

RICHARD HENRY LEE ELEMENTARY SCHOOL

Igniting Unlimited Possibilities for Students!

"Where Students Stop, Think, and Act Responsibly"

National Blue Ribbon School of Excellence - 2001, 2021

California Distinguished School - 1995, 2004, 2018

California Gold Ribbon School - 2016

Student and Parent Handbook/Curriculum Guide



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Welcome to Richard Henry Lee Elementary School! Lee School, a National Blue Ribbon, California Distinguished School, and California Gold Ribbon School, has earned an enviable reputation of being a top ranked school in the state and the nation, with high expectations and high standards for all students. The staff at Lee believes ALL children can learn. The high quality of work displayed in every classroom, the commitment of our parents, and commitment of our students to do their very best is what makes Lee School among the top in the nation. Lee Elementary School has a strong reputation and sense of pride for its passionate pursuit of excellence for each learner, its dedication and compassion to every student, and its responsiveness to the Lee community. The Lee Staff embraces a culture of inquiry and continuous improvement. We believe this philosophy creates an environment in which all students may leave us armed for success in secondary school and beyond. We welcome you to join us in our commitment and passion to the Lee School family and its shared vision!

We hope this Student & Parent Handbook will assist families and answer questions which may arise during the year. This handbook includes the policies and procedures that are important for the daily operation of our school. Please file this handbook for reference throughout the school year.

If you are not already involved with the outstanding and hard-working PTA, and other parent groups, we urge you to become involved by contacting the PTA president, via email at Leeptaprez@gmail.com. We would love to have you join our volunteer staff in the classrooms, Media Center, social events and parent meetings. Research links parental involvement to student achievement and success. Your time will be an investment that could change a life! Educating everyone takes everyone. Thanks for partnering with us along this important endeavor. We are looking forward to the school year. We hope to see all of you actively involved in our Lee Family!

Sincerely,
Team Lee Staff

Lee Elementary School Vision and Mission

Lee Elementary School is committed to high achievement for each student through a balanced, rigorous and integrated educational experience in partnership with the home and community. It provides a positive learning environment which allows each child the opportunity to learn at his or her own pace and to excel in an environment of high standards. Students will acquire the skills needed to be successful, life-long learners, prepared to accept responsibilities and challenges of our culturally diverse society.

Our mission statement is reviewed yearly by the School Site Council, teachers, and the principal. It reflects our belief that systems of assessment and accountability keep us reflective and responsive in meeting the needs of all students. We believe through appropriate enrichment and intervention; all students can meet high standards and reach their potential.

All learners will be active participants in an educational process where they:

- ♦ Meet or exceed state identified grade level standards in Language Arts, Mathematics, Science, History/Social Science, Physical Education, and Visual and Performing Arts.
- ♦ Develop and apply problem-solving and critical-thinking skills in a program which deals with real-world issues and real-world challenges.
- ♦ Use technology as a tool for acquiring, analyzing, learning and using information, and for accessing the wider world of people and ideas.
- ♦ Demonstrate consideration for others, respect and celebrate diversity.
- ♦ Learn to work cooperatively and independently, making choices and taking responsibility for their learning.
- ♦ Develop special talents in academic areas as well as in the arts, athletics, and activities.

Board of Education

Farnaz Pardasani

Marlys Davidson

Diana Hill

Matt Bragman

Chris Forehan

District Administration

Superintendent: Andrew Pulver, Ed. D.

Deputy Superintendent: Ondrea Reed, Educational Services

Assistant Superintendents: Tim Golden, Business Services

Ryan Weiss-Wright Ed.D, Human Resources

Directors:

Annie Ryu, Food Services

Edwin Munguia, Maintenance & Operations

Grace Delk., Special Education & Mental Health

Evelyn Garcia, Student Services and Personnel

Dan Bennett, Information Technology

Tatiana Garcia, Fiscal Services

Melissa Davis, Educational Services

Daily Bell Schedules

REGULAR BELL SCHEDULE

Grade Level	Start Time	Recess	Lunch	Dismissal*
K-1	8:05 a.m.	9:55 a.m. - 10:10 a.m.	11:25 a.m. - 12:10 p.m.	K – 1:30 p.m.
				1 st – 2:30 p.m.
2-3	8:05 a.m.	9:55 a.m. - 10:10 a.m.	11:50 a.m. - 12:35 p.m.	2:30 p.m.
4-5	8:05 a.m.	9:55 a.m. - 10:10 a.m.	12:15 p.m.- 1:00 p.m.	2:30 p.m.

