

Cleveland Elementary School Parent-Student Handbook 2024-2025

Cleveland Elementary School
4760 Hackett Avenue, Lakewood, CA 90713
(562) 420-7552
FAX (562) 420-7820



Long Beach Unified School District
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8000

Cleveland School Office Personnel

Nicole Reyes.....Principal
Amy Williams.....Counselor
Ana Speedone Sales.....Nurse
Martha Martinez..... Senior Health Assistant
Roxana De La Torre.....Elementary School Office Supervisor
Karla Ramos.....Intermediate Office Assistant
Julia Thomas..... Plant Supervisor

Office Hours

7:30 a.m. - 4:00 p.m. Monday - Friday

Board of Education Members

Diana Craighead, District 5 - President
Douglas Otto, District 4 - Vice President
Erik Miller, District 2
Juan Benitez, Ph.D., District 3
Maria Isabel López, District 1

Diana Craighead, District 5, Cleveland's Representative
Assistant Superintendent of Elementary Schools, David Zaid
1515 Hughes Way, Long Beach, CA 90810, (562) 997-8247

Cleveland Bell Schedule 2024-2025

Playground Opens: 7:45 (gr. 1-5) Breakfast: 7:40 - 8:00 Playground Closes: 3:05

Grade	Start Time	1st Recess	Lunch	Recess	Regular Day Dismissal	Prep Day Dismissal Thursdays
TK	8:00	9:15-9:45	11:00 – 11:40	12:40-1:10 (Thursday 12:40-1:05)	2:00	1:30
Kinder	8:00	9:45-10:15	11:20 – 12:00	1:10-1:40 (Thursday 1:05-1:30)	2:00	1:30
1 st	8:00	10:00-10:15 (Thursday 10:00-10:20)	11:30 - 12:10*	12:50-1:05 (Thursday No 3rd Recess)	2:05	1:30
2 nd	8:00	10:00-10:15 (Thursday 10:00-10:20)	11:40 – 12:20*	12:50-1:05 (Thursday No 3rd Recess)	2:05	1:30
3 rd	8:00	9:55-10:15 (Thursday 10:00-10:20)	11:50 – 12:30*	1:20-1:30 (Thursday No 3rd Recess)	2:05	1:30
4 th	8:00	10:00-10:15	12:00-12:40*		2:10	1:30
5 th	8:00	10:00-10:15	12:00-12:40*		2:10	1:30

Thursday Prep Day Dismissal

TK – 5th	1:30
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Thursday Prep Day

Teacher Prep Time	1:30-2:15
Teacher Meeting	2:15-3:15

Dates When School is NOT in Session

Sept. 2	Labor Day
Nov. 1	Pupil Free Day
Nov. 11	Veterans Day
Nov. 25 – 29	Thanksgiving Recess
Dec. 23 – Jan. 3	Winter Break
Jan. 20	M.L. King Jr. Day
Feb. 10	Lincoln Day
Feb. 17	Washington Day
April 11	Admission Day
April 14 – 18	Spring Recess
May 26	Memorial Day

LBUSD Minimum Day Dismissal

TK – 5th	1:00
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Minimum Days

August 27	First Day of School
September 17	Back to School Night
November 4- 12	Parent Conferences
December 20	Winter Break
April 1 & 2	Parent Conferences
May 20	Open House
June 12	Last Day of School

Minimum Days & Thur. Prep Day

Afternoon recess canceled for 1st - 3rd

Every Friday is College Day!

Come in uniform or wear a t-shirt, jersey or sweatshirt with a college name on it.

Cleveland Informational Bulletin / Parent-Student Handbook



EMERGENCY CONTACT INFORMATION on ParentVue -You can edit contact information yourself on-line by doing the following: log into Parent Vue at <https://parentlbusd.lbschools.net/> , go to the Student Info tab then click "Online Registration" select "2024-2025 Annual Student Verification". Please complete by Monday, September 9th.

Please be sure to edit/add the following information:

- * Correct home, cell and work telephone number.
- * Telephone numbers of three other adults to whom we can release your child in the event of an emergency.
- * Name and telephone number of your doctor in the event of an emergency.
- * Your current email address

BACK TO SCHOOL NIGHT Back to School Night is **September 17, 2024 from 5:30- 7:00 pm**. This is a perfect opportunity to hear what your child's teacher has planned for classroom instruction for the school year. **This event is for parents/guardians only.** Students are to remain at home. This is a **DISTRICT MINIMUM DAY** with a 1:00 pm dismissal.

CONFERENCES

Parent-Teacher conferences will take place from November 4-12. All of these days are **MINIMUM DAYS with a 1:00 dismissal**. Please send a note or call your child's teacher if you wish to schedule a conference at another time. We encourage you to communicate frequently with your child's teacher. Parent involvement is one of the greatest predictors of student success in school.

