



ESPERANZA ELEMENTARY
A WASC and AVID Certified School

2026-2027

STUDENT HANDBOOK

**40521 35th ST. WEST
PALMDALE, CA 93551
661-575-0420**

Kathryn Conner
Principal

James Webb
Vice Principal

Scotland McCraw
Vice Principal

SCHOOL CALENDAR 2026-2027

<u>Semester 1 (August - December)</u>	<u>Semester 2 (January- June)</u>
<u>July 2026</u>	<u>January 2026</u>
July 1-31st: VACATION - NO SCHOOL	Jan 1-8: WINTER BREAK NO SCHOOL Jan 11: Classes Resume Jan 11: Third Quarter/Second Semester Begins Jan 15: Minimum Day Jan 18: M. L. King Holiday NO SCHOOL
<u>August 2026</u>	<u>February 2026</u>
Aug 3: First Day of school (Minimum Day) Aug 4: Minimum Day Aug 31: Minimum Day	Feb 15: Presidents Day NO SCHOOL
<u>September 2026</u>	<u>March 2026</u>
Sept 7: Labor Day NO SCHOOL	Mar 19: Minimum Day Mar 19: Third Quarter Ends Mar 22-31: SPRING BREAK NO SCHOOL
<u>October 2026</u>	<u>April 2026</u>
Oct 2: First Quarter Ends Oct 5: Second Quarter Begins Oct 12-16: NO SCHOOL Oct 12-13: Parent Teacher Conferences	Apr 1-2: SPRING BREAK NO SCHOOL Apr 5: Classes Resume Apr 5: Forth Quarter BEgins
<u>November 2026</u>	<u>May 2026</u>
Nov 11: Veterans Day NO SCHOOL Nov 20: Minimum Day Nov 23: Lincoln's Day NO SCHOOL Nov 24-27: Thanksgiving Break NO SCHOOL	May 31: Memorial Day NO SCHOOL
<u>December 2026</u>	<u>June 2026</u>
Dec 7: Minimum Day Dec 18: Minimum Day Dec 18: Second Quarter/Semester Ends Dec 21-31: WINTER BREAK NO SCHOOL	June 3: Minimum Day June 4: Fourth Quarter/Second Semester Ends June 4: Last Day of School Minimum Day

BELL SCHEDULES

TK/Kinder

First Bell: 7:40 a.m.
Tardy Bell: 7:45 a.m.
 Flag Salute Bell 7:50

Dismissals
1:40 p.m.
Minimum Day
12:40 p.m.

1st-3rd Grade

First Bell: 7:40 a.m.
Tardy Bell: 7:45 a.m.
 Flag Salute Bell 7:50

Dismissal
1:50 p.m
Minimum Day
12:50 p.m.

4th-6th Grade

First Bell: 7:35 a.m.
Tardy Bell: 7:40 a.m.
 Flag Salute Bell 7:50

Dismissal
1:50 p.m
Minimum Day
12:50 p.m

ARRIVAL AND DISMISSAL PROCEDURES

K-6th GATES OPEN AT 7:15, TK GATES OPEN AT 7:25.

TK students must be checked in/out daily by guardian at the TK GATE ONLY. (may not enter/exit through any other gate w/ siblings)

Breakfast is FREE to ALL students everyday in the cafeteria **BREAKFAST ENDS at 7:40.**

MORNING DROP OFF

If you walk to school, always stay on the sidewalk—never walk through the parking lot.

If you are getting dropped off by car:

- Your ride must pull up to the curb.
- You must get out next to the curb, not in the middle of the street.
- Your driver should not walk you through the parking lot.
- Your car should pull all the way forward before stopping to let you out.



All gates close and lock at 7:40 a.m. If you arrive after that time, you are tardy. Your parent or family member must go with you to the office to sign you in.

AFTERNOON PICKUP

You can only enter a car if it is parked next to the curb.

After school, students wait at these spots:

- Bolz Ranch Gate
- 35th St. Gates (by 1st–2nd or 3rd–4th classrooms)
- Front of the Office
- Gate near the bike rack



You cannot wait at Rancho Vista Park for your ride unless your parent is with you. Always get picked up at school.

WALKING HOME

- If you live near Bolz Ranch Road, use that exit to walk home.
- If you're walking south on 35th Street, use the crosswalk at the 35th Street gates.
- If you're walking along Fairgreen Lane, use the north side of the parking lot.

