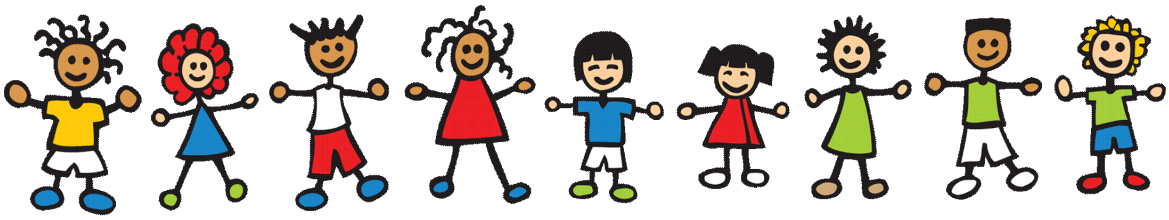


PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to Los Molinos Elementary, Home of the Wildcats! We are excited to begin this new school year! Every year is an exciting year and we look forward to a year of growth in learning and social development. Los Molinos, is a National Blue Ribbon School, a Gold Ribbon recipient, a California Distinguished School and a CA Business for Education Excellence: Scholar Honor Roll School. Los Molinos is known for its commitment to academic excellence and its incredible teaching staff. I am delighted to serve as the principal of such an outstanding school. I am looking forward to working with all of you during this school year. Our motto here at Los Molinos is "Los Molinos Wildcats do not just reach for the stars… we go to Infinity and Beyond!"

Our goal is to provide 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, and positive with teachers who hold high expectations for all students, both behaviorally and academically.

For all of our students to achieve at grade level and beyond, we must work together as a strong committed team of students, parents, teachers, and school staff. To achieve this goal, ongoing communication is essential. Parent involvement and encouragement from home will greatly increase students' academic achievement. All students learn best when expectations are high, and achievement is recognized. Students need incentives to learn and a positive stimulating environment.

Parents are encouraged to follow Los Molinos expectations of respect, responsibility, safety and being kind to one another. These expectations are of great importance here at Los Molinos, we need your support in this endeavor so our school can maintain a quality of learning environment.

We look forward to an exciting school year!

Sincerely,

Mrs. Erika Terrazas, Principal

Our Philosophy: We are committed to treating every person with respect and keeping our school safe. Our School/Home Compact formalizes agreement among students, parents, and Los Molinos staff about school expectations. Our goal is to maintain a climate of respect and safety in a positive learning environment. The safety of children is our top priority.

Vision:
Los Molinos students will be college and career ready by taking responsibility for their learning to become independent, confident, life-long learners that inspire the world.

Mission:
Los Molinos School believes that all students come with a desire for learning and belief that all things are possible. We will foster the 6 C's of 21st century learning skills which entail critical thinking, communication, creativity, collaboration, citizenship, and character. We will prepare our students for the future through rigorous curriculum with the goal of promoting lifelong learning.

LOS MOLINOS ELEMENTARY SCHOOL

A National Blue Ribbon and
California Gold Ribbon School

"Once a Wildcat, Always a Wildcat!"

DAILY SCHEDULES

Reminder: ***Please make sure you pick up your children on time, especially on Thursdays. The office staff is not able to adequately supervise students that are left behind for more than 10 minutes. Thank you for picking students up promptly.***

Grades TK-3

Regular Day	8:15-2:11
Early Release (Thursdays)	8:15-1:01

Grades 4-5

Regular Day	8:15-2:35
Early Release (Thursdays)	8:15-1:10

RECESS AND LUNCH SCHEDULES

Recess

TK	9:45-10:00
Kinder 1st, 2nd, 3rd	10:00-10:15
Grades 4-5	10:15-10:30

Lunch Schedules:

TK	11:20-12:00
1st Grade	11:30-12:10
2nd Grade	11:40-12:20
3rd Grade	11:50-12:30
Grades 4th	12:00-12:40
Kinder	12:10-12:50
Grades 5th	12:20-1:00

Rainy Days Schedule: On rainy mornings, students are asked to NOT report to school earlier than 8:00 unless they eat breakfast at school.
At dismissal, students will be dismissed from classrooms if they are in the main building. Students in portables will walk out through student entry gate.

	Parent Conference Days	/ Report Cards Entry Days
TK-3rd Grade Dismissal:	1:05 PM	1:08 PM
4th-5th Grade Dismissal:	1:13 PM	1:14 PM

General Information

Arrival and Dismissal

Students may arrive to school beginning at 7:30 AM. All students who arrive between 7:30 – 8:00 must report directly to the cafeteria. Supervisors will walk students to the blacktop area for morning play at 8:00. Students arriving between 8:00-8:15 will enter campus through the side gate located past the main office. **Please do not drop your children off at school before 7:30 AM as there is no supervision**.

