUR COMMUNITY ASSISTANT

Lauren Johnson,  
Sierra Madre Elementary



#### About Me

Hello, my name is Lauren Johnson and I am the Community Assistant at SME. I've been with PUSD for 5 years now. I am here to be of service to you and I look forward to meeting and working with you all!

#### Contact Info

Here are all the ways you can contact me:

- johnson.lauren@pusd.us
- (626) 396-58900 ext 50209

#### I Can Help!

I am here to help you and your family navigate our school's processes. I look forward to working with you and your family during our school year. Here are some items I can help with:

- Parent Portal
- Recruit and organize volunteers
- Connect parents with teachers
- Sharing services and resources that our community has to offer
- Parent Workshops
- Communication with principal
- General school questions
- If you aren't sure who to contact, just call ME!

#### My Favorites

**Color:** Forest Green, Purple, Brown, Black  
**Animal:** Dogs  
**Hobby:** Binge watching TV, reading Bell Hooks & Audre Lorde  
**Food:** Asian & Mexican  
**Drink:** Matcha Latte



FAMILY & COMMUNITY  
ENGAGEMENT  
PRINCIPAL UNITED SCHOOLS DISTRICT



## Classroom Placement

The process of creating classes begins in May. Our goals are to achieve academic, behavior, and boy/girl balance of classes and to provide for individual student needs. Parents frequently have information concerning their children that they wish to have considered during the placement process. Parents with such information are asked to write to the school principal by May 1st, explaining their child's special needs. Teacher requests are not accepted. It is our philosophy that if we cannot honor all requests, we will not take any. As Sierra Madre has dedicated and amazing teachers, we are confident you will be happy with the highly qualified teacher your child is placed with. Class placements are posted via Parent Portal before school begins.

## School Leadership/Parent Groups

**Annual Fund Boosters (AFB):** Annual Fund Boosters is an elected parent volunteer group that helps to raise money to support the school's Single Plan for Student Achievement (SPSA). **Parent Teacher Association (PTA):** PTA is an elected parent and teacher association that coordinates fundraisers to support student and school needs. This body meets on the third Wednesday of the month, at 6:30 p.m., beginning in August.

**School Site Council (SSC):** SSC is an elected group of staff and parents who work to develop and maintain the Single Plan for School Achievement (SPSA) and the Budget to support the school needs according to the SPSA. This body meets on the fourth Wednesday of the month, at 4 p.m, beginning in September.

**Seeking Educational Equity & Diversity (SEED):** SEED is a group of parents who work to ensure that every family feels supported, respected and presented while attending Sierra Madre Elementary school. This body meets the last Monday of each month at 6:30pm in the Arts Discovery room.

**Grade Level Chairs:** Grade level chairs are teachers who are responsible for meeting monthly with the leadership team to review data and provide feedback to leadership.

### **Grade Level Chairs (GLCs):**

Grade Level	Grade Level Chair
Kindergarten	Lisa Spigai
1st Grade	TBD
2nd Grade	Susan Andres
3rd Grade	Becky Bickel
4th Grade	Bethany Covington
5th Grade	Natasha Comer/Kim Sibbrel





## Fundraising Opportunities

SME holds several fundraisers throughout the year to support staffing and programs on campus. The PTA raises money through our annual Read-a-Thon and Jog-a-Thon, Chill Out Popsicle Fridays (\$1 popsicles after school every Friday on the front lawn), and Restaurant nights. The Annual Fund Boosters raise money through our All In for Fall Welcome Back Campaign and Annual Spring Auction. Alternative virtual versions of these fundraising events will be developed as needed. In addition, you can also support SME in the following ongoing ways:

*Ralphs Community Contribution Program:* Register your Ralphs Rewards card at customer service, call customer service at 1-800-443-4438, or register at [www.ralphs.com](http://www.ralphs.com). Log in and click on your name (right-hand corner) & then click on my account. Scroll to Community Rewards and enroll using code 84690. Rewards cards must be used at checkout to make each purchase count.