DISMISSAL TIME

- Full Day Dismissal: 1:50 p.m.
- Minimum Day Dismissal: 12:50 p.m.
- Siblings must be picked up at the fake grass and all siblings must exit together through a single gate.

Please remember these general arrival and dismissal rules:

1. No student will be permitted to meet a parked vehicle.
2. Once students have left campus, they will be allowed to return for an item they might have forgotten only until the dismissal gates have closed. Once those gates have closed, students need to enter through the office. If the gates close while the student is still on campus, they will need to exit through the office.
3. Students on campus for afterschool programs may NEVER exit campus to the park or to the ice cream truck and re-enter campus to join afterschool care or reading programs. This can result in expulsion from programs, and school consequences.

School dismisses at 1:50 on full days and at 12:50 on minimum days. Arrangements must be made to pick up students on time each day.

Capturing Kids' Hearts

At Esperanza, we implement the *Capturing Kids' Hearts* (CKH) philosophy to promote a safe, respectful, and emotionally supportive learning environment. This relationship-driven model empowers teachers and students to build strong connections and take ownership of classroom culture. The foundational belief is: *If we capture a child's heart, we can capture their mind.*

Philosophy Overview

Element	Description
Philosophy	Building strong, trusting relationships is the foundation for student success—both academically and socially.
Purpose	To create safe, connected classrooms where students feel valued, respected, and motivated to learn.
Key Strategies	- Social Contract - Affirmations - Student-led greetings - Effective communication tools (e.g., “good things,” “four questions”)
Focus on Social-Emotional Growth	Emphasizes the development of empathy, responsibility, and emotional intelligence alongside academic skills.
Student Impact	Increases student engagement, improves behavior, and fosters a sense of belonging and self-worth.
Core Belief	<i>If we capture kids’ hearts, we can capture their minds.</i>

For more information about Capturing Kids’ Hearts, please visit <https://flippengroup.com>.

SCHOOL COUNSELORS

Elementary and middle school counselors support student growth in the areas of academics, career and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as needed basis throughout the school year, however these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources. Please contact the school if you would like to refer your student for counseling services.

NOTICE TO PARENTS/GUARDIANS: CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM

Your school district, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District’s billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

ATTENDANCE - WE WANT YOU HERE!

Satisfactory progress is dependent upon regular attendance. Absences and tardies are either excused or unexcused. The only recognized excuses for student absences/tardies are student **illness** (those in excess of three days require a doctor's note), **medical or dental appointments**, **religious observances** that have prior approval by school administration, **court appearances** (where this student must attend) or **death of an immediate family member**. All other tardies and absences are legally unexcused. **All absences have an effect on the district's income from the state. For students on an inter-district transfer, good attendance is part of the transfer criteria.**

Please have your parent/guardian submit the following information when returning to school after an absence:

1. Clear your child's absence from your PowerSchool Parent account. iAttendSchool
2. Send an e-mail to report the absence ez.attendance@westside.k12.ca.us, or...
3. Call the absence line @ **661-974-8539**
4. A note that has the parent and child's name (first and last), the reason for the child's absence, and the date(s) of the absence.

ALL Absence(s) not verified within 4 days are considered unexcused and will result in a potential truancy. Unexcused tardies may result in your child being assigned a detention.

If a student needs to leave school during the day, the following protocol will be followed:

1. Only designated family members may sign students out in the office. If the school does not have appropriate designations as assigned by the legal guardian, then the student may not be released.
2. Students will not be called out of class until they are signed out.
3. Students signed out early will receive a "reverse tardy" that is excused or unexcused just like a morning tardy.

TRUANCY - The following absences are classified as truanies:

1. Absences from school without the knowledge and consent of a legal parent or guardian.
2. Leaving the campus during the school day without permission.
3. Staying out of class without permission.
4. Unexcused tardies in excess of 30 minutes.
5. Unexcused reverse tardies – leaving earlier than 30 minutes at the end of the day.
6. Three unexcused or unverified absences = 1 truancy, three truanies may result in a referral to a meeting with the DA.

*****To attend a dance, awards, or special event, you must be at school for the full school day! If you are not at school the full school day, you may not re-enter campus for awards, events, or activities (including, but not limited to, merit parties, assemblies, dances, carnivals, etc.) Students will not be permitted to be picked up to change or dress for after school activities. Students must come dressed and prepared for the afterschool event.**

If attendance becomes excessive, conferences with administration will be conducted in an effort to both provide support and discuss the importance of daily attendance.