Traffic can be very congested in our parking lot and its surrounding area. Please make sure your children always use the crosswalks. Our parking lot is one way in and one way out. Please enter our parking lot from Avalo St. only.

Our Parking Lot Rules:

- The left lane is for passing only. Do not stop, pick up or drop off in the passing lane. It is very unsafe.
- The right lane is for pick up/drop off only. Do not park in the right lane. We want to keep cars moving.
- There is very limited parking in the parking lot but if you would like to walk your student to the gate please park in the designated **visitor** parking spots. **The staff parking is for staff only**. You can also park on the street on the perimeter of the school.

School dismissal varies depending on student grade levels. Please refer to Los Molinos daily bell schedule.

To ensure students safety, pleas pick up students promptly (within 10 minutes) of the assigned dismissal time.

98% Attendance is our goal every month!

ATTENDANCE POLICIES & PROCEDURES

Every Day Counts! **Students begin school at 8:15 AM.**

The law requires students to attend school on time every day. **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).
- **Unexcused absence** - absence that occurs with the knowledge and approval of parents or guardian, but for reasons that, though not acceptable under state law, are not considered truancy.
- Students who receive **5 or more unexcused absences** in a school year will have a parent meeting with the principal and a SART Contract will be given.
- Students who are habitually absent or tardy may receive a referral to the District's Student Attendance Review Board (SARB).
- Students with regular attendance have great opportunities for learning and success. Students are also recognized for perfect attendance throughout the school year.

Returning to School after an Absence

- Please call the school office when your son/daughter will not be in attendance.
- Students are required to bring a note from parents the day they return to school after an absence. The note must include:
  - The date of absence,
  - Specific reason for absence,
  - Name of the student, and
    signature by parent or guardian.
- In case of extended illness for three (3) days or more, assignments may be requested through the school office. **Please allow one (1) day for materials to be collected from the teacher.**

Leaving School Before Dismissal Time

We *highly discourage* checking students out early from school. However, in the event you need to pick your student early please report to the front office:

- Permission must be obtained from the office before a student leaves the campus for any reason, while school is in session.
- Students becoming ill during the day must see the nurse or office personnel to obtain permission to go home.
- If a student needs to leave school at any time during the regular school day an authorized adult must come to the school office and sign the "Student Checkout Log" before the student is dismissed.
- Students are only released to parties indicated on the emergency cards, parties need to be 18 years or older.
- Patterns of students leaving school early on a consistently basis may be addressed and can also result in a SART contract.

Tardiness To School

If student arrives between 8:16-8:20 they should proceed to their class and their teacher will

mark student tardy. After 8:20, the student must report to the office for a tardy slip.

Tardy notes for over-sleeping, automobile breakdown, walking younger siblings to school etc., are **not excused**. 3 tardies =1 absence. A parent conference may be scheduled if a student has excessive tardies.
Any student who is excessively tardy to school may be regarded as habitually truant, a SART contract will have to take place.

School staff will call home if students frequently miss school or arrive late. Student Attendance Review Team (SART) meetings may be held for serious attendance concerns. In the event a absenteeism continues after a SART contract has been signed , the student and parents may be referred for School Attendance Review Board (SARB).

Attendance Awards

We love to celebrate excellent attendance!

We recognize our students and our classes who have excellent school attendance. Students can earn a variety of incentives for excellent attendance, including a special party, having lunch with the principal, and earning special treats. We recognize our

students and classrooms every day. We encourage regular attendance because it is essential for learning and student success.

Every Day Counts at Los Molinos!

School Office

Office Manager- Ms. Mary Alaniz

The front office is used for business purposes. When students have business in the office they are encouraged to enter quietly, be courteous and respectful. Always start conversation with a greeting, like, "Hello, Good Morning or Good Afternoon".

Emergency Information/Current Phone Number and Address Requirements

Every accident that takes place within the school buildings or on the school grounds must be reported immediately to the school personnel in charge and to the school office.

Please notify the school office immediately if you have a change of address or phone numbers. This information is critical in case we need to contact you on behalf of your child. Parents can also use Aeries Parent Portal to make changes in phone numbers.

Parents or persons on the emergency contact card will be notified if your child is injured or becomes ill, or in case of an emergency at school.