**Wednesday dismissal is 1:30 p.m. for ALL grade levels.*

MINIMUM DAYS (12:50 Dismissal)

Flag Ceremony

Lee students, teachers, and parents participate in Flag Ceremony every Monday. There may be additional flag ceremonies for special events throughout the year (to be determined). This ceremony continues to create a sense of unity among our entire school community. We recite the Pledge of Allegiance, Lee School Pledge, and celebrate a patriotic song. Additional announcements, school awards, and student recognitions are also celebrated at Flag Ceremony. We invite you to attend with your child every Monday at 8:05 a.m. on the Upper Grade Blacktop at the north end of campus.

Lee School Pledge: "This day has been given to me fresh and new. I can learn from it, or throw it away. I will choose to do my best in thoughts, words, and actions. Today I will be a STAR! I will Stop, Think, and Act Responsibly."

Curriculum and Instruction

Based on the vision of the Los Alamitos Unified School District, the site vision, and best practices in education, Lee Elementary endorses a well-rounded foundational education that emphasizes rigorous academics, physical fitness, student activities, exposure to the arts, and social/emotional wellness. Lee teachers incorporate 21st century learning components to prepare adaptive learners by facilitating critical thinking and problem-solving skills, communication, collaboration, and creativity and innovation skills. Additionally, the staff embraces technology as a means to enhance instruction and bring opportunities to students that otherwise might not be available. Lee teachers analyze student data to drive instructional planning, delivery, and to provide differentiated instruction to accommodate the varying student achievement levels within a given classroom. This data is also used to provide powerful and targeted interventions for those students behind in grade level standards, and to provide an enhanced, enriching curriculum for those students excelling at grade level. The Lee staff embraces a culture of inquiry. It is inherently understood and accepted that change and continuous improvement is a hallmark of the teaching profession. To that end, the Lee staff is involved in those staff development activities which will bring forth on-going, improved student performance and achievement to prepare them for personal and professional success in the 21st century.

Lee elementary incorporates the following data to evaluate student progress

- California Assessment of Student Progress and Performance (CAASPP)
- District Benchmark Tests
- Running Records
- Formative and Summative Classroom Assessments
- Illuminate reports

Lee Elementary School's students participate in California State Assessments in the spring of their 3rd, 4th, and 5th grade year. These assessments demonstrate student achievement and are tools that teachers use to customize and modify instruction to best meet the needs of all students. Parents may opt out of a state assessment by submitting a request in writing to the school. In California, assessment results are linked to high school graduation, college access, and career readiness.

The following best instructional and philosophical practices serve as a foundation for Lee's powerful instructional, intervention, and enrichment program:

Instructional Strategies Instructional Philosophies

Reader's & Writer's Workshop K - 5 consistency among and between grade levels Reading Foundations of the Common Core Differentiated instruction to reach all students at their respective levels Cognitively Guided Instruction in Math (CGI) Highly engaged, student-centered classrooms

Math & Language Walls Targeted intervention for students needing additional support Gradual release of cognitive responsibility from teacher to student Enrichment for students excelling in grade level standards Depth and Complexity Icons Social and emotional wellness and responsibility Music Program for all students A strong home/school partnership to support trust and learning at home Junior Great Books

Additional Instructional and Support Activities

Media Center - The media center is truly a cornerstone at Lee Elementary School, including both a technological and instructional focus where all students can thrive and actively engage in their learning. Thanks to the overwhelming financial support of Lee's PTA and the Lee community, the media center is staffed with a part-time credentialed teacher and a media center instructional assistant. It features a state-of-the-art computer lab, two interactive Smartboards, a computerized book circulation system, keyboarding software, interactive paint/draw programs, and access to Internet research. Student use of the Internet is strictly limited to programs approved by the teacher and additional programs are prevented from access through special firewalls. Instruction in the media center includes 1) group instruction in library and research skills, 2) computer instruction, including keyboarding, Microsoft Office, PowerPoint, word processing, desktop publishing, coding programs, Google Classroom, and other software to extend classroom content learning.

Media Center books and text books: Students are responsible for all lost books checked out to them. Students in grades 1-5 check out library books along with textbooks/workbooks and are responsible for returning them back to the media center. If a book or workbook is lost or damaged, students are sent a bill for the repair or replacement. Final report cards may be held at the end of the year if the fees are not paid. If a fee is paid, a student has up to one year to find the book and receive a refund.