FORGOTTEN LUNCHES/HOMEWORK/MUSICAL INSTRUMENTS

Bring these items to the table in the foyer. **Please do not interrupt instruction by delivering items personally.** Please discuss with your child that he/she should visit the office before going to lunch or to music instruction to see if the forgotten item has been dropped off. We appreciate your assistance in keeping the delivery of forgotten items to a minimum. For the 2024-2025 School Year, meals to all students will be free of charge. However, we are still asking households to complete a meal application in order to provide continued financial support to the District and the school. Please fill out the meal application at: <https://longbeach.rocketscanapps.com/>

Bringing Lunch for Your Child

Please have your child bring lunch to school in the morning. If it is a special occasion and you want to bring a special lunch, please make prior arrangements with your child so they can pick it up from the table in the foyer during their lunch. If you wish to pull your child out for lunch you may come to the office and sign the student out-please keep this to a minimum basis for it is distracting to the school environment. We will not interrupt the class, yet we will inform the rec. aides to notify your child when dismissed for lunch. If you wish to have lunch with your child, it must be approved by the principal and you must have a VIP badge if you wish to eat on campus.

PLAYGROUND SUPERVISION HOURS

Playground supervision is provided in the morning beginning at 7:45 a.m. FOR GRADES 1-5. For your child's safety, **do not allow him/her to come to school before 7:45 a.m.**

The cafeteria will serve **breakfast from 7:40-7:55 a.m.** If children eat breakfast at school, they must go directly to the cafeteria. Please do not permit your students to come to school before these times. There is no supervision before or after the designated hours.

Currently, **after-school supervision** is provided by the district until **3:05** every afternoon. Please refrain from calling the office to pick up your child on the playground after school. Please follow the policy of parking and walking on the campus to pick up your child.

On rainy days, after school supervision will take place in the auditorium until 3:05 p.m.

The playground is open daily until 3:05 p.m. All children in grades 1-5 are invited to join in the fun! Please note: children must leave the playground promptly by 3:05 p.m. Students who are not picked up by 3:05 p.m. will wait in the office. Students who are picked up late 3 times may lose the privilege of remaining after school. Cleveland does not provide childcare; however, our Kids' Club program (TK - Grade 5) and WRAP program (Grades 1-5) are available for students.



KIDS' CLUB

Kids Club is open 6:30am - 6:00pm. Applications are available electronically by the supervisor. The cost is \$250 per month with a \$50 registration fee per child. Some of the activities include field trips, science, PE, art and crafts, and homework time. Any questions, contact Ms. Adriana Tejada, Supervisor of Kids' Club, 562-425-2258 or stop by room B45. You can visit their website at: [Kids Club](#)

WRAP: Winners Reaching Amazing Potential

WRAP is a free program for students after school. This program is great for parents who do not need morning care. This program is funded by PROP 49, ASES, After School Enrichment and Safety. The program structure includes the following: recreation, enrichment, and homework assistance. A healthy snack is provided each day. The expectation of acceptance is that your child attends every day until 6:00. Registration starts in May. Spots are limited. If you are interested, please contact WRAP at wrapcleveland@lbschools.net, call 562-756-0881. Or, visit their website: <https://linktr.ee/wrapcleveland>

STAYING AFTER SCHOOL WITH THE TEACHER

Occasionally, students may be asked to stay after school for individual help or to finish work not completed in class. You will be notified if your child needs to stay after school for more than 10 minutes. Please notify the teacher and make alternative arrangements if there is any reason your child cannot stay after school.

PLAYGROUND SAFETY

Each teacher will discuss and show safe practices and rules for playground equipment and games during the first week of school. There will be an Expectation Assemblies also for all students where the counselor and principal will review the rules and practices also.



ARRIVING TO SCHOOL LATE

Students who are **more than 30 minutes** late must come into the office with their parent/guardian to sign them in. The student will receive a pass to class and will be marked tardy. Students who arrive **less than 30** minutes late should go straight to class. The teacher will mark the student tardy.

RELEASING STUDENTS DURING SCHOOL DAY

Students must be signed out in the office. Teachers are not permitted to release students from the classroom without notification from the office. The office will send for your child once the ID is verified. Your child will meet you in the office. Only persons listed on the enrollment/ emergency card are allowed to check your child out of school. For the protection of your child, **photo identification is required.** **Students will be marked absent from the time they miss to the end of the school day**



CHANGE OF ADDRESS AND PHONE NUMBER

Phone numbers and emergency contacts can be updated via [ParentVue](#). In order to complete a change of address, you can first update it in ParentVue and then come to the office with ID and [two proofs](#) of residence.

