

Principal Barraza's Message:

Dear Students, Parents, & Guardians:

Welcome to Sparks Elementary School! We are excited to begin this new school year with our TK-5 grade students!

Our goal is to provide academic excellence to each student with an exciting and challenging educational program that meets his/her individual needs. We believe strongly that each student will learn in an environment that is safe, orderly, positive and productive with teachers who hold high expectations for all students, both behaviorally and academically.

All students learn best when expectations are high and student achievements are recognized. Students need purposeful high quality instruction in a positive and stimulating environment conducive to learning, this is why we implemented the core *New Pedagogies Deep Learning (NPDL) 6 C's*: <https://deep-learning.global/>

The Sparks Code of Conduct is - **Safe, Clean, Kind, and Ready to Learn**, this is fundamental to our overall learning environment. Our Multi-Tiered Support System (MTSS) <https://www.cde.ca.gov/ci/cr/ri/mtss/comprti2.asp> MTSS develops positive character traits as a citizen of our school and community. Students have the opportunity to earn academic and/or behavior tickets based on their efforts, along with citizenship awards and incentives such as "Eagle Bucks" to be exchanged for a variety

of prizes provided by our Families In Actions (FIA) program.

In order for all of our students to achieve at or above grade level, we must work together as a team. To achieve this team goal, ongoing communication is essential with all stakeholders. Parent's active involvement in their child's education will greatly increase students' academic achievement.

Sparks Elementary School's mission is to prepare ALL students for a future College and/or Career Education, whether it is a University, College, Community College, Military or Vocational training programs. Preparation for lifelong learning begins here at Sparks Elementary.

Doing Ordinary Things in
Extraordinary Ways,

Principal G. Barraza



School Mantra:

*I am a scholar.
I am productive.
I am aspiring.
I am resourceful.
I am knowledgeable.
I am a special Spark's student.*

School Colors: Blue and Yellow

School Mascot: Bald Eagle

Vision Statement

Sparks Elementary School is a dynamic community of students, teachers, and parents. Our goal is to help every student reach his or her potential through NPDL 6 C's Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking.

HLPUSD Guiding Principles

We believe students, parents, staff and community have a shared responsibility for the establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, 6~C's, teamwork, and mutual trust with respect.

We believe students, parents, staff and community have a shared responsibility for recognizing the diverse learning styles and individual needs of our students and ensuring all students meet high learning standards.

We believe students, parents, staff and community have a shared responsibility to create a learning environment reflecting our community's diversity that is safe, clean, supportive and responsive.

We believe students, parents, staff and community have a shared responsibility to protect and preserve the short-and long-term financial well-being of the District.

2025-2026 HLPUSD CALENDAR

UNIFORM POLICY "DRESS FOR SUCCESS"

Dress can affect attitude and behavior. Our school community's policy is to enforce students wearing uniforms. With uniforms, students are more likely to focus attention upon learning. They eliminate designer label competition and allow the students to concentrate more on academic success.

*To exempt a student from the Uniform Policy, the parent/guardian must observe the **Yearly Waiver procedures**. A Uniform Waiver will **only** exempt the school uniform. The District Dress and Student Grooming Standards still apply. Examples of appropriate dress include solid collared shirts, pants/slacks, and jeans. Shorts and skirts must be at least mid-thigh length. Students who are not in compliance with school dress code policy, parents will be notified. When necessary, further action will include loaner clothing along with parent notification.*

****For more details, see Dress for Success in the District Annual Information [Handbook](#).**

Uniform Colors and Styles (TK-5)

Our school colors are navy blue and yellow and/or yellow/gold, with navy or khaki bottoms and white, navy, or light blue tops. Shirts and blouses must have sleeves and collars. **School spirit wear is always permitted.**

Girls' Separates - white, navy, or light blue blouse or polo shirt and navy sweater, vest, long pants, shorts, skort, jumper, skirt and sweat pants.

Boys' Separates - white, navy, or light blue dress shirt or polo shirt and navy sweater, long pants, shorts, and sweat pants.