Makerspace - Lee Media Center operates a hands-on, inquiry-based, learning lab called Makerspace. Students in the lab create, tinker, invent, and collaborate on various projects. This lab focuses on engineering and design activities, and students learn by doing as they construct, reflect and redesign, problem solve, and think critically. Students participate in engineering challenges, building curiosity and capacity in the area of science, technology, engineering, and math. Students engage in coding and robotics projects, based on the Next Generation Science Standards and created by the Project Lead the Way foundation. The Makerspace is developing perseverance, stamina, and resilience in our students.

MIND-ST Math Fluency - ST Math Fluency is developed by the MIND Research Institute focusing on helping students build math fluency - defined by the National Math Panel as accurate, quick, and effortless retrieval of basic math facts. The use of animated virtual manipulatives enables an intuitive process of learning that makes basic math fact recall effortless. This automaticity frees students' working memory for problem-solving. Key to the success of all MIND Research programs is the depth of research that informs its instructional design. Research points to the need to free up working memory in order to allow students to avoid getting slowed down by basic calculations when learning and applying mathematics at a later stage. MIND's unique visual approach ensures that students memorize their basic addition, subtraction, multiplication and division facts while gaining a solid conceptual understanding of the operations.

Gifted and Talented Education (GATE) - Beginning in kindergarten, teachers identify students who have exhibited characteristics of a gifted student. In kindergarten through second grade, they are identified as High Potential Students. In the third grade, all students are screened for GATE eligibility. The site GATE Committee follows an established district process to determine eligibility. This process includes screening surveys completed by teachers and parents, student work samples and student assessments. All students, including those identified as High Potential and GATE, receive differentiated instruction in the classroom to appropriately challenge and increase their depth of knowledge.

Intervention Programs - All Lee teachers are trained in providing differentiated instruction for students of all abilities. This instruction takes place in the form of small group instruction and differentiated assignments geared to individual students' needs. Students requiring further assistance can be referred to a variety of intervention programs available at Lee. At-risk kindergarten students may be referred to after-school tutoring provided by our kindergarten staff. Students in grades one through five may be referred to push in intervention teachers during the school day as well as the on-site Reading Lab.

Music and Art - All students, UTK - 5th grade, receive music instruction by a credentialed music teacher. Performances during the school year demonstrate achievement in vocal music and dramatic play. Students are provided opportunities to study many types of music and to play several instruments. After school classes are offered to students to take lessons on a wind or string instrument with a qualified teacher for a small fee.

Art instruction is integrated into all subject areas and is provided by the classroom teacher. Additionally, all students participate in a school-wide PTA sponsored art program. In this program they learn the Visual Arts standards, art vocabulary and techniques, as well as numerous famous artists each year. After school classes are offered for all grades through LAEF. The PTA also provides additional opportunities for art appreciation through the Reflections Contest and special assemblies.

PeaceMakers – Students in 4th and 5th grades are offered the opportunity to be a PeaceMaker. PeaceMakers receive training during lunch time on how to be effective conflict managers. They locate themselves on the primary playground during recess and assist younger students work through playground conflict. These are students well-regarded by all students and staff.

STAR Reading – STAR Reading is a computer-based reading assessment system designed to complement an existing classroom program to assess literacy. It is designed to provide another measure to indicate student growth. Students are given a reading level range based on their independent and instructional reading levels. Students may check out books in the Media Center based on the given reading range. The computer-based management system provides students with immediate feedback on their performance and keeps records to help teachers and parents track students' attempts to reach their goals.

Outdoor Science School – All students in Grade 5 are encouraged to attend Outdoor Science School for four-days with their classroom teachers in the San Bernardino Mountains. Hiking, studying botany, and attending classes with a trained naturalist are a few of the exciting activities enjoyed by 5th grade students. It is a parent paid program and sponsored with financial support by the Outdoor Science Booster Club.

School Improvement – School Site Council (SSC) is a school-based group composed of the principal, teachers, other school personnel and parents. It provides a foundation for all of the major stakeholders in the school to come together to identify common goals and establish a plan to achieve these goals. The SSC's success depends upon both the ability and willingness of all those involved in the process to work together in a cooperative manner to develop an effective curricular and instructional program in which all students may attain higher levels of academic competence. As the SSC goes about allocating the available supplemental resources, it strives to keep its focus on establishing and maintaining a comprehensive and ongoing strategy to improve curriculum and instruction. Parents are encouraged to attend School Site Council (SSC) meetings.