STUDENT DISCIPLINE CODE

The student discipline code applies to all students attending Esperanza including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period and (4) during, going to, or coming from a school-sponsored activity. Where appropriate, discipline should be progressive. This means that a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. Except where specified by Education Code Section 48900.5, a student may be suspended only when there has been a determination that other means of correction have failed to bring about proper conduct or that the student's presence causes a danger to persons.

The student discipline code also applies to: (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as: (a) summer school; (b) after-school programs and (c) pre-kindergarten or preschool programs. **At the principal's discretion, a student with documented discipline problems not requiring expulsion may be removed from the remainder of an optional educational program.** Before a removal occurs, the parent will receive a written notice and an opportunity to be heard in front of the principal or principal's designee.

CONSEQUENCES & INTERVENTIONS

Understanding that consequences and interventions represent “teachable moments” is fundamental to a positive approach to discipline. The goal of progressive consequences and interventions is the teaching of pro-social behavior. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to do the following:

1. Understand why the behavior is unacceptable and the harm it has caused.
2. Understand what they could have done differently in the same situation.
3. Take responsibility for their actions.
4. Be given the opportunity to learn pro-social strategies and skills to use in the future.
5. Understand the progression of more stringent consequences if the behavior reoccurs.

STANDARDS OF STUDENT CONDUCT

The faculty and administrators will maintain an environment in which there is freedom to learn. To maintain the appropriate conditions and opportunities in the classroom, on campus, on the bus and on the way home, students should practice good citizenship and exert an effort to benefit from the academic program. Student conduct is expected to conform to district and school rules and regulations. Violations of such rules and regulations will result in disciplinary action, including but not limited to the following:

- Counseling
- Detention (Lunch and Break)
- Merit Loss (3rd -6th grades)
- Behavior Reflections/Apology Letters
- Family contact (letter or telephone) and/or Family/Student Conference
- Behavior, attendance or other contact
- Campus clean up
- Loss of extra-curricular activities, including but not limited to: school carnival, field trips, dances, celebrations, assemblies, etc.
- Restricted lunch (time and place)
- Suspension (In-School or Out-of-School)
- Modified day
- Expulsion

SPECIFIC SCHOOL WIDE RULES

Every Esperanza student will be expected to:

1. Dress appropriately. Student dress must be safe for the student and those around the student. It must not be offensive, disruptive to school operations or the educational process.
2. Be out of class during class time only on legitimate business and with the approved student pass.
3. Keep any objects that are of no reasonable educational use, that are considered to be weapons or that tend to create a nuisance. Such objects include, but are not limited to: cameras, radios, recorders, electronic games, paintballs, aerosol cans, marking pens, knives, firearms, explosives, skateboards, skates, shoes with wheels, scooters, cell phones, pagers, laser pointers, fidget spinners, and MP3 players.
4. Do not use or possess any form of tobacco, nicotine, (including e-cigarettes/vapes) alcohol, drugs, or related paraphernalia, such as lighters, on campus.
5. Refrain from the use of chewing gum and candy.
6. Refrain from using profanity or vulgar language.
7. Refrain from trading, selling or buying any goods or items with/from another student.
8. Eat only in the designated areas and avoid areas identified as off-limits for students during the lunch period and break. No drinks are permitted outside, except for clear water bottles.
9. Do not bring sodas or other carbonated beverages to school. These items are not allowed during the school day and should not be in student backpacks. Avoid red or dark colored beverages as these tend to stain clothes and ruin items if spilled. Water in clear or light colored water bottles only for classroom consumption.

10. Refrain from any inappropriate demonstrations of affections, including hand holding and hugging.
11. Do not take food or drink items into the library, computer lab, or classrooms unless specifically permitted by a supervising member of the staff.
12. Do not fight. Fighting will not be tolerated, and offenders will have severe consequences.