ATTENDANCE POLICIES & PROCEDURES

The state law stipulates it is the parent's responsibility to see that their child maintains regular attendance in school. (*Rule of thumb is no more than 10 days absent within the 180 days for the school year.*) When students miss class they miss direct instruction which can have an unintended consequences to their learning. ***The law requires students to attend school on time every day. Please take note, school begins at 8:00 a.m. sharp.*** Excessive absences impact student learning and may lead to possible retention. Absences shall be classified as follows:

- **Excused absence** - absence for proper causes are listed in the State Education Code for illness, medical, dental, or optometry appointments, funeral services (immediate family, extending to grandparents), quarantine (under direction of County of City Health officer).
- **Truancy** - (3) Tardies is a Truancy in the state of CA. Furthermore, If an absence that is intentional, a planned violation of State attendance law.
- **Students who are habitually absent or tardy may receive a**

referral to the District's Student Attendance Review Board (SARB). Truancy tickets may also be issued as a consequence.

Returning After an Absence

- Parents/guardians are required to contact the school office when your son/daughter will not be in attendance.
- In case of excessive absences (3) days or more, a doctor's note is required to excuse the absences.

Early~Sign~Out:

Withdrawal From School

You must come to the office to sign the release form for your child.

- Students should be in attendance 180 days per school year. Each student is permitted to be absent 10 days for the entire school year. Every time a student is absent they miss 6 hours of direct teacher instruction.
- Permission from the office must be obtained prior to a student leaving campus, for any reason, while school is in session.
- Withdrawal counts negatively towards the 10 days allowed for illness or doctor appointments.
- ALL DOCTOR APPOINTMENTS should be made after school 2:05 p.m.
- Students that become ill during the day must see the Nurse/SOM or office personnel in order to obtain permission to go home.

- If a student needs to leave school at any time during the regular school day; an authorized adult entered onto your "contacts list in AERIES", w/ID, must enter to the school office and sign the "Checkout Log" before the student will be dismissed. Your child will be released from the office only to those named on the emergency AERIES system.

DO NOT GO TO THE CLASSROOM. A PHOTO ID. WILL BE REQUIRED TO SIGN-OUT A STUDENT

Tardiness

Students who are late (*after 8:00 a.m.*) for school miss a valuable part of the instructional day. Students who arrive late to school must report to the office prior to going to the classroom. Excessive Tardies may lead to a formal meeting with the classroom teacher and administration.

Change in Emergency Information

Each child MUST have a CURRENT and Updated Emergency AERIES Contacts and Demographics page. Your child will NOT be allowed to leave school with anyone other than you, the parent or legal guardian. Unless you have listed them on the Emergency Contacts Section.

PERSONS PICKING UP YOUR CHILD WILL BE REQUIRED TO SHOW PICTURE IDENTIFICATION

GENERAL INFORMATION

Accidents

Every accident that takes place within the school buildings or on the school grounds must be reported immediately to the school Administrator in charge, and/or to the school office manager (SOM).

Assemblies and Assembly Conduct

During the school year, our school will have several assemblies. These will be held both inside the cafeteria and/or outside at the BLUE Benches area. We want all students to enjoy the program, so we require each student to follow these rules:

1. Always be respectful to the people involved in the program.
2. Sit with your Class and Grade Level or the teacher will provide instructions. Do not disturb others around you.
3. Follow directions given to you by teachers regarding assembly conduct and seating procedures.
4. Show appreciation through respectful applause.
5. No whistling, shouting, or booing is allowed.

School Arrival 7:15 A.M.

Children may begin arriving to school at 7:15 a.m. Monday to Friday. Breakfast served daily from 7:15 a.m. to 7:55 a.m. Students wait in the Cafeteria or sometimes go to the Blue Bench area. All students line-up at 7:55 a.m. School begins at 8:00 a.m. daily M-F.

Behavior Code of Conduct for Students

The student conduct expectations are SAFE, CLEAN, KIND, & Ready to LEARN!