After School Programs – Building a safe and supportive school environment to which students are connected is paramount to academic success. Students achieve at higher levels when provided experiences and opportunities that lead to a sense of community, self-confidence, and safety. At Lee, we embrace this philosophy as we encourage all of our students to be involved in activities beyond the school day. Our afterschool programs provide a safe place for students to engage in enriching activities that enhance their sense of connectedness to the school community. Lee provides several after school programs in Arts, Science & Engineering, Music, and Physical Education. Parents may sign up through the Los Alamitos Educational Foundation, Los Alamitos Youth Center, or the venue through which the activity is offered. Check the Week-LEE Newsletter for flyers and additional information.

STAR Leadership Council – Students in grades 3, 4 and 5 represent their classmates on a student council which plans special events and activities, teaches the democratic process, and provides students with a forum to discuss school policies, procedures, and activities. They plan community and school services, such as purchasing playground equipment and supporting the school beautification effort.

Student Study Team – Students struggling in any academic and/or behavioral area are referred to our Student Study Team (SST). This team, consisting of the school psychologist, speech and language specialist, resource specialist, classroom teacher, principal, and parents discuss students' roadblocks to success, offer suggestions, and make referrals to the intervention programs. The team collaborates to plan strategies both for school and home that help the identified student be successful.

SCHOOL POLICIES and PROCEDURES (In alphabetic order)

ACADEMIC HONESTY CODE – Lee Elementary School believes in cultivating citizens with integrity. Character matters every day and Lee honors positive displays of character throughout the year. All students are required to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, working on educational computer programs, participating in testing situations, and in their daily interactions with staff and peers. Academic progress should reflect the student's own work in the fairest possible way. Academic dishonesty involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work, including work on MIND, in Google Classroom, and other programs. It also includes (but is not limited to) theft, possession, or unauthorized use of any answer keys or model answers, forgery, and plagiarism. Violation of the Lee Elementary School Academic Honesty Code will be subject to disciplinary action up to and including: detention, dismissal from student activities, suspension, and/or expulsion. This policy covers all school related tests, quizzes, reports, class assignments, educational computer programs, and projects, both in and out of class.

ANIMALS AT SCHOOL – Animals are NOT allowed at school at any time as per district School Board policy. Parents are asked not to bring dogs on campus when walking children to and from school. This practice can be a problem as many students and staff members have allergies to animals, some students and family members are afraid of pets, and dogs can create a sanitation problem. Please do not bring animals to the classroom for sharing.

ARRIVAL – Appropriate conduct and safety before and after school while waiting for parents or at the bus stop is expected as a common courtesy and consideration for others. Students are accountable for their behavior and actions as they travel to and from school. Unless students are involved in special activities before school, they are not to arrive before 7:45 A.M. There is no supervision prior to that time. Due to limited supervision, students may not play on the playground equipment before school. Students are encouraged to arrive between 7:45 and 8:00 A.M. At 8:00, a warning bell rings, signaling students that it is time to line up outside of their classroom and ALL GATES ARE LOCKED. The instructional day begins at 8:05 A.M. Students who are not in their classroom when the 8:05 bell rings are marked tardy. The first day of each week, during the Flag Assembly, special announcements are made for students and teachers.

Parking Lot is STAFF ONLY:

- Limited parking space is available in our lot. Handicap spaces are reserved for cars with official placards. Double parking is not permitted.
- Street parking is available where designated. Do not block residential driveways. Do not park in yellow or red areas. Every first and third Monday is street sweeping in Rossmoor. Do not park along street on these days.

MORNING ARRIVAL AND AFTERNOON DISMISSAL TRANSPORTATION—When dropping off and picking up your children, please have consideration for everyone, not just your own child and schedule. Drive slowly and be patient for the safety of all. We ask for your cooperation on the following:

Entering:

- For drop off ONLY. Please enter the circular driveway on Foster. Drop off may occur along the school curb only after your car is past the front planters (Please pull up all the way up to the kinder play yard when able).
- Parking is not permitted along the curb at any time. Please DO NOT leave your car unattended in the drop off lane! • Exit by turning right only onto Foster Rd. to help ease traffic congestion.
- When dropping off at the 5th grade/bike rack area by Foster and Shakespeare, please pull over to the curb to drop off rather than in the lane of traffic. Take the few extra steps and use the crossing guard at Foster and Shakespeare. Do not cross at Loch Lomond and Shakespeare even if you, the adult, are escorting your child. We have seen and heard brakes screeching because of this-Think Safety! If picking up at the back gate behind 3rd grade, again please pull over to the curb to pick up your child.