## Special Programs

**GATE:** The Pasadena Unified School District offers a Gifted and Talented Education (GATE) Program for eligible students in grades 3 - 12. The GATE program is designed to meet the unique needs of gifted and talented students and to maximize their academic and social development. Classroom instruction begins with the grade level core curriculum and is differentiated based upon student need and ability ensuring positive motivation and the intellectual growth of gifted students.

**History Day:** 4th and 5th-grade students have the option of entering their History Day project for consideration in History Day LA. Students whose projects are selected will work with teachers to prepare their project for our county competition in the Spring.

**Innovation Club:** 3-5 grade GATE students and other interested students are invited to attend Innovation Club that is run by classroom teachers. The curriculum uses Curiosity Machine's online curriculum to learn about a variety of topics and then to work on hands-on design projects.

**Math Field Day:** 4th and 5th-grade students may choose to try out for the SME Math Field Day team. If they make the team, they will have one practice a week after school for 8-10 weeks, 6-8 weeks of practice during electives, and participation in our district Math Field Day competition held on a Saturday in the Spring.

**Electives:** Offered as a 4th and 5th grade Friday elective, students choose from a variety of enrichment options such as sports, graphic art, robotics, 3D printing, Song & Dance maniacs, and woodworking to name a few.

**STEAM Day:** Our annual STEAM night will take place on March 22nd, 2024. This day will be a family event to celebrate and explore the sciences. Many community scientists will demonstrate and display STEAM related information for all to enjoy. More information will come home, prior to the event.



## On Campus After School Care Options

In addition to programs that drop off and pick up students from Sierra Madre Elementary, there are also two fee-based before and after school care programs housed on our campus. Information on these programs can be found on our school website and outside the school office.

**After School: LEARNS** (School dismissal until 6 p.m)

Homework Club (School dismissal until 6 p.m)





## Problem-Solving Guide

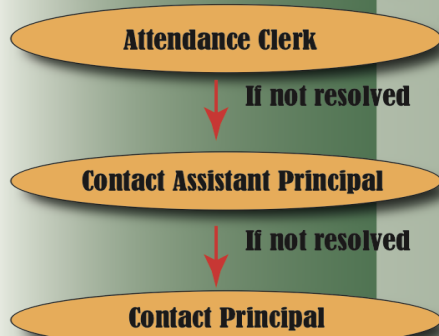
Please follow the flow charts below whenever you have a question or concern regarding your child's education at SME.

### Parent Communication Flow Chart

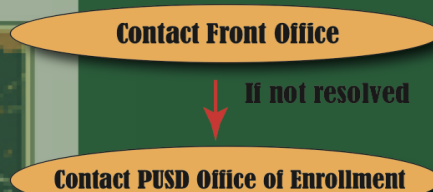
Sierra Madre Elementary ensures that our students come first. We are committed to providing academic excellence in a strong, vibrant learning community facilitated through collaboration and built on trust.

When you have a question or concern, please follow this chart to ensure you are bringing it to the correct member of PUSD Team. Staff contact information may be found on the SME website.

#### Related to Attendance & Independent Study



#### Related to Enrollment/ Withdrawal



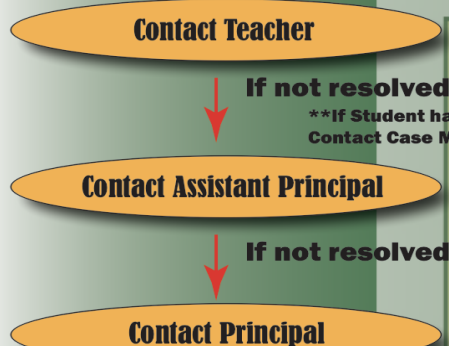
Please allow 24-48 hours for a response. If you sent a message over the weekend or holiday, please allow 24-48 hours upon students' return.