Bring only appropriate items to school. The following items are NOT permitted:

- Electronic Devices that disturb the educational environment within the classroom, offices or playground
- "Imitation" or real firearms or sharp points and/or weapons, explosives of any kind - fireworks, poppers, gunpowder caps
- Dangerous and/or disruptive objects or other weapons
- Skateboards, roller blades, scooters, shoes with built-in wheels
- Aerosol products (i.e.: spray cans of any kind) Vape
- Obscene materials or personal belongings displaying vulgar pictures or language
- Items displaying drug, alcohol, or tobacco products or logos
- Sports equipment (except with special permission from school personnel)
- Toys, trading/playing cards
- Cosmetics or hair care products
- Medications unless via our Nurse
- Gum
- Pets

Everyone takes pride in their school by keeping it neat and clean

- Use of school facilities properly
- Children pick up their own litter on the playground and in the lunch area
- Place all trash in proper containers
- Keep restrooms clean and report any problems to the teacher, office or custodian
- Do not deface or destroy school property

Bicycles, Scooters, Skateboards, Helmets

California Vehicle Code #21212 Section A requires that **anyone 18 years old or younger MUST wear a safety helmet when riding a bicycle, skateboard or scooter.** Children, who have a signed parent permission Note on file in the school office, may ride bicycles or scooters to school if parents are convinced that the child's skill and judgment are developed enough to ensure a safe trip. A bicycle lock and helmet must be provided by the student's family. The school cannot assume responsibility for bicycles or scooters.

- The school provides 1 bicycle rack on the grounds so that students have a place to put Lock them while they are in class. Bikes are to be parked with either the front or rear wheel in the rack so there will be enough room for everyone. Bicycles must~be kept locked when parked on school grounds.

We recommend a chain or cable long enough to go through the bike frame and around the bike rack. For the pupil's own protection we suggest the bicycle be licensed with the Sheriff's Department (LA county Ordinance 3027).

- No bicycles, skateboards or scooters may be ridden on school grounds or school sidewalks in front of the school.
- **No Skateboards** - Students may not bring skateboards to school. They will be confiscated and returned to the parent/guardian.

Bullying/Harassment

Acts of bullying/harassment are in violation of California Education Code. Bullying and/or harassment includes any unprovoked, intentional, and repeated hurtful or aggressive physical, verbal or psychological behavior toward an individual or group, including acts committed by electronic means. Consequences may include school disciplinary actions and/or report to police.

Cell Phones/Electronic Devices

Students are NOT to bring electronic devices and/or equipment. Cell phones for emergency communication with parents before and after school are to be "TURNED OFF" during school hours and registered with the teacher to be locked daily. Our School does have

Landline Phones for students in need of contacting parents or guardians.

All such equipment will be confiscated by school staff- - NO EXCEPTIONS.

Confiscated articles will be taken to the office and returned only to a parent or guardian.
****NEITHER THE SCHOOL NOR ITS EMPLOYEES ARE RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES INCLUDING CELL PHONES. STUDENTS AND FAMILIES ASSUME THE RISKS FOR SUCH DEVICES BROUGHT TO SCHOOL.**

* Education Code 51512 prohibits the use of electronic recording devices in a classroom without teacher's knowledge and consent.

* Education Code 48900 (r): makes the bullying of fellow students by electronic means a suspendable offense.

Conferencing with Teachers

Report cards are discussed at the parent conferences. Email or contact teacher's if an additional conference is necessary.

Contacting Your Child during School Hours

If your child forgets his lunch, lunch money, books, etc., please bring these items to the office. Students will pick up item in the office during their recess or lunch time.

Dismissal Time

Pupils are expected to leave the school grounds when dismissed from classes at the end of the school day. Lower grades 1:55 p.m. upper grades 2:05 p.m. The school district cannot assume responsibility for the safety of pupils who remain on the school grounds after that time. [ASES~Boys and Girls Club](#) will report to their assigned lines by grade level at dismissal.

Emergency Drills

Drills such as Firedrills, Earthquake drills, Lockdowns, Shelter~In~Place are routinely held during the school year.