Medication

Students are not to have any medication in their possession, including aspirin, Tylenol, Motrin, etc. If it is necessary for a student to take medication during school hours, obtain the proper forms in the office and have them completed by parents/guardians and physicians. The forms are to be returned to the office with the medicine in the prescription bottle. Medicine will be administered according to the physician's directions.

Prescription Medications**:**

1. Written instructions and permission to dispense medication must be on file with the school office.
2. Must be clearly labeled with child's name and type of medicine.
3. Must be in the original container.

4. Must carry a prescription label with the child's name, dosage, and name of drug, doctor's name, and prescription date. Prescriptions must be current.
5. The school office manager, principal, or the nurse will dispense medication.
6. Diabetic injections or medication requires a doctor's plan to be followed by the school nurse and staff.

** **Non- Prescription medications cannot be administered at school**.

Nurse's Office
The nurse's office is in the main office. Students should enter the office and sit quietly until helped by one of the office staff. You must secure a note from your teacher before entering. If you feel ill at recess or lunch, report to the noon aides and they will assist you to the office. Our nurse is on campus on Thursdays.

Classroom Parties

Class parties are scheduled for Halloween, Winter Holiday, Valentines' Day, Spring Holiday, and the End of the School year.

If you wish to celebrate your child's birthday at school, please plan with the teacher in advance. Store bought birthday treats such as cupcakes, cookies, or donuts for class distribution can be made at the **end of the day.**

Private Parties and Invitation Distribution

If you plan to host a private party (off campus) for your child's birthday, promotion, or other special occasion, please **distribute invitations off-campus** in order to avoid problems between students that may affect social relationships and learning at school. We greatly appreciate your support!

Pictures

Student portraits are taken twice a year, in Fall and Spring. Notices will be sent home when these dates occur. Teachers, sport coaches, and PTA may also take pictures of students during the school year in their classrooms and special events that occur on campus. Pictures are also so used for our annual yearbook. Parent permission is granted by checking the appropriate box in data confirmation of the Aeries parent portal.

Visitors

The schools within the Hacienda La Puente Unified School District have a **CLOSED CAMPUS**

POLICY, this means that students are to remain on campus once they have entered the school premises. **All visitors are required to check in with the front office upon entering campus. This is for the safety of all our students.**

Students are not permitted to leave these grounds without first checking out through the front office. Students leaving campus and not abiding by the above regulations are considered to be truant. The School Police will be called and loss of privileges may result.

Homework Policy

Hacienda La Puente Unified School District Homework consists of school-related assignments by a teacher, which will require time and effort outside of the regular classroom for successful completion by the students. Canvas, HLPUSD online platform, will be used for assignments.

The Board of Education considers homework to be an important part of the instructional program, because when it is properly implemented students will:

1. Develop study habits and the self-discipline basic to effective study and the ability to work independently.
2. Gain more knowledge and enhance abilities by extending their classroom learning beyond the classroom.
3. Have more opportunity to develop personalized, creative approaches to projects and other school work.
4. Learn to use their time more effectively and efficiently.
5. Learn to use home and community learning resources.

The Board hereby directs the superintendent and staff to develop an effective homework program for all students in all grades. Directives shall include guidelines for assignment of homework, instruction in the techniques and methods for doing homework, duties of students and staff in regard to homework, informing parents about their responsibilities as parents in this area, and the relationship of homework to the grades and evaluation of each student.

Homework Hints:

- Provide a place to study that is quiet, well lighted, and has adequate work space.
- Have paper, pencil, dictionary, and any other needed supplies handy.
- Set a schedule as “study time”. Try to not have any interruptions during this

time.

- Turn off the T.V. and radio during homework time.
- Limit television viewing and the use of electronic devices for recreation purposes to no more than 1 hour/day.
- Check with your child daily to see if homework has been assigned.
- Check your child's homework to see if it is being done correctly.
- Make sure homework is done neatly and on time.
- Motivate your child by using positive reinforcement.
- Discuss the importance of developing good homework habits.

1:1 Computer Program

All students will receive a device for their classroom and homework needs.

- TK-Kinder will have an iPad
- 1st-5th will receive laptops
- Students new to our school or new to our district will also receive a device

Parent Responsibility

- Sign Acceptable Use Policy (AUP) agreement (AERIES Parent Portal)
- Notify office if device is broken
- Remind students to bring their device charged daily to school everyday
- Help students remembering their login and password and parents should also remember

Student responsibility:

- Bring device to school every day charged ready to do work
- Students will need to learn their login and password
- Login and passwords will need to reset every 6 months, students will be prompted to do so
- Students should be careful with their computers, when student receives new computers in 1st grade it will be their computer until 5th grade. Computers should be handled carefully at home and at school.