To Help the Movement of Traffic:

Morning

- Please pull as far forward as possible.
- Keep only one lane of traffic.
- Do not double park or park your car along the curb-it is for drop off only.
- Please say good-byes before you drop off your children and exit immediately.
- Follow the directions of staff or parent volunteers assisting with traffic-please be courteous and cooperative
- Parents may park in designated parking spaces and walk in.
- Kindergarten parents need to drop off children in the kinder playground (parents may not enter the playground area).

Afternoon

- Keep traffic moving - if children are not waiting at the curb, exit the parking lot and circle again. Please adhere to the same procedures that are requested for morning drop-off.

Please drive cautiously! To prevent serious injury, please be aware of the children around you! Speed limit is strictly enforced in Rossmoor.

Drive 25 mph through all Rossmoor streets and be cautious for crossing students or bike riders.

ATTENDANCE - Maintaining regular attendance is an essential factor in student success. With academic standards and high stakes testing, students need valuable classroom instruction. Regular attendance and punctuality teach work habits valued in school and in the work place. The only excused absences according to California Education Code are illness, quarantine, medical or dental appointments, attendance at a funeral of one's immediate family, or exclusion for failing to meet immunization requirements. All other absences, whether verified or not are considered "unexcused" by the State. ALL ABSENCES, EXCUSED OR UNEXCUSED, CAUSE THE SCHOOL TO LOSE FUNDING OF APPROXIMATELY \$45 PER DAY. Parents are required to notify the school by phone for all student absences, as all absences must be cleared. PLEASE CALL the 24-hour ATTENDANCE HOTLINE at (562) 799-4551 the morning of your child's absence.

We verify all absences every day and appreciate your notifying us with this information. For this reason, we prefer you email or call on the morning of the absence rather than sending a note. This procedure is necessary to meet state attendance requirements for all grade levels. Because school ends at 2:30 P.M., parents are urged to schedule doctor and dentist appointments after 2:30 P.M. (after 1:30 P.M. on Wednesdays). Students with excessive excused absences and/or excessive unexcused absences and tardies may be reported to the district's School Attendance Review Board (SARB). SARB was set up by the State of California to provide intervention measures related to attendance prior to more serious legal actions.

PLEASE DO NOT SCHEDULE VACATIONS DURING SCHOOL. Many parents are unaware that "going out of town" or "family fun days" with their children are unexcused absences. The district must report to the California Department of Education three or more unexcused absences/truancies and/or unexcused tardies in excess of 30 minutes per year and send Uniform Parent Letters. Independent Study contracts can be requested if a student is expected to be out 3 or more consecutive school days. Parents must notify the teacher and principal in writing at least 5 days prior to the absence to request an Independent Study contract be developed. All work is due and expected to be completed upon return from the Independent Study contract.

TARDY POLICY- Unless children are involved in special activities before school, they are not to arrive before 7:45 AM. There is no supervision for students prior to this time. Students are encouraged to arrive between 7:45 and 8:00 AM. Each day a warning bell rings at 8:00 AM signaling students that it is time to report to their assigned classroom line. At this time, non-volunteering parents must exit the campus. Students who are not in line with their teacher or in the classroom at 8:05 AM will be marked tardy. Please be sure your child gets off to a good start by arriving at school on time. When a student arrives late, it disrupts the teacher and other learners. Important instructional time is lost. If your child arrives after the 8:05 tardy bell, a tardy slip from the office is needed to enter class. All late students must check in with the office first and get an admit slip. This tardy will be noted on their permanent attendance record. Per California Education code, every three unexcused tardies is the equivalent of one truancy. Excused tardies are those that are the result of a medical appointment with the doctor's note submitted to the attendance office. If a student has three or more tardies in a month, the office will notify the principal who may request to conference with the child and notify the parent. If tardies continue, parents may be asked to attend a School Attendance Board (SARB) meeting. Perfect attendance recognition is given to students with NO absences, tardies, or early

release.

DISMISSAL - All students must be picked up from school within 15 minutes after the dismissal bell. Supervision ends at this time. Our office is small and does not have the accommodations for multiple students. Only students participating in after-school programs are allowed on campus at this time. If you are unable to have your child picked up by this time, please contact our Extended Day Care Center (EDCC). The EDCC program runs from 6:30 A.M. until 6:00 P.M. and has the use of our media center and playground area. For the safety of these students, the school grounds are off limits to other students while Extended Day Care is in session.