Emergency Procedures

Procedures have been developed to ensure the safety of all students in the event of classroom evacuation. Teachers will discuss the following emergency procedures:

- When the fire alarm sounds, students stop all activity and wait quietly where they are until their teacher gives directions
- Leave all books and belongings
- Leave the classroom in a quiet and orderly fashion
- The last person out **closes** the door in a fire drill
- Doors remain **open** in an earthquake drills
- Proceed in line without talking, to the designated area. Teachers will inform classes where to wait
- Remain in the evacuation area until the signal is given for the return to the classroom by the Principal

- Return to the classroom without talking

Emergency Lockdown Procedures

Circumstances that would demand a lockdown include: a hazardous waste leak/spill, serious campus/community disturbance, a weapon on campus, dangerous trespasser on campus or a Police/Sheriff warning. Students will immediately return to the safety of their classroom and not be allowed to be released until cleared by police.

Food Services - Breakfast and Lunch

Our school cafeteria provides the best possible nourishing meals at the minimum possible price. In the cafeteria orderly conduct and good manners are expected. Tables and floors should be left clean and free of paper, food and trash so that the students who eat lunch in sequence will find the area in good order. School lunch items may not be removed from the designated lunch area.

▪ **BREAKFAST:** The price of a TK-5 breakfast is FREE. A variety of items are served each day at breakfast beginning at 7:15 a.m. to 7:55 a.m.

▪ **LUNCH:** The TK-5 Lunch is FREE to all our students. Menus of daily lunches are sent home each month. It is

important that children bring the correct change for other items served by the cafeteria. The school or the teacher cannot assume responsibility for holding your children's money. *Please help your child learn their lunch number.*

Grounds for Suspension and Expulsion

Education Code

CHAPTER 6. Pupil Rights and Responsibilities [48900 - 49051]

(Chapter 6 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 1. Suspension or Expulsion [48900 - 48927]

(Article 1 repealed and added by Stats. 1983, Ch. 498, Sec. 91.)

48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of

this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes,

smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a

pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means 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 the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

"Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the

effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been

transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to

have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for

repairing harm to the school community.

(Amended by Stats. 2019, Ch. 279, Sec. 2. (SB 419) Effective January 1, 2020.)

Homework Guidelines for Students:

It is the student's responsibility to:

- Keep an accurate record of all their assignments
- Have the necessary materials
- Follow study techniques outlined by the teacher
- Apply and practice skills learned in class
- Read 30 Minutes Every Night and/or parents read to the student
- Strive for the best quality of work of which he/she is capable
- Complete and turn in assignments on time

Homework Guidelines for Parents:

- 1. **PROVIDE A STUDY AREA**
- **PROVIDE A SPECIFIC TIME at home to study**
- **THINK POSITIVELY**
- **SUPERVISE HOMEWORK**
- **HELP THE HOMEWORK HABIT** Contact the teacher when in doubt.
- The following amounts of time represent the total daily **AVERAGE** for homework, which may be assigned 7 days a week.
Kindergarten: 10 - 15 minutes
Grades 1-3: 20 - 45 minutes

Grades 4 -5: 30 - 60 minutes

*This average time does **not** include the time the student spends reading, reading to parents or being read to by parents.*

In the Classroom

- Bring pencils, erasers, books, calculators, and any other materials you will need. Please write your name on all personal items in ink.

No PERMANENT markers are

Allowed.

- Pay close attention to your teachers
- Grades 2 to 6, write each assignment in your agenda planner
- Be on time to class each day
- Arrange to make up work missed when you are absent
- Help keep your classroom neat and clean
- Do not disrupt the learning process.
- No food or drinks are allowed in the classroom
- Each teacher in charge of his/her own classroom will establish other special instructions and requirements
- Students breaking the above rules will be subject to the following actions by the teacher in charge; recess detention or parent teacher conference by phone or in person. If those actions do not correct the situation, the student may be referred to the office. Exclusion from school functions

may be a consequence assigned as deemed appropriate and in compliance with district policy JDA.