PLAYGROUND RULES

1. "Hands OFF" policy. No fighting, verbal or physical, wrestling, pushing, pretend or otherwise or games like tag.
2. Stay in the assigned playground zone.
 - a. Students are only allowed in designated zones before and after school. During recess, students are not allowed in hallways.
 - b. Do not talk to people through the fence. No one, including family members, are to pass any item(s) to their students through the fence. This will result in school consequences for students and stay away citations for parents. Please come to the office to deliver items to your student.
 - c. NO EATING OUTSIDE except during a.m. snack time. Snacks are to be eaten under the shade pavilion only. All trash must be placed in the trash container. Students found littering will lose their outside snack privileges and may be assigned trash pick-up duty.
 - d. Students must have a nurse's pass to go to the health office.
3. Play safely.
 - a. Avoid running on the blacktop unless in a supervised game.
 - b. No touching. **KEEP HANDS AND FEET TO YOURSELF.**
 - c. No piggyback rides.
 - d. No tackle games. No football at all.
 - e. No tag or other physical contact games that are not supervised by school staff.
 - f. No cartwheels, backflips, handstands. NO gymnastic related moves.
 - g. Students will be walked to and collected from the playground by their teacher in the designated pick-up zones.
4. Use the restroom properly. No playing, hiding, fighting, or vandalizing the bathrooms. Restroom use is not allowed when it is time to line up in the designated pick-up zone.
6. No selling or trading items, food, snacks etc, and no toys or equipment from home on the school playground.

PLAYGROUND EQUIPMENT RULES

1. Share equipment and use it correctly according to the rules.
 - a. Use jump ropes on the blacktop, in assigned areas only, and only for jumping.
 - b. Do not bounce balls on building walls.
 - c. Return all playground equipment to the ball cart.
 - d. No tree climbing. No throwing dirt, rocks, pebbles, leaves or sand.
 - e. No small hard balls such as racquetballs, baseballs/softballs, mini basketballs, or tennis balls.
 - f. No games of throwing a ball at any person, such as Dodge Ball, Elimination Ball, etc.
2. Student's backpacks are not permitted on the playground during recess and lunch.

PLAYGROUND ZONES

At Esperanza, we utilize the Playworks program to foster a safe and inclusive playground environment. By implementing structured games, we aim to increase student engagement, encourage pro-social behavior, and reduce conflict during recess. These activities provide students with clear rules and expectations, helping them develop teamwork, empathy, and leadership skills while ensuring every student has the opportunity to participate and play safely.

Zone 1: Calm Area

Zone 2: Handball Courts

Zone 3: Play Structure

Zone 4: Playworks Structured Game

Zone 5: Playworks Structured Game

Zone 6: Four Square Court

Zone 7: Tetherball Court

CAFETERIA BEHAVIOR

Standards of behavior in the cafeteria will be the same as in the classroom. Students are expected to:

- Walk at all times.
- Stand in line quietly keeping hands, feet, and other objects to themselves.
- Sit at the assigned classroom table until dismissed.
- Use polite manners and common courtesy.
- Use quiet inside voices.
- Clean their areas before being excused.
- Raise hand to be excused.
- Eat their food in the cafeteria only.
- Throw away all trash before leaving the cafeteria.
- No sharing of outside food or drink (if it comes in your lunchbox- it is for YOU only)
- No asking/begging or pressuring others to give you food, snacks or drinks.

Throwing of food will result in parent contact by an administrator and possible suspension from school.

BREAKFAST & LUNCH

Our school cafeteria prepares and serves free breakfast and a free hot lunch each day. Campus opens for breakfast service at 7:15 am. **Sodas, open containers, energy drinks, colored sports drinks, and other carbonated beverages are not allowed on campus.** If a child forgets his or her lunch at home, then a lunch from the parent may be dropped off in the office, and labeled for student pickup. However, office staff **WILL NOT** interrupt classroom learning for deliveries, drop-offs, and announcements as learning is Esperanza's number one priority. All students have access to FREE lunch in the cafeteria. NO outside food (i.e., Door Dash, Grubhub, FAST FOOD etc.) or beverage deliveries will be permitted for any student.

HEALTH AND WELLNESS POLICY

The Westside Union School District is encouraging and reinforcing the wellness of the students in the district. One of the goals of the district is to align the types of foods or treats provided to students with the wellness policy developed by the State of California.

Classroom celebrations are scheduled for **one day a month**, and items will only be allowed on these scheduled days. **Please DO NOT provide sweets such as cakes, cookies, cupcakes, candy, etc.** Consider more healthy choices such as vegetable and fruit trays, popcorn, crackers and cheese, pretzels and granola bars for these **ONCE a month celebrations, which are schoolwide selected dates.** Please be mindful of students with allergies when selecting food to bring in for these celebrations. Consult with your child's teacher and/or the health office to avoid foods that could be hazardous for other students. While birthdays are a special time for each student, goody bags with candy, treats or food items **WILL NOT BE PERMITTED**. Any goody bags must be non-food items, such as pencils, erasers, stickers, or other favors, instead of candy, food, or sweets, and may only be handed out during the approved celebration day for the month. This prevents any conflicts with our health and wellness policy as well as protects students with food allergies. To safeguard the health and safety of students, please note the following concerning food items brought onto campus.