Cell Phone/Apple Watches/Smart Watches

We know we are in an age where students may have cell phones and or Smart watches. Cell phones should not be used during the school day, they should be on silent or turned off, it may cause disruption and/or distraction, especially during instructional time. If a student needs to call parents for any reason such as feeling ill, students should come to the office where an adult can notify parents.

Apple/Smart watches should not be used during the school day. Texting, calling, or playing with their watches can also become a distraction.

In the case of an emergency the school will use established communication channels to notify parents.

Please note when these items are brought to school it as the students/parents own risk, we are not liable for any item lost or stolen.

Grading System – TK-5
Based on new California state standards, teachers will share this at back-to-school night. Aeries Parent Portal, parents will have access to Aeries Grade Book which is our online student grading system where you will have grades and completion of assignments.

Parent Conferences

Teachers are happy to meet with parents regarding student progress or concerns. There will be two parent conference weeks for this purpose, September and March. If you would like an additional conference, we can arrange with your child's teacher, please call the office to schedule an appointment with your child's teacher for either before or after school; because teachers are responsible for teaching during school hours, all conferences must take place outside of school hours.

We do encourage our parents to attend both conferences during the school year.
Parent Conferences are scheduled for the following weeks:

September 22-26, 2025
March 2-6, 2025

State Testing
Students take state mandated tests in the spring. The CAASPP tests and ELPAC. ELPAC tests are for students who are English Learners and the CAASPP test is for grades 3rd-5th. Prior to testing students are prepared with study skills and practice tests, technology skills and encouragement. This data is used to help us improve our instruction. Our academic goals are defined in our school plan, which is available to parents at any time.

Library

This is a place intended to provide materials needed for class work and leisure reading. It is a wonderful privilege, which we hope you will use and enjoy. Improper use of the library or damage to books will result in loss of library privileges and charges for replacement of books.

Our Media Aid supervises the library and students attend on a regular schedule. Students may check out book for up to two weeks. Our library is constantly updated with new books with topics of high interest to children and that relate to the curriculum.

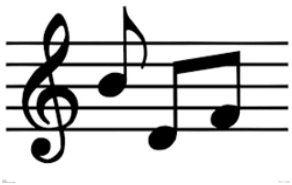
Textbooks

Students and their families are responsible for the care of textbooks assigned to them. Textbooks that are lost or stolen and books that show excessive wear and/or damage will be charged to the parents of the student.

Lost and Found

Students should write their name on all personal belongings, including sweaters and jackets. The school is not responsible for lost, stolen, or damaged articles, but we will do all that is possible to help you find them. Parents may check the lost and found clothes rack and box usually left in the front entry way. Please ask our office staff to assist you.

Visual and Performing Arts Program



We offer Dance, Art, and Music once a week to all our students. Students in 4th grade will have opportunity to learn violin.

Band: Students in 5th grade may participate in band, using their own instruments or loaners, if available. The band is an introduction where students learn to read music and use their instrument and expose students to the class for when they enter middle school.

Parent Groups:

School Site Council- Parents work with the staff on our school plan and budget and academic priorities. All parents are welcome and we need your input.

English Learners Advisory Council – Parents provide important input about attendance and academic support for students learning English as a second language.

PTA- The Los Molinos PTA is well known throughout the Hacienda La Puente Unified School Distict as a very dedicated and hard working group of parents and community members. We pride ourselves in the variety of family oriented activities it sponsors, as well as the support it gives back to our school. It also contributes to the many academic and beautification projects throughout our campus. The most important part of PTA is parents are involved in our students' education and making Los Molinos such a great place to be! Don't forget to join PTA!

Communication

- **Monthly Calendar:** Principal will send out a monthly calendar of events.
- **Marquee:** Will display current weekly events and other information as needed**.**
- **Parent Square:** Principal will use weekly messages to keep parents informed about upcoming events for the week and reminders of school events. Don't forget to download the app.
- **Social Media:** Facebook, Instagram, and Twitter will be used
- **Los Molinos Website:** Information will also be posted on our school website at **losmolinos.hlpschools.org**

Our goal is to keep parents always informed.