Library

This is a place intended to provide reading materials for AR and independent reading. Improper use of the library will result in loss of library privileges. Any damage or loss will be charged to the responsible student.

Media or TOSA Classroom

All students have the opportunity to use our on-campus computer lab! However, all students must remember our computer lab rules.

- Respect others and computer lab equipment.
- Sit flat in your chair. Stay in your seat.
- Raise your hand to speak.
- Use clean hands.
- Use an inside voice.
- Ask before printing.
- Keep fingers off of the computer screen.
- Work quietly and open your work only.
- Be gentle with the keyboard, mouse, and headset.
- Keep your hands on YOUR mouse and keyboard.
- Obtain permission before using the Internet.

Lost And Found

The Lost and Found is located in the cafeteria.

Students should write classroom number on all jackets etc... /

identification on all personal belongings, including sweaters and jackets. The school is not responsible for lost, stolen, or damaged articles, but will do all that is possible to help you find them. Any items still remaining at the end of the year are given to charity.

Medication

ALL Doctor prescribed medication must be kept in the school office. All medication must be in the original pharmacy container, with the directions attached. Any medication to be administered during school hours **must** be accompanied by Authorization for Administering Medication (form # 440) signed by the physician and parent and with the instructions from the doctor. Only a parent or a legal guardian may give non-prescription medication. (Ed Code Section 49423 and 49480). Parents or guardians of pupils on continuing medication must inform the school. Pupils required to take physician-prescribed medication

during the regular day may be assisted by the school nurse, office manager or other school personnel.

Nurse's Office

The nurse's office is located in the main office. Student's enter the office and sit quietly until helped by one of the office staff. Student must secure a note from their teacher before entering. If child feels ill at recess or lunch, they report to the noon aides for a pass to the nurse.

Parent Visitation Policy/Conferences

Parents are welcome to visit the school or your child's classroom via teacher arrangements. Please check in at the school office for a visitor's badge. Always sign in with the Office Manager.

Wellness Policy and Parties on Campus

Parties and celebrations that are not part of a school activity are not allowed. The district's "Wellness Policy and Health and Safety Code" states that all food is required to meet nutritional standards. **This policy also includes fast food being brought to students during school hours.** The Health and Safety code also states that "No food prepared or stored in a private home shall be used stored, served, offered for sale, sold or given away in a food facility (school)." Class parties or celebrations that involve food will be conducted under the supervision of staff.

Personal Property

Do not leave personal property unattended. Students must assume responsibility for loss, theft or damage to any school or personal property issued to or belonging to them, such as garments, keys, money, equipment, books or musical instruments. *Borrowing or lending money is strictly prohibited.* The school, in every way possible, endeavors to protect all such

properties, but is not responsible for them.

Positive Behavior Intervention and Support

Everybody at Sparks Elementary are involved: principal, teachers, cafeteria workers, secretaries, custodial workers, etc. If students are not behaving appropriately, they interrupt the learning of themselves and/or others, we will teach and enforce

***SAFE *CLEAN *KIND *LEARN**

All behaviors (at home and school) can always be related to these four behaviors. When you talk to your child about their behavior, please try to use the rules that they are learning in school.

Public Health Department

The policies of the Public Health Department are closely adhered to by the HLPUSD Board of Education. If a child has a communicable disease, the school should be notified immediately. **THE SCHOOL MAY RE-ADMIT ONLY CASES OF CHILDREN'S COMMON COMMUNICABLE DISEASES (Mumps, Measles, Whooping Cough, and Chickenpox). OTHER CASES MUST HAVE RE-ADMISSION PERMITS FROM THE HEALTH DEPARTMENT.**

Selling non-school approved candy and other items are forbidden on campus. This will result in confiscation of the goods.

School Grounds

- No one is allowed on school grounds before 7:15 a.m.
- No running on campus except field area.
- Do not climb on any roof or in any tree.
- Do not mark up or damage any school property
- Do not litter our campus. Place trash in the nearest trash can.

School Safety

Your child's safety continues to be a priority. Students are to exit vehicles on the passenger side only at the curb.