- ❖ **No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold or given away in school to students.**
- ❖ **Treats or snacks provided by teachers, parents, PTA's or other organizations to students must be commercially processed and wrapped to prevent the possible spread of bacteria or germs.**

26-27 Class Celebration Days for each month are as follows:

Friday, September 25, 2026

Friday, December 18, 2026

Friday, March 19, 2027

October 30 – Halloween 2026

Friday, January 29, 2027

Friday, April 30, 2027

Friday, November 20, 2026

February 12 - Valentine's Day 2026

Friday, May 28, 2027

These dates are the ONLY dates classroom celebrations or parties will occur. This schedule will enable our classrooms to receive fewer interruptions and maximize instructional time. The purpose of this policy is to instill healthy habits for all of our students. We appreciate your continued support in working towards the growth of healthy minds and hearts. If you are **DROPPING OFF** items on one of the above dates, for an **approved celebration**, in the office, for your child's classroom, please make arrangements to contact your child's teacher through Parent Square. Our office staff **WILL NOT interrupt classroom learning** for deliveries, drop-offs, and announcements as learning is our number one priority. Food items, or treats, or goody bags brought in on unapproved dates will be denied and sent home with the parent.

BACK TO SCHOOL REGISTRATION

Parents are required to update their student's back to school registration at the beginning of the school year. A Back-To-School Registration form must be submitted for each student in your family. This information must be completed during the first week of school or when registering during the year. You can update this information through your parent PowerSchool account. This provides the school with information needed in personal emergencies and in the event of a major disaster. More information will be sent home about this mandatory requirement.

MEDICATION

The school form "Request for Medication to Be Taken during School Hours," must be completed by parents and the medical advisor and be on file before the school can permit medications (either prescription or over-the-counter) to be provided at school. Any student who is required to take medication during the school day may be assisted by school personnel if the school has this form on file. All medications are to be kept in the health office.

VISITORS ON CAMPUS

Parents are welcome on campus as visitors and must check in at the office when coming to school. All visitors must complete a RAPTOR ID scan prior to admission to campus for meetings or events. Both before and after school, parents must sign in and out to be on campus. All visitors are required to obtain a Visitor's Pass in the office. Classroom visits should be arranged with the teacher at least 24 hours in advance. On the day of the visitation, you must be escorted to and from the classroom. All visitors must have a valid TB test on file and would only be allowed to go to the specific classroom they have arranged to visit. Classroom visits will be limited to ONE classroom visit of no longer than 45 minutes per quarter of the school year unless otherwise arranged with the teacher and administrator.

Visitors and volunteers may not bring in outside food or drinks, such as sodas, or coffees. Only water bottles will be permitted during volunteer hours. We must model the Health and Wellness expectations to our students at all times.

No volunteers or visitors are allowed in the cafeteria, in student restrooms, or on the playground during recess times, arrival, or dismissal times. The school administration may make exceptions to this rule for things like PTA functions or assemblies.

Parents that would like to volunteer on campus (visit more than a few times a year) must have both the TB questionnaire and fingerprints requirement completed (done through the Westside Union School District).

FIELD TRIPS - All field trip chaperones must also meet these requirements. Due to our district policy, parents must be in compliance, prior to the day of the trip to be permitted to attend the field trip.

ABSOLUTELY NOT ALLOWED ON CAMPUS

To maintain a safe, focused learning environment, the following items are prohibited on campus:

Prohibited Items

- Toys, stuffed animals, collectible backpack charms
- Weapons of any kind, Toy weapons or look-alike weapons
- Cameras and video cameras

- Radios, music players, and personal speakers
- Gaming devices and electronic toys
- Water guns
- Balloons
- Playing cards and trading cards
- Fidget spinners and similar novelty toys
- Aerosol containers
- Perfume or cologne
- Tobacco or Vape products and related paraphernalia
- Candy and chewing gum
- Any item that may be considered dangerous or disruptive to the learning environment

Food and Beverages

- Colored beverages, including sports drinks and soda
- Beverages in aluminum cans or containers that cannot be securely sealed
- Students should bring only water in a sealed, reusable container unless otherwise approved by the school.

Personal Valuables

Students should never bring valuable personal items to school, including:

- Jewelry
- Electronics
- Large sums of money
- Collectibles or other valuable personal belongings

The school is not responsible for items that are lost, stolen, or damaged.