MOVING OR TRANSFERRING

Please notify the school office immediately if you plan to move or transfer to another school. Records will be sent when requested by the new school.

PHONE CALLS TO THE OFFICE

We value the learning time for our students, so please **do not** ask the office to relay messages to your child in their classroom unless it is an **emergency**. Please make sure you communicate necessary family information to your child before school in the morning. Voice mail messages and emails are the best way to communicate with teachers during closed hours.



CELL PHONES

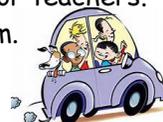
We encourage you to have your child leave their cell phone at home. We understand that for safety reasons some of you would like your children to have access to a cell phone before and after school. If you send your child to school with a cell phone, please explain to your child that the phone must be kept out of sight. They may not use their phone during school time, which includes recess and lunch. Students can use the cell phone after school to contact their parents. The school is not responsible for the damage or loss of a cell phone.

Using a cell phone during school time is not appropriate for school and it will not be allowed. If a student shows inappropriate photos to other students from their phone, either through photos, emails or instagrams, the child will be disciplined following the district guideline for "Distribution of Inappropriate Material", which may include suspensions or expulsions. Remind your child to turn off the ringer on their phone before getting on campus. If your child is caught using it at school, texting friends, taking photos, or just messing around with it, the phone will be confiscated. Once confiscated, a parent or guardian will have to pick it up at the main office. If the child comes to the office at the end of the day asking to use their cell phone, we will allow it to be used to contact their parent and or see if their parent left them a message, but we will only return it to the parent/guardian.

CHILD CUSTODY

Child custody agreements will not be enforced unless official court documents are on file in the child's school records.

PREP DAY THURSDAYS Every Thursday will be an early preparation day for teachers. Students in grades TK-5 will be dismissed at 1:30 p.m. The playground will be supervised until 3:05 pm.



DROPPING OFF AND PICKING UP CHILDREN BY AUTOMOBILE

Parents **must** exercise great care when picking up children or dropping them off at school by automobile. Please do not jeopardize children's lives or encourage poor safety habits by asking children to step between parked cars or cross the street without being in the crosswalk. Please exit your cars and assist your student in crossing the street safely at crosswalks.

We highly recommend that you use our Valet Drop-Off Program located directly in front of the school. You may simply drive up, drop off your child and leave. Our students, supervised by a staff member, are very helpful and do a great job of implementing this drop off service. Staff and students are there to assist children from 7:45 am - 8:00 am each morning.

Transitional Kindergarten and Kindergarten students should line up with their parent/guardian on the sidewalk in front of the school on Hackett. Your child's kindergarten teacher will explain the specific line-up and departure procedures for her class. Valet drop off is also available for Early Start Transitional Kindergarten and Kindergarten students. An adult will keep the students as a group by the valet and will walk them to class at 8:00.

If you will not be using this service, please arrange to pick up and drop off your children on Hackett Avenue, Turnergrove Street or on Josie Avenue. Be sure to drop them off on the school side of the street. **Please assist the city in its efforts to keep our children safe by heeding the following regulations and courtesies. Please be mindful of our neighbors by not parking or blocking their driveways.**

PLEASE:

- Use the Valet Drop-Off Program located in front of the school.
- Pick up and drop off students on the school-side of the street. The Sheriff's Department will issue tickets to drivers who drop off students across the street from the school or double-park and drop off students!
- Use the three-minute parking and unloading zone located on the east side of Hackett, Monday through Friday, 7:00 a.m. until 4:00 p.m.
- Do not drive into the staff parking lot to pick up or drop off students.
- Do not double park or turn around in the middle of the 4700 block of Hackett and/or Josie Avenues.
- Do not park in the areas between the signs designating school bus parking posted in front of the school.
- Do not block the driveways of our neighbors.

When bringing your children to school in the morning and picking them up after school, **please do not wait in the hallways of the buildings.** In the morning, teachers are busy preparing for the day or attending meetings. In the afternoon, students are easily distracted when parents are waiting outside the door. **You may pick up your child in front of the school or on the playground at their assigned classroom.**

STAFF PARKING LOT

The staff parking lot off Josie is for staff members **ONLY**. Please **do not drive into the parking lot** to drop off students or pick up students. Also, **do not walk your child through this parking lot or send your child through the parking lot** which could cause an unsafe situation.

STREET SWEEPING

There is **NO PARKING** on the school side of any of the streets surrounding the school on Fridays from 5 a.m. until 7 a.m. **There is NO PARKING on the opposite sides of any of the streets surrounding the school on Fridays from 7am until noon.**

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school without permission from the office except at dismissal times.