UTK/Kindergarten Dismissal: Kinder dismissal is 1:30 (M-F). The EDCC provides day care for kinder students and is also available for families who only need day care for the hour between kinder dismissal and regular dismissal (between 1:30 and 2:30). Kindergarten parents may not stay on campus between 1:30 - 2:30 pm with their children as the campus is a "Quiet Zone" until the other grades are dismissed.

BICYCLES/SKATEBOARDS/SCOOTERS - Bicycles may not be ridden on school grounds or in the parking lot. They must be locked individually at all times. Safe bicycle practices must be followed at all times which include one person on a bicycle wearing a helmet, two hands at all times, and following the rules of the road. For the safety of the student, the first bicycle referral will result in a suspension of bicycle privileges for three school days. The second referral will be suspension of privileges for one month. A third infraction will result in suspension of all bicycle privileges for the remainder of the year. Skateboards, scooters and "heelies" (skate shoes) are not permitted on campus at any time.

BIRTHDAYS - Each day we recognize students having a birthday; please do not bring flowers, balloons, treats, birthday signs etc. These are a distraction in the classroom and should not be brought to school. Due to many food allergies, we ask you not bring any class treats for birthday celebrations. Teachers will not pass out birthday party invitations unless they are going to every student in the classroom.

BREAKFAST- Breakfast at school is affordable and nutritious. Supervised breakfast runs 7:45-8:00 am. Breakfast items will be sold again during recess break.

CLASS PARTIES -Los Alamitos Unified School District Board Policy permits each class two parties during the school year. These are scheduled for the day before winter vacation and the last day of school. The Board's desire is to utilize the school day for instruction and asks for parents' cooperation in not bringing food to school for unscheduled events such as birthday parties and special holidays. Food should only be brought when requested by teachers for special instructional units that are planned well in advance.

CELL PHONES - District policy permits students to possess cell phones and wearable devices at school but their use, including incoming and/or outgoing calls, text messages and taking photographs/videos, is prohibited during school hours (8:00- 2:30) and their use is restricted to the school's perimeter and parking lots. Cell phones seen or heard during the school day will be confiscated and must be picked up by a parent, guardian, or person listed on the student's emergency card.

COMMUNICATION PROCEDURES WITH SCHOOL PERSONNEL - The principal at Lee School maintains an open-door policy, meaning that parents are always welcome to discuss issues with which they have a concern. For parents' convenience, it is better to call for an appointment due to the principal's busy schedule. If the issue is regarding a classroom situation, please talk with the teacher first. It is a professional courtesy to speak with the teacher prior to speaking with the principal. The teacher has firsthand knowledge of the child's behavior and academic performance. Teachers cannot be interrupted while they are teaching and they have a very busy schedule of meetings, conferences, and other professional duties. If you wish to have an appointment with the teacher, or speak with him/her regarding your child, please leave a message on their voice mail and your call will be returned at their earliest convenience. We ask parents not to interrupt teachers before or after school with informal conferences. This is very important planning time for the staff. Parents may not enter the classroom after instruction begins unless volunteer activities have been previously arranged.

COMMUNICATION WITH YOUR CHILD - Please remember that the School Office Coordinator has over 625 students and 75 employees for whom she is responsible for telephone messages. When parents call during the day to request that a message be delivered to their child, it takes away valuable time from her responsibilities in the office. Please make advance arrangements for your child's transportation and childcare and communicate those arrangements CLEARLY to your child PRIOR to their arrival at school. The office is more than pleased to assist in times of emergencies; however, we respectfully request that you keep those kinds of calls to emergency situations. The school office phone is a business telephone and personal calls by students are not permitted except in cases of emergency.

DISCIPLINE - The Lee staff works to develop the whole child. As students learn curriculum, they are also taught how to work with others, take turns, and develop strong study skills and to be respectful and responsible citizens. Lee School expects professional student behavior. Students must take care of themselves, take care of others, and take care of our school property. Consequences will be imposed on students not meeting behavioral expectations by the classroom teacher and/or the principal. This may include suspension based on the California Education Code. Our most successful students are those whose parents work with the school as a team to reinforce these important concepts. It is so important that our children can see and hear that the adults in their lives hold the same high standards for their behavior.