Selling, Trading, or Exchanging Items

Students may not sell, trade, or exchange items on campus. This includes, but is not limited to:

- Candy, drinks, or food items
- Comic books, Trading cards, Toys, Collectibles
- Fundraising products (including Girl Scout Cookies)

Physical Contact

Intimate physical contact is not permitted at school. This includes, but is not limited to:

- Holding hands
- Excessive hugging
- Kissing
- Leaning on one another in an intimate manner

Distribution of Personal Items

To minimize classroom disruptions, students may not distribute personal items during the school day, including:

- Toys
- Party invitations
- Goody bags
- Trinkets or novelty items

For special celebrations, invitations or non-food celebration items may be sent home only with prior teacher approval and must be provided for every student in the class. Food items may not be distributed outside of schoolwide celebration days. School days are reserved for learning, and the distribution of personal items can interfere with the educational environment.

If an item is not needed for educational purposes, it should remain at home.

CELL PHONE & DEVICE USAGE BEFORE AND AFTER SCHOOL

The Board of Education at Westside Union School District has the obligation to ensure a safe, secure, and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn and teachers have the right to teach. To insure that these obligations are met, WUSD Board Policy states:

- Cell phones, or devices with cellular service such as smart watches, including those with any image capturing capabilities, are to be turned **off and put away**, while on school grounds. These devices may only be used with the permission and in the presence of an administrator or designee.
- If the device is not “**off and put away**”, the school employee shall confiscate it and turn it over to an administrator or designee who will release the device to a parent or guardian only.
- Possession of cell phones at after school activities or extra-curricular activities will follow the same policy of “**off and put away**” and will only be allowed with permission and in the presence of an administrator or designee or parent/guardian present at the activity, as long as it is not a disruption to the activity.
- A student who continues to violate this policy may be prohibited from possessing a cell phone at school or school-related events and may be subject to disciplinary action.
- All other electronic devices, such as, **airpods, cellular devices, e-watches, other digital devices, and cameras are prohibited at all times** except with specific permission from an administrator or designee. If any student is found in possession of any such device, except with specific permission from an administrator or designee, it shall be confiscated and the student will be subject to the school disciplinary policy.

In keeping with this policy, the Esperanza Administration will be issuing the following consequences for student violations at school or on school grounds:

1st Offense

Cell Phones or other electronic devices on campus will be confiscated and given to the office. They will only be released to a parent or legal guardian and they will receive an electronics-violation letter and a copy will be placed in the student's file. MERIT Loss assigned.

2nd Offense

Students who have their cell phones (other item) confiscated for a second time will lose privileges to have their cell phone on campus for a specified period of time. The parent must pick up the device in the office, during regular office hours. MERIT Loss assigned.

3rd Offense

Should there be a third offense, the school administration will conference with the parent and the student. The student will lose their privilege to have a cell phone on campus for the remainder of the year. Any student that has lost the privilege of carrying a cell phone at school and is subsequently in possession of a cell phone will receive consequences and may be subject to losing the privilege of having a backpack at school.

***Students who are taking pictures with their cell phone while on campus may be subject to suspension and the possibility of expulsion**

ALL CELL PHONES/CELLULAR DEVICES INCLUDING SMART WATCHES, NEED TO BE OFF AND AWAY. DO NOT USE CELL PHONES UNTIL YOU ARE COMPLETELY OFF SCHOOL GROUNDS.

TELEPHONE USE

All office telephones are for school business only and are not available for student use except in emergencies (forgotten lunches or homework, making plans for after school, or going to a friend's house are examples of non-emergencies). If your child is ill, he/she should report to the health office to telephone home. Students texting or calling home from personal cellular devices (phones or watches) will be assigned consequences in line with school rules and disciplinary policies.

WHEELS

Bicycles are allowed only as a means of transportation to and from school and may not be ridden on school grounds. The school is not responsible for their damage or loss at school. Bicycles must be locked in the bicycle area. Helmets must be worn while riding the bicycle. **Skateboards, skates, roller shoes, scooters, and other similar items are not permitted on campus at any time.**

In accordance with state law authorizing school districts to regulate micro-mobility devices on public grounds, riding a bicycle, electric bicycle, scooter, or skateboard is strictly prohibited on school campus at any time; **all riders must dismount and walk their bicycles once they enter school property (this includes the sidewalks bordering the school property).**

DRESS CODE

Shoes: Shoes or sandals must be worn at all times. Footwear must be safe and not distracting. Sandals must have a strap over the top of the foot and around the heel; open toed shoes should be avoided. Slippers/house shoes are prohibited. Shoes should be sufficient that students can run and move in them without the fear that they will come off or cause them to fall.