Uniform Policy

Los Molinos Elementary School most students do not wear uniforms although it is highly encourage for all our students. All students can wear uniforms to school Monday – Wednesday. Thursdays are "College Wear" days, where students can wear a college T-shirt or college sweatshirt with uniform bottoms or jeans. Fridays are "Spirit" days; students can wear their Los Molinos T-shirt or sweatshirt with a uniform bottom or jeans. Los Molinos spirit wear can be purchased from Los Molinos PTA.

The school uniform consists of the following:

- Boys: Khaki or Navy blue bottoms (slacks, chinos, uniform pants, sweat pants) with Powder blue, white or navy blue collared polo shirts (tucked in if longer than wrists).
- Girls: Khaki or Navy blue bottoms (uniform pants, chinos, shorts, skorts, skirts, jumpers, sweat pants) with Powder blue, white or navy blue collared polo shirts (tucked in if longer than wrists), or uniform blouse.

Los Molinos School strongly encourages all families to support our efforts in ensuring a positive and disciplined school environment. **Parents who elect to sign a Uniform Waiver MUST do so through data confirmation on the AERIES parent portal two weeks prior to the start of school.**

HLPUSD dress code guidelines:

- Clothing and personal items should be free of writing, pictures, or other insignia which are crude, profane, or sexually suggestive
- Clothing must be free from tears, rips, holes, etc.
- Clothing shall conceal undergarments at all times.
- Off the shoulder or low cut tops, bare midriffs, tank tops, and skirts or shorts shorter than mid-thigh are prohibited.
- Shirts and blouses should have sleeves
- Shorts must fit at the waist
- No hats or other head gear unless approved for medical or religious reasons, and must be approved by the School Principal.
- Standards for dress and grooming should be acceptable and representative of the community and of the appropriate age groups

Food Services – Breakfast and Lunch

Breakfast is served at **7:30 a.m.** Our school cafeteria provides the best possible nourishing hot meals daily.

Student breakfast and lunch is FREE

School lunch items may not be removed from the designated lunch area.

Orderly conduct and good manners are expected. Tables and floors should be left clean so students who eat breakfast/ lunch after each class will find the area neat and clean.

<u>No Hot Cheetos or "hot" chips are allowed on camps. Soda and high sugar sweets are not permitted during school hours.</u>

If students wish to bring his/her own lunch, milk may be purchased separately**.**

<u>Cafeteria Rules</u>

1. All students are given the opportunity for lunch. If a student is not hungry he/she must still receive a lunch and sit with their classmates until they are dismissed to go outside.
2. Walk quietly to and from the cafeteria
3. All balls go in the ball box before lining up in the lunch line.
4. Line up single file and stay on the blue line
5. Keep hands and feet to yourself
6. **Talk in quiet voices (inside voices)**
7. No eating in line

8. Please clean up your area (including floor), raise hand, and wait to be dismissed.
9. Student's ae not leave the cafeteria without adult permission.
10. Food in not to be taken from the cafeteria or eaten in the playground.

Bicycles (4th and 5th grade only)

The school provides bicycle racks on the grounds. Students are to dismount at the driveway and walk their bicycles to the bike racks. 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.

Students are not permitted to ride their bikes on campus which includes sidewalk, corridors, or on the playground. .

For the student's own protection, it is recommended that their bicycle be licensed with the Sheriff's Department**. Students must wear helmets when riding a bike. It is the law.**

Scooters are not allowed.

Clean Campus

Take pride in your school by keeping it neat and clean.

- Use school facilities properly.
- Pick up your own litter on the playground and in the lunch area.
- Put all trash in proper containers.
- Keep restrooms clean and report any problems to the office or custodian.
- Do not deface or destroy school property.

Emergency Procedures

Procedures have been developed to ensure the safety of all students in the event of classroom evacuation. Fire, Earthquake, and Lockdown drills are practiced throughout the school year. Teachers will discuss the following emergency procedures:

- When the fire alarm sounds, stop all activity and wait quietly where you are until your teacher gives directions.
- Leave all books and belongings.
- Leave the classroom in a quiet and orderly fashion.
- The last person out **closes** the doors during a fire drill.
- Doors remain **open** during an earthquake drill.

- Proceed in line without talking, to the designated area. Student's teacher will tell their classes where to wait.
- Remain in the evacuation area until the signal is given for the return to the classroom.
- Return to the classroom without talking.

The school has a safety plan and parents are welcome to review it at any time.

When a disaster occurs, every parent wants to be assured their child is safe and receiving proper care. The principal and/or administrative designee will determine if, when, and how the students will be released.
Any adult picking up a student after an emergency situation will be required to show their I.D. and must be included on the student's emergency card.