WALKING SAFETY

Take time to discuss with your child the safest route and safety rules for walking to school. Encourage your child to walk home with a friend and show your child homes that are safe to go to if they need help. If you would like a paper that has a street map surrounding the school so you can mark your child's route, copies are available in the main office.

SAFETY TO AND FROM SCHOOL

In order to ensure an effective safety program, parents are urged to frequently remind their child of safety rules and the safest route while coming to and from school. Please urge your child to cross only at intersections using the crossing guard service where available. Crossing guards are provided by the City of Lakewood at Palo Verde and Del Amo and Palo Verde and Turnergrove before school and at dismissal times. Children must follow the crossing guard's instructions when crossing these intersections. Review the Safe Route Map with your child and stress basic safety rules and the importance of following the crossing guard's directions.

Students who use bus transportation to and from school must be punctual when catching the bus and must behave properly when riding the bus. Bus citations are given by drivers for improper conduct. Students who earn two or more citations face serious consequences, including suspension from the bus. If students are suspended from the bus, they are still expected to attend school. Suspension from the bus is not an excuse to be tardy or absent.



BICYCLE SAFETY

Students are required by law to wear safety helmets. Students without helmets will not be allowed to ride their bicycles to school. For students who ride their bikes, bicycle racks are available in the back of the school by the parking lot. Bicycles must be walked on campus.



SKATEBOARDS

Students are not allowed to ride their skateboards anywhere on campus. This is a school district policy. These areas include the blacktop near the valet drop off and the sidewalk in front of the valet. If a student is seen riding their skateboard, their skateboard will be confiscated and taken to the main office. It will be given back to only a parent.

If a student rides a skateboard to campus, they must lock their skateboard in the rack near the 5000 bldg. entrance.

STUDENT PROPERTY

Remind your children to keep their toys, games, and other play equipment at home. Additionally, do not allow your children to wear expensive jewelry or bring valuable personal items to school. The school is not responsible for the loss or damage to personal property of students.

SCHOOL PROPERTY

We know that you will work with us to develop pride in our school and community by encouraging your child to show respect for school property. Funds spent to repair damage caused by vandalism means fewer dollars for student materials, texts, and supplies. We depend on you to support us in building pride in our school and community by encouraging your children to show respect for school property.

HOMEWORK

Homework guidelines from your child's teacher will be sent home within the first month of school.



OFFICE TELEPHONE USE

Students will be limited in the use of the office phone. Calls may be made only in unusual or emergency situations. Arrangements to go to a friend's house or to remain on the playground must be made with parents/guardians prior to coming to school.

BREAKFAST/LUNCHES

For the 2024-25 school year, meals for all students will be free of charge.

STUDENTS MAY NOT SELL ANY ITEMS ON CAMPUS

Please advise your child that students may not sell items on campus, unless it is a Student Council Fundraiser.

CANDY & GUM



Candy should not be brought from home to be eaten at school. Gum is not allowed at school at any time.

PARTIES AND REFRESHMENTS



Distribution of food for your child's birthday is not permitted.

Invitations to private parties should be made directly to the parents of children involved, not handed out on the playground or in the classroom.

BACKPACKS

Backpacks with wheels are not allowed due to safety. Students run over people's feet and people often trip over them. (Please contact the principal if a student needs to bring this type of backpack.)



RAINY WEATHER

Our schedule on rainy days remains the same. All students are dismissed at their regular dismissal time. When students arrive on campus, they should go to the cafeteria to eat or the auditorium to stay dry. Students will be supervised there until school begins. Please explain to your child that playing in the puddles is forbidden. We do not change out clothes if students are playing in the puddles. When the grounds are too wet or the weather too inclement for students to play outside, recesses and lunch will take place inside.

UNIFORMS

We encourage ALL Cleveland students to wear their red, white, and navy blue uniforms with pride. Our PTA sells t-shirts and sweatshirts, at cost.

If any child needs assistance, please contact our school nurse. We can set students up with the Uniform Assistance League which provides two complete uniforms for any student who needs assistance. The nurse will keep confidential the names of students who need assistance.

100% uniform compliance is our goal this year! Please support our efforts to keep your child safe and focused on learning, by having him/her in uniform each day.

Cleveland Uniform Policy

- Navy, red or white long or short sleeved shirts and blouses, as well as turtlenecks, are acceptable. No logos, writing or decorations. (No tank tops or spaghetti strap tops)
- Navy or dark blue pants, walking shorts, skirts and jumpers are acceptable. **DARK INDIGO** jeans are acceptable. (Shorts and skirts must not exceed 2 inches above the knee.) No "short" shorts.