Tops: Tops shall conceal undergarments at all times. Straps must be at least 2 inches wide. See-through or fish net fabrics, halter tops, spaghetti straps, off-the-shoulder, backless, or low-cut tops, and bare midriffs are prohibited. This also applies to tops worn with overalls. Tops shall completely cover the student regardless of movement. Tops should be no more than one size larger than normal size.

Bottoms: Bottoms shall conceal undergarments at all times.

Pants/Shorts: Pants/shorts must fit appropriately in length and waist. Oversized pants are not allowed on campus. No sagging (especially at the crotch) or pants/shorts may not be rolled down. Leggings should not be too sheer.

Shorts/Skirts: Shorts/Skirt lengths shall be appropriate to modest behavior. No short shorts. Shorts may not be rolled down at the waist. At no time can any undergarment show.

Belts: Belts can be no longer than 5 inches beyond the buckle. Buckles larger than 3 inches are prohibited.

Clothing: Clothing and brands that advocate drugs, alcohol, tobacco, gang activities, violence, weapons, or is disruptive is prohibited. Clothing, jewelry and accessories shall be free of writing, pictures, or any other insignia which are crude, vulgar, violent or profane. Clothes (and books and other materials) will be confiscated if they have tagging-style or gang related writings or markings on them. Any attire that can be deemed dangerous to a student when worn based on input from the sheriff's department is not permitted.

Hats: Baseball caps/visors must be worn with the bill facing forward and may be **worn outdoors only**. **Hats, head wraps, bandanas, hoods and beanies are prohibited indoors and should be removed upon entering the building.**

Sunglasses: Sunglasses are prohibited indoors and should be placed inside backpacks.

Accessories: Accessories such as heavy chains and jewelry with dangerous points or spikes are prohibited. Earring piercing is permissible provided that the students wear studs only. Long dangling or hoop earrings are prohibited. Facial piercing (nose, eyebrow, tongue, lip, etc.) is not allowed. Facepaint, excessive makeup, ski masks, or other accessories that are distracting to learning are not permitted.

Hair: Hair shall be clean and neatly groomed.

Pajama/Draw string bottoms: No pajama pants, or drawstring bottoms (school-approved Spirit Day is the only exception).

School administration will have the last word on what can and can't be worn. If in doubt, don't wear it

ESPERANZA SCHOOL DRESS FOR SUCCESS

 <u>SHOES</u> • Must be worn at all times. • No flip-flops, slides, slippers, or house shoes. • Must have a back strap and closed toes. • Shoes should be safe for running/moving.	 <u>CLOTHING MESSAGES</u> • No clothing with drugs, alcohol, gangs, weapons, or inappropriate/suggestive images/language. • No gang-related or tagging-style markings. • No pajamas or draw string pants (unless it's a spirit day).	 <u>HATS & HEADWEAR</u> • Baseball caps/visors are to be worn <u>outside only</u>, bill forward. • No hats, hoods, beanies, do rags, bandanas, indoors.
 <u>TOPS</u> • Must fully cover undergarments and midriffs (even with arms up). • Straps must be at least 2 inches wide. • No spaghetti straps, halter tops, backless, off-shoulder, or see-through fabrics. • Tops must fit properly—not too big or short.	 <u>BOTTOMS (PANTS & SHORTS)</u> • Must cover undergarments at all times. • No sagging or oversized pants. • No large holes or rips above the knee (bigger than a phone or ID). • Leggings shouldn't be see-through.  <u>SHORTS & SKIRTS</u> • Must be fingertip length or longer. • No short shorts or visible undergarments. • Must stay appropriate when seated.	 <u>SUNGLASSES/ACCESSORIES</u> • Sunglasses Not allowed indoors—keep them in your backpack. • No chains, spiked items, or sharp jewelry. • Only small stud earrings are allowed. • No facial piercings (nose, lip, eyebrow, etc.).

GRADES & REPORT CARDS

All students are expected to meet or exceed grade level standards and demonstrate content mastery in all standards by the end of the school year, as reflected by 3's on the standards based grading scale. Students who maintain these standards will be academically promoted to the next grade. If student achievement does not meet grade level standards you will receive additional information regarding the possibility of retention.