Follow the procedures below for picking up your child:

- Do not block emergency lanes where emergency vehicles may need to park
- All students will be released from campus at the gate opening by Room 13 if the situation permits. When reaching the fence to pick up your student, report the person in charge to check out your child. A runner will go and get your child**. (if the disaster event blocks the fence opening, the school will follow the same procedure but will release from a different location.)**
- If students are bus riders and the disaster event is deemed safe for buses and transportation, student will ride the bus home. **(if deemed unsafe to dismiss students on the bus, students will be cared for at the school until parents can be reunited with their students)**

Field Trips

Field trips with an educational focus are scheduled throughout the year. Parents will be notified in advance and a signed permission slip form is required for a student to attend. Parent volunteers are usually needed to assist with the field trips. Only children in the actual classroom with the scheduled field trip are per-mitted to participate for safety reasons. Students must ride the bus to and from the event.

Parent Support /Volunteers

Parent volunteers are very much welcome at Los Molinos. There are many opportunities for parents and community members to volunteer to assist in the school program. All volunteers must submit an application to the school office

for administrative approval and then proceed through the District Clearance Process. ***Only cleared volunteers will be allowed on campus***. There are a variety of areas where volunteers are needed:

- Classrooms and Academic Support
- Field Trips (parent support needed per trip to be determined by teacher)
- PTA
- Library
- School office
- Sports
- Student Council
- Talent Show
- School Programs/Special Projects
- Organic Garden

Volunteers (in-classroom and attending field trips) must submit to the Live Scan screening. The applicant must also submit an annual completed Volunteer Application Form (form included at back of handbook and is also available in office) and verification of TB clearance every 4 years. Applicants must call Human Resources at 626-933-3841 to schedule an appointment as well as bring: valid government issued picture ID, TB clearance, signed volunteer application by Principal, and money order of $40.

Appointments must be made 30 days prior to volunteering.

Anyone visiting or volunteering on school grounds for any reason must sign in at the office immediately upon arrival on the school grounds. A visitor badge must be worn while on campus. All volunteers must comply with policies and procedures as outlined in the Volunteer Handbook.

Classroom Visits

Any parent/guardian is not only welcome but encouraged to visit classes while they are in session. The following procedures will be observed in order to assure the continuity of the educational program:

Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

1. The visitor shall notify the principal or teacher of the desire to observe at least one day prior to visitation.
2. If the principal is the one notified, he/she will confer with the teacher(s) involved so that consideration may be given to the effect of the visitation on the instruction planned for that time.
3. The visitor will register in the school office prior to visiting a classroom.
4. The school office will issue a visitor pass to the which indicates the date and time of visit, the duration of the visit, and the class to be observed, along with any other appropriate information to the visitor.

A classroom observation will be scheduled for approximately 20-30 minutes. If the observed lesson exceeds 30 minutes, the parent/guardian may request to remain until the lesson is completed.

After- School Program

Champions is our after school program here on-campus, it is a free program and runs from school dismissal until 6 pm Monday through Friday on all school days.

Code of Conduct for Students

Student conduct expectations listed below ensure that a positive learning environment exists for our entire learning community of student and adults at Los Molinos Elementary School.

Los Molinos Expectations for School are:

1. **Be Safe:** Follow the school rules, and keep our campus clean, be aware of your surroundings
2. **Be Respectful**: Listen to your teachers and use polite words.
3. **Be responsible**: Come to school on time and be prepared to learn, try your best!
4. **Be Kind**: Treat others the way you would like to be treated, bring joy to others!