- Cleveland school t-shirts and sweatshirts may be worn any day. For spirit wear information please visit Cleveland's PTA website at www.clevelandpta.com
- Lightweight jackets, sweaters and sweatshirts must be solid red, white or navy/dark blue with no logos or writing.
- Boy Scout, Girl Scout and Campfire uniforms may be worn to school on meeting days.
- Clothes **MUST NOT** sag or bag.
- Rainwear and heavy outerwear may be left to the discretion of the parents. No logos, please.
- Socks must be worn; however, the color is up to the discretion of the parents. Solid red, white or navy/dark blue footed tights are acceptable.
- Shoes must be closed-toed for safety reasons. Tennis shoes are strongly recommended. (No sandals or Crocs)
- For sun protection, "Bucket Hats" 2-4 inch brim are acceptable. No logos, please. No other hats may be worn except for the Cleveland Spirit Wear baseball cap. Hats and hoodies may not be worn in class.
- College shirts can be worn on Fridays.

Labeling Personal Items

All sweaters, coats, jackets, lunch kits and other personal belongings which are brought to school should be clearly labeled with the child's first and last names.

Lost and Found

Parents and children are welcome to go to the front of the auditorium before or after school to check on lost articles.

Sun Protection

Skin cancer is the most common form of cancer - accounting for about half of all the cancers. California law (SB 310, 2002) requires California public schools to allow students to wear sun-protective hats and clothing **when they are outdoors on campus**. California law (SB 1632, 2003) also requires California public schools to allow students to carry and self-apply sunscreen on campus without a physician's note or school staff oversight. LBUUSD support the mandates of SB 310 and 1632.

The American Cancer Society and the California Department of Health recommends the following as the best ways to lower the risk of non-melanoma skin cancer:

- Reduce prolonged sun exposure from 10 a.m. to 4 p.m., when UV rays are strongest.
- Wear tightly-woven, loose fitting clothing that covers as much of the body as possible.
- Wear a wide-brimmed hat (2-4" brim recommended), shading the face, ears and neck. Only the school baseball hat is permitted. If a baseball cap is worn, remember to protect the ears and neck with sunscreen. Head wraps and bandanas are **not** to be worn on campus and do **not** qualify as sun protective wear.
- Wear sunglasses that provide 100 percent UVA and UVB (broad spectrum) protection for the eyes and the surrounding skin.
- Use sunscreen with a sun protection factor (SPF) of 15 or higher. Apply a generous amount (about a palmful) and reapply at least every two hours when outside.

We request your valued support to assure that your student understands and complies with the LBUUSD School Dress Code (See Guidelines for Parents and Students at lbschools.net). Should you send your student to school with sun-protective hats and clothing, we will allow him/her to wear it while outdoors on campus. **Any sun protective hats and clothing must be removed when inside buildings and classrooms.**

Please discuss this information with your student. Additional information can be found at the American Cancer Society www.cancer.org or the California Department of Health at <http://www.dhs.ca.gov/ps/cdic/cpns/skin>. If you have any questions or need further clarification, feel free to contact your child's school.

ABSENCES

Regular attendance is important for your child's success and achievement in school.

Please try to arrange for your child's doctor appointments to be after school. If this is not possible, it would be beneficial to your child if you made the appointment later in the morning so that your child could begin the school day, go to the appointment, and then return to school. Please do not plan for vacations on school days. Students attending Cleveland on certain special transfers may have their transfers revoked if their attendance and/or punctuality are poor.

Please do not send your child to school when he/she is ill. This may expose other children to unnecessary illnesses. Although we stress the importance of good attendance, a student who appears ill should remain at home and a family physician should be contacted. A child should be free of symptoms and should be fever free (99° or lower) for at least 24-48 hours before returning to school. We cannot diagnose or prescribe medication for illnesses. We are legally restricted to give only first aid for injuries taking place at school.

The school's attendance reporting has gone on-line. **Reporting full day absences ONLY please use the google form: [Report an Absence](#)**

Per district policy, absences can only be excused if reported within 5 school days. Please allow 3-5 days for the absence to be updated. Once you report your students' absence please disregard the automated call from the district.

***It is not necessary to call the office to report the absence as it has already been submitted, you should receive a google form confirmation email.**

Occasionally, even if you do call in, you will get that phone call because the system takes time to update or our internet is down. We are truly sorry for the inconvenience. If you forgot to submit the google form, please submit **written documentation** to your child's teacher the day your child returns.