### Parent Communication Flow Chart

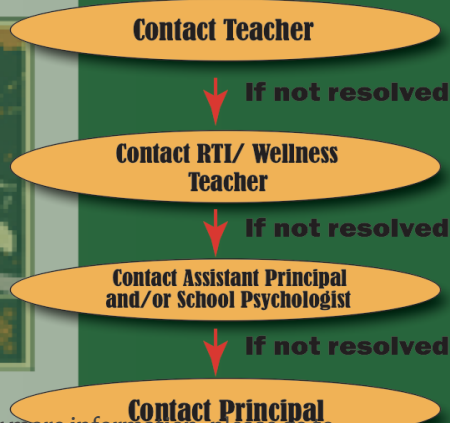
Sierra Madre Elementary ensures that our students come first. We are committed to providing academic excellence in a strong, vibrant learning community facilitated through collaboration and built on trust.

When you have a question or concern, please follow this chart to ensure you are bringing it to the correct member of the SME Team. Staff contact information may be found on the SME website.

#### Related to Instruction and Learning



#### Related to Social- Emotional and Well-Being



Sierra Madre Elementary follows all PUSD Board Policies and procedures. For more information, please go to <https://www.pusd.net/Pages/4361>. Please allow 24-48 hours for a response. If you sent a message over the weekend or holiday, please allow 24-48 hours upon students' return.



## Forms to Be Acknowledged via Parent Portal

### Behavior/Academic Compact Agreement\*

(digitally acknowledge receipt and understanding on Parent Portal)

### Signed Receipt of Parent Handbook\*

(digitally acknowledge receipt and understanding on Parent Portal)

### Anti-Bullying Compact Agreement\*

(digitally acknowledge receipt and understanding on Parent Portal)

## FORMS to be signed and returned to school

### Emergency Form

(return digitally to [tarry.georgina@pusd.us](mailto:tarry.georgina@pusd.us) or print and bring to the office)

### Walking Field Trip Form\*

(return digitally to [tarry.georgina@pusd.us](mailto:tarry.georgina@pusd.us) or print and bring to the office)



## SIERRA MADRE ELEMENTARY ACADEMIC COMPACT 2023-2024

**As the principal of Sierra Madre Elementary School, I will:**

- Make decisions that are driven by what is best for students;
- Act with integrity and respect in my interactions with students, parents, and staff;
- Make information regarding the school easily accessible and encourage diverse input and differing opinions about issues related to Sierra Madre Elementary's Single Plan of Student Achievement;
- Encourage the participation of parents and the community in all aspects of Sierra Madre Elementary School;
- Maintain a safe school environment; and
- Provide high-quality services for students, using Sierra Madre Elementary's resources prudently, efficiently and equitably.

Dr. Marchesso

Principal Signature

August 14, 2023

Date

**As a Sierra Madre Elementary student, I agree to carry out the following responsibilities:**

- Come to school on time every day, ready to learn and work;
- Bring only necessary materials to school and be responsible for my textbooks, materials, and clothing;
- Know that I am responsible for my own learning, and will ask parents, teachers, and peers for help only when needed;
- Submit completed assignments and homework on time;
- Know and follow all classroom and school rules;
- Limit my television, video games, and computer time and read at home every day;
- Show respect for the school, my classmates, the staff, and myself; and
- Make healthful food choices regarding snacks and lunch.

---

Student Signature

Date

Grade

\*If filled out electronically, typed name represents student signature



**As a Sierra Madre Elementary family/parent/guardian, I agree to carry out the following responsibilities:**

- Help students understand their responsibilities as listed above.
- Provide and ensure a quiet time and place for homework and monitor television, video games, and computer time.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school on time every day, gets adequate sleep at night, gets regular medical attention, and eats nutritious meals and snacks;
- Regularly monitor my child's progress in school;
- Support the school's safety, discipline and dress code policies;
- Participate in school activities such as Back-to-School Night, Parent-Teacher Conferences and Open House;
- Communicate the importance of education and learning to my child; and
- Respect the school, staff, and families.

---

Parent/Guardian Signature

Date

\*If filled out electronically, typed name represents parent signature

-----

I agree with all parts of this Parent/Student Handbook and will follow the rules and procedures as outlined and described.