Los Molinos Wildcats

	Classroom	Hallways	Restrooms	Cafeteria	Office	Playground	Library
BE RESPECTFUL *"Respect yourself and others"*	• Take pride in your work • Do your best and try your hardest • Be kind to classmates and teachers • Raise your hand • Listen politely to others	• Use indoor voices • Listen to adult directions • Greet staff and students	• Clean up after yourself • Wait your turn • Respect others privacy	• Listen to adult directions • Use polite manners: say please and thank you • Use indoor voices • Throw trash in trash cans	• Say please and thank you • Use indoor voices • Be patient and wait to be helped, sit with both feet on ground	• Keep hands & feet to self • Use appropriate and polite language • Throw trash in trash cans • Show good sportsmanship • Ask before joining a game	• Use indoor voices • Handle books carefully and gently • Quietly find appropriate book
BE RESPONSIBLE *"Try your best"*	• Bring materials and supplies every day • Complete and turn in assignments on time	• Throw trash in trash cans	• Return to class quickly to avoid missing instruction • Throw away all trash	• Take pride in keeping cafeteria clean • Clean up after yourself • Memorize your lunch number	• Have teacher permission before coming to office • Know exactly why you are coming to office • Keep your belongings with you at all times	• Bring playground equipment back to your classroom • Follow rules of the game • Be responsible with personal belongings • Play cooperatively and fairly	• Return books on time • Place books on cart when walking in or when you are done and do not want to check them out
BE SAFE *"Be aware of your surroundings"*	• Enter class quietly • Follow all classroom rules • Listen and follow directions • Walk	• Walk • Pay attention to where you are walking • Walk facing forward • Hands and arms are at your side	• Wash hands with soap and water • Rub hands for 10 seconds, rinse thoroughly • Get 1 paper towel and dry hands • Walk to trash can and throw away trash	• Walk • Remain seated while eating • Raise hand and wait to be excused • Wait patiently in line (1 foot on blue line) • Keep hands and feet to yourself	• Keep hallways and walkways clear • Check in with adult • Wait in a single file line • Use phone only for emergencies • One person in nurse's office at a time	• Use equipment appropriately • Follow all staff directions the first time • Stop and freeze when bell rings • Walk to lines when you hear the whistle	• Push in chairs • Use handrails to walk up steps • Follow staff directions
BE KIND *"Bring joy to others"*	• Be helpful to your classmates and teacher • Share your materials and supplies with other when you can • Be a friend to everyone	• Help others in need. • Be considerate of others and surroundings.	• Be courteous. • Help stop unkind behavior. • Leave the area better than we found.	• Be attentive and help others (other students or our school staff) • Be a friend to someone	• Offer to help office staff when you can • Thank our office staff for doing a great job	• We share equipment and invite people to play, especially those who seem lonely	• Have patience with others. • We thank people who are of service

Wildcats are Safe, Respectful, Responsible and Kind!

Consequences for not following school expectations may include:

- Discussion and self-reflection; problem solving strategies
- Individual behavior contracts
- Parent phone call or conference

In addition to these specific school expectations, California Education Code 48900 lists additional reasons for student suspension or expulsion

<u>Wildcat of the Week</u>

Ten "Way to Go Wildcat" winners will be chosen every Friday. "Way to Go Wildcat" tickets can be earned by exhibiting exemplary character traits at school and following our school wide behavior expectations:

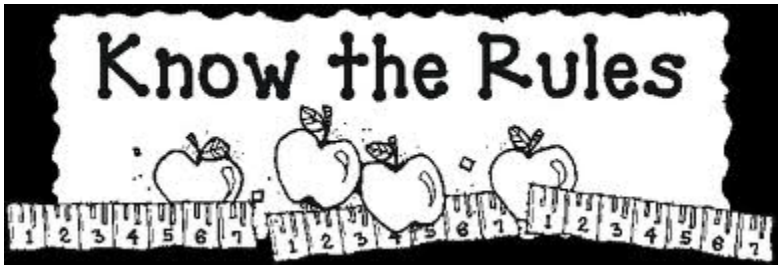
Be respectful. Be responsible. Be safe. Be Kind.

Assemblies and Assembly Conduct

During the school year, our school will have several assemblies, either in the cafeteria or outside on the playground. We want all students to successful, so we expect all students to follow Los Molinos expectations of:

1. Always be respectful to the people involved in the program and other students.

2. Sit or stand quietly. Show appreciation with respectful applause.
3. Follow directions given you by teachers about assembly conduct and seating for safety.
4. Use polite manners and do not whistle, shout or boo.
5. Wait for your teacher for exit directions at the end of the assembly. **Have fun!**



Discipline and Suspendable/Expellable Offenses

Our school family, students, teachers and parents are committed to providing the highest quality education for the students attending this school. We pride ourselves in providing students with a progressive discipline policy where students are expected to articulate their mistakes and right their wrongs.