It must include the following:

- First and Last Name of the Student
- Grade
- Teacher name
- Reason for Absence (example: ill, doctor or dental appointment, court hearing)
- Date of absence
- Parent/Guardian Signature

The following are the **only** excused absences:

- Doctor or dentist appointment with verification from doctor's office
- Therapist note
- Court hearing with student's name as mandatory to attend
- Parent/Guardian note explaining illness (3 consecutive days max)
- Religious, 1 time per week
- Bereavement of immediate family, 1 day in state, 3 days out of state



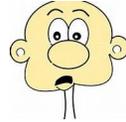
TRUANCY

If your child is late over 30 minutes and does not have a reason from the list above, by district guidelines, it is considered an unexcused late truant.

If you get three unexcused/unverified absences, lates, or early outs in excess of 30 minutes, you will receive a very official truancy letter with the principal's signature, **generated by the on-line system**. Per district policy, absences can only be excused if reported within 5 school days. Please do not shoot the messenger. **The district mandates that these letters are sent out**. If you can clear the absences, call the office. If you can't, understand the letter is generated by the district to comply with legal mandates and to stress the importance of attendance. The following is information for parents/guardians from SARB, the Student Attendance Review Board.

MEDICATIONS

If your child needs to take medication at school, please pick up the necessary [form](#) from the school nurse, complete your portion, have your doctor's office complete and sign the doctor's portion, and bring the completed form and the medication to the office. No medication (prescription or over-the-counter) may be dispensed without the form on file in the office.



FIRST GRADE PHYSICALS

California law stipulates that no later than 90 days after entrance into first grade, each child must provide the school with the *Certificate of Examination for Entry into Grade One* form appropriately completed. The law permits the acceptance of reports on examination which were completed up to 18 months prior to entry into grade one. If you have not received the certification form, please pick one up in the school Office. Completed forms should be turned in to the school office immediately.

ADULTS ON CAMPUS

Adults and Non-Students on Campus, Safety Precautions

In order to maintain security for students and adults on campus and to protect the instructional program from interruptions, all visitors, including parents, must report to the office upon entering the school site.

When visiting your child's classroom for a prearranged visit, **you need to report to the office first and obtain a visitor's badge**. Visitors need to sign in/out and will be given a VISITOR badge to wear while on campus. This is to ensure your child's safety by helping school personnel quickly identify visitors on our campus. If you are a VIP, you must sign in and wear your VIPS badge if they are walking on campus.

MEETING WITH THE TEACHER

Each member of Cleveland's staff wishes to extend to you a cordial welcome to visit our school. Close home/school contacts are vital to the success of our program and are continuously encouraged. Since teachers are involved with the children during instructional hours, it is recommended that a conference be planned for after the school day. Impromptu conferences may not be held during instructional time. It is best to send a note to arrange a conference in advance. Parent-teacher conferences will be scheduled in November (for all students) and in March (for selected students). You will be contacted regarding the dates and times.

We encourage you to come to school to talk with the teacher, principal or counselor whenever you have questions or concerns. It is through close cooperation between home and school that we can do the very best for each child.

CONCERNS WITH OTHER STUDENTS

If your child is having problems with other students, please bring it to the attention of your child's teacher or the administration. We want to know and we are here to help. Parents/guardians or older siblings shall not address the other student.

PTA

All parents, teachers, and interested community members are encouraged to



join and participate in the Parent Teacher Association at Cleveland. This active group is dedicated to our students and school. They help support our goal to provide the highest quality educational program possible for our students. The PTA President can be reached at PTA90713@gmail.com.

VIPS (Volunteers in Public Schools)

We encourage you to become involved in our VIPS program at Cleveland. Your participation in the classroom, office, or at home is greatly appreciated. You must be a district approved VIP in order to assist in your child's classroom or to participate in class field trips. The application process can take up to 6 weeks. Please don't wait until right before a field trip to apply. VIP applications are done electronically at: [VIPS website](#). A TB test is needed and is good for four years. VIPS must sign in and wear their VIP badge when on campus. They must return the badge when signing out. Non school-aged siblings should not be present on campus while you are volunteering.



SAVING PAPER

The district's parent notification booklet, "Guidelines for Parent and Students", is available for viewing on www.lbschools.net. We encourage you to review. If needed, copies of the booklet are available in the office.

Guidelines for Success for Cleveland Students and Staff

We are...

Responsible & Respectful

Organized

Confident &

Kind

We ROCK!



ACADEMIC EXPECTATIONS

Our primary goal at Cleveland is to provide your child with a quality education. All students should know that their parents and teachers expect them to be successful in school. Success is measured in terms of student attendance, participation in class, the ability to get along with others and the scores/grades that students receive on class work, homework, tests and report cards.

CLEVELAND EXPECTATIONS

Students are expected to behave in the classroom, on the playground and in the cafeteria. School-wide and classroom rules will be explained to all students. Following rules can keep everyone safe. Safety, as well as education, is a high priority at Cleveland.