The school year is divided into two semesters. At the midpoint of each semester, students receive a progress report. At the end of the semester, students receive a report card with grades and comments from their teacher. The grades from each semester (January and June) determine promotion to the next grade. Parents are encouraged to check PowerSchool regularly so they are always aware of how their child is doing. Grades will be updated regularly per board policy.

The Westside Union School District implements a Standards Based Grading System. Student's grades will be based on a scale of 1-4. 4 = Exceeds Standards, 3 = Meets Standards, 2 = Progressing Standards and 1= Not Meeting Standards.

Top scholars in 3rd – 6th grade are recognized each semester in two categories: Academic Honors and High Honors.

Academic Honors, this award is issued to students who demonstrate mastery in all standards in all content areas (3's and 4's in ELA, Math, Social Studies, and Science). High Honors, this award is issued to students who demonstrate mastery in all standards in all content areas and College and Career Readiness (3's and 4's in every area).

TRANSFERS

Adherence to the **transfer criteria** of maintaining 2's, 3's and 4's in all content areas, good attendance, good citizenship and behavior is imperative. **Transfers** can be revoked if any of this criteria is not met. Students attending Esperanza under false address will be subject to home visit confirmations, and will be required to apply for transfer if it is determined they are attending under falsified enrollment documentation.

Please understand that this handbook does not contain every bit of information and is a living document; rather, it contains the more common items. If you are unsure on something, please contact the school for further clarification, or visit the online handbook on our WEBSITE. This handbook can be updated online throughout the school year to reflect changes.

Title I, School-Parent Compact

Esperanza Elementary the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (Every Student Succeeds Act [ESSA] Section 1116[d]).

The school understands the importance of the school experience for every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Esperanza will strive to address the individual needs of all students
- Esperanza will provide a safe space for students to communicate emotional needs.
- Esperanza will Communicate regularly with families about academic progress and behavioral concerns.
- Esperanza staff will encourage and promote a growth mindset for all students
- Esperanza will create a positive and inclusive learning environment.
- Esperanza will encourage students to be on time and ready to learn each day.
- Esperanza staff will assure every student has access to a quality and engaging learning experiences.

The parent/guardian understands that participation in their student's education will help their achievement, motivation, and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of their ability:

- Parents and Families will provide a healthy (physical, mental, emotional) home environment that supports student learning, models and fosters a love for reading, and promotes academic achievement in all content areas.
- Parents and Families will ensure the student attend school on time and ready to learn
- Parents and Families will encourage and develop a growth mindset, determination, and respect and responsibility in their students.
- Parents and Families will respect school rules, handbook, staff, property, and school community
- Parents and Families will monitor, engage, and educate our children on appropriate and healthy use of technology and screen time (as outlined by American Academy of Pediatrics)
- Parents and Families will be active and engaged in our school community through opportunities such as: PTA events, volunteering opportunities, connecting through Parent Square and Powerschool, parent conferences, and school events
- Parents and Families will build regular, positive two way communication with teachers, school staff, and school administrators to work towards mutual goals, positive resolutions, and student success.

The student realizes education is important. Therefore, they agree to carry out the following responsibilities to the best of their ability:

- Students will be responsible for getting to school on time
- Students will follow the SOAR Matrix and all school rules, demonstrating Self Control, On task behavior, Achievement and Respect in all areas.
- Students will be responsible for completing and submitting assignments on time
- Students will respect teachers, staff, and peers.
- Students will resolve conflict appropriately, without physical or verbal aggression.

BULLYING PREVENTION POLICY

Esperanza Elementary School believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance.

Esperanza Elementary School will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are different types of bullying and misconduct including, but not limited to:

- **Physical Bullying:** hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*
- **Cyberbullying:** using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*
- **Social Bullying:** leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.
- **Verbal Bullying:** name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*
- **Non-verbal Bullying:** posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.
- **Indirect Bullying:** getting someone to do something mean or hurtful to someone else on your behalf.

Sexual Harassment: any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation.* (Even if I like the person I must be respectful at all times.)

Discrimination: targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

Esperanza Elementary School expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, Esperanza Elementary School will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

We have reviewed the Esperanza Student Handbook and Bullying Prevention Policy.

****PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT'S TEACHER****

We have read and agree to Esperanza Elementary School's rules, policies, procedures, and have discussed the Bullying Prevention Policy with our student.

Student's Name (PRINT)

Student's Signature

Parent/Guardian's Name (Print)

Parent/Guardian's Signature

Student's Teacher

Date