NEVER LET YOUR CHILD OUT ON THE DRIVER'S SIDE OF THE VEHICLE!

- **ALL** visitors must sign in at the office and pick up a Visitor's Pass with Office Manager. Visitors may then enter the campus. To promote safety, exit gates are locked during school hours.
- Front Parking Lot is designated for **EMPLOYEES ONLY** from 7:30 A.M. to 2:30 P.M. utilize Visitor Parking Areas and West Parking for all visitors.

Sexual Harassment

The Board of Education for the Hacienda La Puente USD has established a policy which prohibits sexual harassment of and by students. Students who engage in sexual harassment of anyone may be subject to disciplinary action up to, and including, expulsion from the school

district. (See the *District Annual Information Handbook* for more details.)

Special Requests

Teachers frequently receive notes from parents requesting their child stay in during recess because of a recent illness or injury. Contractually we are unable to fulfill this request, therefore, we would encourage you to instruct your child as to what he/she should or should not do during a recess activity.

Student Insurance

All students can choose to be included in a voluntary accident insurance program to assist in the payment of ambulance, doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Insurance company enrollment information is sent home the first day of school or at registration.

Telephone Use

The school office telephone is for business purposes only, and is not available for general student use. The office phone may be used by students **ONLY** in case of emergency before or after school.

Textbooks/School Property

Students are responsible for the good care of all text books and other materials, such as binders and agendas, assigned to them. It is the

district policy based on **Education Code of the State of California** to withhold grades, diplomas or transcripts if textbooks or library books are lost or damaged beyond repair. Students have the responsibility of taking care of educational materials and school property.

Tobacco, Alcohol, Drugs, Flammables, Dangerous Weapons

The possession of tobacco, alcohol, drugs (including marijuana), flammables, stink bombs, or any other dangerous weapon on or near the school campus is strictly prohibited. Firecrackers or fireworks, matches, or lighters are considered flammables and the possession or discharging or assisting in discharging them on or near the school campus is strictly prohibited. Violation of this rule may result in suspension, recommendation for expulsion or intra-district school transfer.

Visitors

Parents are permitted to observe their child at work in the classroom based on the pre-approved arrangement agreed on by teacher and Principal Barraza. ***Always stop at the school office to sign in and receive a Visitor's Pass from the Office Manager.***

Visiting Children

The school/district cannot be responsible for children who are not

officially enrolled at Sparks Elementary School.

Volunteers

Parents must complete volunteer applications to volunteer at school. State laws require ALL volunteers to be fingerprinted and to have a TB clearance. Call the school office and see clear via HLPUSD policy and procedures. Site Administrator: Review the following with the volunteer applicant. Please check the boxes to indicate all required documents are included with this checklist.

- Complete Volunteer Application
- Have you been approved to volunteer for HLPUSD within the last 4 years? (Not a "One Time" Volunteer)
Yes: Mark "Renewal" application submit application to school site
No: Mark "New" on applications and continue to follow checklist
- All sections completed and initialed
- Reviewed and signed by the Site Administrator
- Copy of valid ID
- Proof of COVID-19 Vaccination:
 - Per Board Resolution No. 2021/22-08, HLPUSD requires outside personnel to show proof of

COVID-19 vaccination to access school sites during school hours or school activities

- TB Clearance (check the box that applies):
 - I have a TB Test or TB Assessment (dated within the last 60 days of the application)
 - I do not have a TB Test or TB Assessment and will need a referral at the time of my Live Scan appointment
- Child Development Volunteer Only (working with children 4 years or younger- SB 792 requirements, reference attached notice):
 - Flu (Influenza) Annual Immunization
 - Pertussis (Whooping Cough) Immunization
 - MMR (Measles, Mumps, Rubella) Immunization
 - Live Scan Requirement *Live Scan appointments will be conducted at the District Office (15959 E. Gale Ave, City of Industry, CA, 91745)
 - Schedule your live scan appointment with Police and Safety: Eloisa Canales (626) 933-3899
 - Incomplete or missing application information will result in the inability to Live Scan
 - Submit complete application with all required documents during appointment.