Please read and review the following school-wide discipline plan with your child:

GENERAL RULES

Students will:

1. Show respect and cooperation to all adults and peers.
2. Follow directions/rules the first time they are given.

3. Play and work safely, while keeping hands, feet and objects to themselves.
4. Follow school safety rules.
5. Respect both school and others' property.
6. Follow district and school-approved rules for games.
7. Stay in assigned play areas beyond the red lines.
8. Walk bicycles on campus.
9. Keep gum away from school.
10. Eat in the lunch areas only.
11. Wear attire to school that is approved by the Long Beach Unified School District and Cleveland School.
12. Refrain from using profanity.
13. Keep dangerous implements, objects, or weapons away from school.
14. Use Conflict Resolution techniques to solve problems cooperatively.

PLAYGROUND RULES

Students will:

1. **Arrive at school NO EARLIER than 7:45 a.m. There is no supervision on the playground until then.**
2. Leave toys, games, and other play things at home.
3. Follow the freeze bell rules:
 - Kneel immediately when the bell rings and wait for a whistle.
 - If on equipment, get down, and then freeze.
 - **WALK directly** to classroom lines after the whistle is blown.
 - Hold all playground equipment while walking to class.
 - Go to the drinking fountain or bathroom during recess, not after the bell has rung.
5. Refrain from wrestling, playing tag, excessively chasing or play fighting.
6. Refrain from throwing rocks or other dangerous objects.



EQUIPMENT RULES

1. No object is to be carried by any child while climbing on apparatus.
2. Bars and rings are for children who can reach them without help.
3. **At least one hand must be in contact with the apparatus at all times.**
4. No sitting or standing on apparatus.
5. No playing under apparatus.
6. Only two people on a bar at one time.
7. If there is a line, only two "tricks" per turn.
8. No tickling or pushing friends on the equipment. **DANGEROUS!**

Kindergarten Slide:

1. Only one child on the ladder at a time.
2. Climb up the ladder one step at a time.
3. Slide down in a sitting position with feet forward.

Balls:

1. Volleyballs and basketballs are not to be kicked.
2. Balls are not to be bounced or kicked against any building.

RESTROOM RULES

Guidelines for Success

Procedures for Students:

- Walk into the restroom and wait quietly for their turn.
- Use the facility correctly and flush.



- Wash their hands with soap without making a mess.
- Throw away trash in the trash can.
- Leave immediately and quietly to return to class or playground.
- Students must wear TBD when going to the bathroom during class.
- Students will use the hallway during class time for safety to access the bathroom.
- Students must sign out and in when leaving class. (Teacher's Preference)
- Students must immediately report any unsafe or messy situations.
- Grades K, 1 and rooms 40 and 41 will use a buddy system.

Students should never:

- Go to the bathroom anywhere except the urinal or toilet.
- Stand on anything but the floor.
- Play with or around the doors.
- Peek under or over the stalls.
- Lock anyone in or out.
- Scream or yell.
- Hang out, play, loiter or spend any extra time in the bathroom socializing.
- Litter
- Vandalize or destroy the bathroom.
- Play with the lights.
- Swing on stall doors

AUDITORIUM/ASSEMBLY RULES

Students at Cleveland follow the **CHAMPS** for Assembly: **Manners with Interaction**

CONVERSATION: Students **may** engage in responding to the speaker or presenter with appropriate responses like singing or chanting. **Voice Level: 4**

HELP: Students **should** get their teachers' attention **only** in an emergency (absolutely need the bathroom, someone hurting or disturbing them or they are ill).

ACTIVITY: Students are expected to sit on their bottoms, facing forward listening with hands and feet to themselves unless dancing or moving to the directions of the speaker or music.

MOVEMENT: Students may clap appropriately, get up and walk to the front if their name is called and shake hands. Other movements may include dancing, waving hands or following the direction of the speaker.

PARTICIPATION: Students are participating fully and being responsible by looking at the speaker, listening to and following directions of the speaker, clapping for fellow students, and sitting safely in their seats. If asked, students should answer the speaker when prompted. Students should also say "Thank you" when given something.

SUCCESS!

LUNCH RULES

Students will:

1. Follow the general rules.
2. Leave playground equipment in the assigned areas while eating.
3. Talk quietly and remain in their seats while eating.
4. Remember, you are not permitted to share food.



5. Remain at lunch tables or assigned areas until dismissed.
6. Place all trash in containers.
7. Line-up (walking quietly).
8. Exiting quietly.

CHAMPS for Lunchtime Behavior

Conversation

Students can engage in conversation with other students sitting nearby. Voice level should be level 2 for conversation within the group.

Help

Students should raise their hands to get up or ask an adult for help.