---

Parent/Guardian Signature

Date

\*If filled out electronically, typed name represents parent signature

---

Student Signature

Date

Grade

\*If filled out electronically, typed name represents student signature



## Anti-Bullying Compact

I, \_\_\_\_\_, a student at Sierra Madre Elementary School, agree to work together to stop bullying at our school.

“Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

SME believes that no one deserves to be mistreated and that everyone regardless of race, color, religion, immigration status, nationality, size, gender, popularity, athletic ability, academic, social ability, or intelligence has the right to feel safe, secure, and respected. We desire to prevent bullying by establishing a positive, collaborative school climate, and clear rules for student conduct. Every student has the responsibility to help stop any type of bullying by 1) stopping rumors whenever possible, 2) telling an adult/supervisor when you see someone being bullied, or 3) telling an adult or campus supervisor when you hear of plans to bully someone or start a fight.

I agree to:

- Treat everyone with kindness and respect.
- Not engage in verbal, physical bullying or cyberbullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Speak out against verbal, physical bullying and cyberbullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

The discipline procedure for bullying is as follows:

1st Offense: Investigation by principal, counseling, verbal warning, parent contacted.

2nd Offense: Probable suspension (1 to 5 days depending on severity)

3rd Offense: Automatic suspension; Probable referral to placement hearing.

Please note that all students engaging in bullying behaviors are equally responsible, although consequences may vary. If you have friends who are bullying a student, you must immediately remove yourself from the situation and report it. By signing this, you are acknowledging that you understand 1) what bullying and cyberbullying is; 2) your rights regarding bullying; and, 3) the possible consequences associated with bullying others.

Adapted from New Lenox School District and LAUSD



\_\_\_\_\_  
Student's signature                      *Dr. Marchesse*                      \_\_\_\_\_  
Principal's Signature                      Date

## Sierra Madre Elementary School

### EMERGENCY INFORMATION

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

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

#### **Personal Contact Info:**

(1) Parent/ Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_

(2) Parent/ Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please list the names of the individuals authorized to pick-up your child in case of an emergency/ disaster.**

#### **Emergency Contact Info:**

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

(3) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

(4) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

#### **Medical Contact Info:**

Doctor Name. \_\_\_\_\_ Phone # \_\_\_\_\_

☒ I have voluntarily provided the above contact information and authorize Sierra Madre Elementary School staff to



contact any of the above on my behalf in the event of an emergency.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*If filled out electronically, typed name represents parent signature

## **PASADENA UNIFIED SCHOOL DISTRICT PARENTAL PERMISSION AND RELEASE FORM SCHOOL WALKING FIELD TRIPS AND/OR EXCURSIONS**

**PLEASE NOTE:** California State Education Code, Section 35330 in part provides: All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims. It is acknowledged that participation in the field trip is completely voluntary. There is no consequence if you choose not to have your child participate.

**PARENTAL PERMISSION:** Permission to participate in a school walking field or excursion any time during the school year is given as follows, by the parent/guardian:

My child, \_\_\_\_\_ whose school of attendance is **SIERRA MADRE  
ELEMENTARY SCHOOL** has my permission to participate in a school walking field trip or excursion any time during the school year. This parental permission is for the period of **AUGUST 12, 2022** through **JUNE 2, 2023**.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\*If filled out electronically, typed name represents parent signature

\_\_\_ Please check here if instructions for special medical treatment for the student are on file in the school.

### **MEDICAL AUTHORIZATION**

Should it be necessary for my child to have medical treatment while participating in this trip, I hereby give the Pasadena Unified School District personnel permission to use their judgment in obtaining medical service for the child and I give permission to the physician selected by the Pasadena Unified School District personnel to render medical treatment deemed necessary and appropriate by the physician. I understand that the Pasadena Unified School District has no insurance covering such medical or hospital costs incurred for my child and, therefore, any cost incurred for such treatment shall be my sole responsibility.

School Sierra Madre Elementary School Date \_\_\_\_\_

Student Name \_\_\_\_\_ Emergency Telephone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_



Print Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

\*If filled out electronically, typed name represents parent signature