DRESS CODE - Students are expected to come to school dressed appropriately. The Lee Elementary School Standards of Dress and Grooming has been created to provide students with the opportunity to choose clothing that helps support a positive learning environment. The goal of the dress standards is to offer choice of dress as well as make sure students wear clothing that is appropriate, functional and does not cause a distraction. Clothing should be worn to allow students to participate in all school activities, including physical education. Clothing should be neat and clean and not distract from the educational program. Unsuitable clothing includes: halter-tops, spaghetti straps, bare midriff, short shorts (including Board shorts), open-toed or open heeled shoes and flip flop sandals, pajamas, slippers and skate shoes. Shoes should have a backing on them for safety concerns. Underwear style tank tops and clothing which allows undergarments to be exposed and is considered too tight or too loose by school personnel is also not permissible. Hats are not allowed in the classroom and caps need to be worn correctly. Any type of clothing, extreme hairstyle, or accessory that is deemed unsafe, disrupts the learning environment, advertises or advocates alcohol, tobacco, drugs, gangs, profanity, weapons, violence, illegal activities, degrades cultures, genders, races, religions, or ethnic values may not be worn to school any time. Students wearing such clothing will be sent to the office to change.

EARLY RELEASE - In the event it is necessary for you to take your child out of school before the regular dismissal time, please come to the office to sign the release form. Your child will be released from the office and not from the classroom. Students will be released ONLY to people listed on the emergency card. There is NO exception. This is for your child's protection. Please make doctor and dentist appointments after 2:30 P.M. or after 1:30 P.M. on Wednesdays. Perfect attendance certificates will not be given to students who arrive late or leave early.

EMERGENCY AND CIVIL DEFENSE INFORMATION - School officials have a legal as well as a moral responsibility to plan for the maximum safety and welfare of students and staff during the school hours. The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense authority. Fire and disaster drills are an integral part of the school program. In the event of a real emergency, children will be kept at school and supervised by the school staff until parents or other authorized persons pick them up. In the event of an earthquake or other emergency, students will gather on the black top area of the primary play yard. Students will be released to authorized adults at the back gate on Wembley. It is critical that parents keep emergency information current at all times. Report all changes in address, home and work phone numbers, day care providers, and emergency contacts as soon as changes occur. If you move outside the attendance area, a permit must be obtained as soon as possible. Falsifying or withholding information regarding residence can result in the student being immediately dropped.

EXTENDED DAY CARE - Parent-paid childcare services are available for students currently enrolled at Lee School. Hours are 6:30 A.M. to 6:00 P.M. Experienced personnel provide supervised homework, outdoor games, quiet indoor activities and crafts. CALL Extended Day Care DIRECTLY AT (562) 799-4556 FOR ADDITIONAL INFORMATION.

FOOD ALLERGIES - Please be aware we have several students with life-threatening food allergies. We have peanut and fish free tables in the lunch area. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. Parents may not bring treats to classrooms. We appreciate your cooperation in our endeavor to keep all students safe.

HEALTH SERVICES - The Health Services Department for the Los Alamitos Unified School District consists of two credentialed school nurses (CSN) who share responsibility for all students in the district, and part-time school-based licensed and unlicensed health office staff members. The CSNs oversee the operation of the Health Offices at each school site and work to standardize health practices in the district. They serve as consultants to parents, teachers and administrators concerning the health needs of all students and coordinate state mandated screenings of Hearing and Vision. The screenings are scheduled periodically throughout the year for designated grade levels.

Health office clerks and LVNs maintain current training in CPR and first aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or the front office staff, will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the

health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

STUDENT HEALTH - Students who appear ill or have a rash should not be sent to school. If a child has had a fever, they should be kept home for at least 24 hours after the temperature has returned to normal. Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if they have a fever while at school. In case of accident or illness at school, a qualified person will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health office staff cannot treat chronic or severe injuries. If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick up the child from school as soon as possible. In the case of long-term medical problems, a credentialed school nurse (CSN) is available to coordinate the support of students with chronic or long-term health issues. The CSN also arranges for hearing and vision screening necessary for the health of all children. These state mandated screenings are scheduled periodically throughout the year for designated grade levels. The credentialed school nurse also serves as a consultant to parents, teachers and administrators in regard to the health needs of the children.

COMMUNICABLE DISEASE CONTROL - Parents are urged to adhere to the California Health and Safety Codes. IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL IMMEDIATELY WHEN A COMMUNICABLE DISEASE IS SUSPECTED OR DIAGNOSED. This is an important step in the control of disease. Examples of infectious conditions, which should be reported immediately, are head lice, chicken pox, measles, mumps, pertussis and impetigo.

READMISSION FOLLOWING COMMUNICABLE ILLNESS -The school office must clear children before being allowed to re-enter the classroom.