Activity

Students will sit at lunch tables, benches or on grass areas and eat. Students will throw out their trash before they leave for the playground.

Movement

Students may walk to throw out trash and to leave the lunch area or get help after getting permission. Otherwise, students should remain in the same area sitting while they are eating. Students may walk to the playground

Participation

Students are eating, students are sitting carrying on quiet conversations and leaving the area with trash picked up when they are done.

Success!

BUS RULES

Students will:

1. Go directly to bus lines
2. Stay in assigned lines.
3. Follow the driver's directions the first time given.
4. Follow all bus rules:
 - No food may be eaten on the bus.
 - Students must stay seated at all times.
 - No hands, feet, etc. hand out of the windows.
 - Talk in a quiet voice on the bus.

CONFLICT RESOLUTION RULES

Students will attempt to solve problems among themselves before seeking teacher intervention. Conflict Resolution strategies are as follows:

Statements children will make:

1. **What** was done that you didn't like.
2. **How** it made you feel.
3. **What you want** from that person.
4. **What you can do** to help solve the problem.

Rules to follow:

1. No interrupting
2. Give eye contact
3. Stay on the current issue

4. No name-calling or threats

A two-way exchange will take place:

1. Child A follows the above statements. Child B listens, reflects, and repeats in his/her own words what Child A said.
2. Children switch roles. Child B talks and Child A listens and repeats.
3. Children work together to come up with some solutions.

If conflict is not resolved, students should seek an adult or designated peer conflict manager to facilitate them in the above process.

REWARDS:

When students choose to follow the rules, rewards will be used to encourage consistent good behavior. The following positive support will be provided for students following the rules:

1. Good news phone calls home from the principal will be made to those students who have been referred by a teacher for doing an outstanding job in the classroom or on the playground.
2. Teachers will select students monthly to be recognized at the Spirit Assemblies
3. Teachers/Staff will reward students for making good choices with "You ROCK Good Slips". Good Slips can be turned in for chances to win some fun prizes. (Example of Rock Slip bel

<p>You ROCK!</p> <p>I was</p> <p>_____ Responsible/Respectful</p> <p>_____ Organized</p> <p>_____ Confident</p> <p>_____ Kind</p> <p>Comment:</p> <p>Name:</p> <p>Room:</p> <p>Given by:</p>
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CONSEQUENCES:

As we all know, students will make mistakes. In most cases we try to resolve and reteach as part of the learning process, yet parents/guardians have the right to be informed, especially when behavior is unsafe or repetitive.

These behaviors may receive no verbal warning and can result in principal/counselor intervention, detention, and/or suspension. Behaviors include the following:

1. Hitting/kicking another person
2. Fighting
3. Displaying defiant and disrespectful behavior to adults
4. Using profanity and/or obscene language or gestures
5. Causing damage to property
6. Theft of school or personal property
7. Chronically abusing school rules
8. Possessing anything at school that relates to drugs or gangs
9. Possessing dangerous implements, objects, or weapons at school

- 10. Bullying
- 11. Sharing or showing inappropriate photos or messages on their cell phone

ANTI-BULLYING POLICY

Bullying is defined as any physical, verbal, or indirect hurtful or aggressive act toward an individual or group that is intentional and typically repeated. Cyberbullying is a form of bullying and is defined as a misuse of technology to harass, intimidate, bully or terrorize another person. The bully seeks power or control with actions that may include the following:

Physical: Pushing, shoving, hitting, kicking, theft

Verbal: Name calling, teasing, laughing at, threatening

Indirect: Spreading rumors, excluding someone from a group, gossiping.

Cyberbullying: Inappropriate rumors or threats sent through e-mails, instant messages, text messages, or Web site posts, with the sender often anonymous or disguised as someone else.



At Cleveland, it is made clear that bullying will not be tolerated. Please reach out to your child's teacher if you have concerns about bullying on campus.

In Possession of a Weapon or Look-Alike at School

It is important to caution all students regarding student possession of a weapon or look-alike at school or at any student body activity (even those off campus). This bulletin is to place students on notice that any possession of a weapon while at school, going to and from school, or while at any student body activity, will result in disciplinary action. The discipline ranges from a disciplinary transfer to another school to expulsion from the Long Beach Unified School District. This also includes instances where a student is not the owner of the weapon.

Involvement in Drugs or Alcohol at School

It is important to caution all students regarding student involvement in drugs and alcohol at school or at any student body activity (even those off campus). This bulletin is to place students on notice that any involvement in these controlled substances while at school, going to and from school, or while at any student body activity, will result in disciplinary action. The discipline ranges from a disciplinary transfer to another school to expulsion from the Long Beach Unified School District. This also includes instances where a student is not the owner of the substance.