However, we understand errors in judgment occur and we must follow our district discipline policy in certain circumstances. Under the district "Zero Tolerance" policy, a student may also be expelled, even of the first offense, if he/she commits a serious misconduct such as possession of drugs, possession of dangerous objects (weapons, knives, razor blades, etc.), imitation firearms (fake guns, etc.), sexual assault and sexual harassment, etc. Other offenses include:

a.1 Caused, attempted to cause, or threatened physical injury.
a.2 Willfully used force or violence upon the person of another except in self defense.
b. Possessed, sold or furnished dangerous object.
c. Possessed, used, sold, furnished, or under the influence of controlled substance, alcoholic beverage, or intoxicant alcoholic beverage, or intoxicant and then furnished an imitation.
d. Offered, arranged, or negotiated to sell any controlled substance.
e. Committed robbery or extortion.

f. Caused or attempted to cause damage to school or private property.
g. Stole or attempted to steal school or private property.
h. Possessed or used tobacco.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
k. Disrupted school activities or defied authority of teachers, administrators, or other school personnel.
l. Knowingly received stolen school property or private property.
m. Possessed an imitation firearm.
n. Committed or attempted to commit a sexual assault or committed sexual battery.
o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
p. Committed unwelcome sexual advances, request for sexual favors and/or other verbal or physical conduct constituting sexual harassment as prohibited by law. (E.C. 48900.2)
q. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (E.C. 48900.3)
r. Engaged in harassment, threats or intimidation against a pupil or group of pupils creating a hostile educational environment. (E.C. 48900.4)
s. Made terroristic threats against school officials or school property, or both. (E.C. 48900.7)
t. SEXUAL HARASSMENT AR 5145.7(a) Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the conditions: (Education Code 212.5; 5 CCR 4916)

Be respectful. Be responsible. Be safe. Be Kind.

- Toys and playing cards are ***not*** to be brought to school. Exceptions are granted only with teacher permission for a special event, project, or activity. If toys are brought and lost, our school will not be responsible to replace the item.
- Restrooms are not play areas.
- Vulgar language is offensive to others and will not be tolerated.
- Adequate footwear (shoes) must be worn at all times. The shoes need to be covered in the front and heel area. Adequate means that the students must be able to participate actively and safely in physical education.
- Students should show courtesy, understanding, and respect for others every day.
- All students will respect, listen, and follow all directions from all adults, staff, teachers, and Principal.
- Students cannot eat on blacktop play area. Lunch and snacks must be consumed in the cafeteria or at the designated outdoor eating areas.

Playground Rules

- No group of students shall exclude any one student from playing any game. No one is to be left out.

- During recess and lunch time, students are to remain on the playground or grass
- All students must stop playing immediately, wait for a "freeze bell" and go directly to their classroom line when the bell rings ending recess.
- Lines should be single-file and straight.
- Students are to walk to and from the playground area with their teachers.
- Bouncing balls off classroom walls is prohibited.
- Games such as dodge ball, football, chicken fights, keep away, tag (or other similar games like tag), etc., are not allowed.
- Playground equipment should be used in the manner for which it was designed.
- Climbing trees, fences, and backstops is not allowed.

Equipment Rules

SLIDE:

- Wait at the bottom of the ladder for your turn.
- Go down slide one at a time in an upright forward sitting position only.
- Sand or paper towels are not permitted on the slide.
- For safety reasons no loitering at the top or bottom is allowed.
- Check play equipment during hot weather to assure a safe surface temperature.
- Walking up the front of the slide is not permitted.
- Keep your feet and legs inside the slide.
- Sliding up or down support poles is not permitted.

HORIZONTAL BARS:

- Only one at a time on each pole.
- Sweaters coats may not be wrapped around bars.
- Do not jump off of the bars at any time.
- No "cherry drops", hanging by the knees, standing, or sitting on the bars is allowed.

VERTICAL POLES:

- Only one at a time on each pole.
- Do not play under others who are climbing.
- Do not climb on top of frame.

HORIZONTAL LADDER:

- Students may never sit or stand on top of the bars (ladder).
- Direction of travel can only be in one direction.
- One halfway across before the next child starts.
- No hanging from the knees is allowed.

SWINGS:

- Always swing sitting in a proper fashion.
- No standing in swings. No twirling or swinging sideways.

- Only one person is to be on each swing.
- Students are not to climb on top jump of or jump off swings.
- Students can have a turn of 50 full swings.
- No count backs are allowed.

ROCK CLIMBING WALL:

- Students must be able to climb independently
- No pulling or grabbing others on wall
- No more than 3 students may climb per side
- No sitting on the top of the wall
- No jumping off the wall

BALLS:

- Balls are not to be brought from home for play at school.
- Hardballs, handballs, tennis balls, and super balls are ***not*** permitted.
- Softballs and soccer balls are to be used only on grass areas.
- Only footballs and soccer balls are to be kicked.
- Footballs are **not** allowed during recess. (***They may only be used during P.E. for an activity under the direction and supervision of their teacher***.)
- Balls must be held when the bell rings.
- If classrooms have ball monitors, when the bell rings, balls are to be *handed* over to the ball monitor, and then proceed to get in line.