ILLNESS AT SCHOOL - Any student feeling ill should inform the teacher and ask for a pass to the office. Students feeling weak or faint will be accompanied to the office. If it appears that students are going to require longer than a 15-minute rest, the parents will be contacted and asked to come and pick up their child so they can receive proper care at home under adult supervision. No student will be allowed to remain in school with a fever or any contagious disease. If your student shows symptoms of illness during the night, please keep him/her home from school. Students who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness, it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced. Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. Your child should not be sent to school or will be sent home if the following are present:

1. A temperature of 100° or above (orally) or 99° or above (under the arm) within the last 24 hours.

2. Vomiting (2 or more times in a 24-hour period, or with associated fever and illness).
3. Diarrhea when unable to contain watery stools in the toilet until condition resolves. If child wears a diaper must not be in school with watery stools, increased frequency and when associated with fever and behavior changes that indicate illness.
4. Red eyes with purulent (whitish/yellow mucus) eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even after treatment.
6. Head lice. Request ["Parent Guidelines for Treating Head Lice"](#) from the office. Parents are expected to treat their child's head the same day, and students will be checked the following day and monitored for 1-2 weeks following or until occurrence has cleared.

If your child complains of feeling ill or seems "not themselves," please keep them home. You can observe your child and contact your family physician if the symptoms do not subside.

INJURY OR ACCIDENT AT SCHOOL - Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, extremely important that current Emergency Contact phone numbers are up-to-date in Aeries and/or on file in the school office. **Please update the school office if this information changes mid-school year.** If parents are unavailable in the event of an emergency, paramedics will be called.

Health Medication- ALL MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE. THIS INCLUDES OVER THE COUNTER DRUGS SUCH AS ASPIRIN AND COUGH DROPS. NO MEDICATION WILL BE DISPENSED WITHOUT PROPER RELEASE FORMS THAT CAN BE OBTAINED FROM THE OFFICE. In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by your child's physician on the "Physician's Request for Administration of Medication" form which is available at the school or on-line. This request must clearly specify the name of the medication, the reason for the medication, dose to be given, and the time it is to be administered. Whenever the medication, the dosage, or the time to administer is changed, a new form is required. Additionally, a signed agreement from the parent section (at the top of the page) is also required.

You are strongly advised to teach your child to assume responsibility for coming to the health office to receive the medication at the appropriate time. Medication should be delivered to the school and taken home by the parent or responsible adult. Medication must be in an original prescription container, properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, time or administration, and route (such as oral, topical or other site for administration). You may request two containers from the pharmacist, one for school and one for home. If a child gets more than one type of medication, each type must be in a separately labeled container. We cannot accept envelopes, zip-lock bags or other types of containers. The parent is responsible for cutting pills in half. Children may not carry

their own medications on campus. Please do not send pills, cough syrup, or any other medicine in your child's lunch.

Lice- Head lice do not transmit disease, but they are a nuisance. Parents may find it upsetting to learn their child or a classmate has become infested with lice, but having head lice is a fairly common problem and has nothing to do with hygiene or good parenting. In fact, good health and hygiene habits or a clean house or school, have nothing to do with getting head lice. If you or your child has head lice, it is important to treat right away. If you discover that your child has head lice, please notify the school health office. If your child has live lice, please do not send them to school. Treat their hair with a pediculicide (products like RID, NIX or Ovide) and notify the school. Your student may attend school after being treated. Ongoing daily nit removal at home is expected. Home treatment guidelines and resources can be obtained on the California Department of Public Health website [Click Here](#) or from your school health office. Please call the health office if you have any questions or concerns. The Health office will discretely monitor students with a recent case for 1-2 weeks following and until occurrence has cleared.

HOMEWORK - Homework supplements, compliments, and reinforces classroom teaching and learning. Homework may or may not be a daily occurrence. Homework will reflect pupil and instructional needs. It will be given only when it will benefit the student, rather than simply occupy their time. Lee strictly follows the School Board policy regarding homework which may be viewed [HERE](#).

HOMEWORK RESPONSIBILITY OF THE STUDENT:

- Write down homework assignments and due dates before leaving class.
- Make sure to fully understand the assignment and the concepts to be practiced. Ask your teacher to explain it again if you are not sure or if you have questions.
- Organize your materials. Take home the assignment and any necessary books or supplies.
- Do your homework away from distractions (i.e. T.V., friends). Stay on task.
- Demonstrate good study habits by budgeting the necessary time to complete the assignment.
- Demonstrate responsibility by neatly finishing your homework and by placing the completed work in a spot where you will see it before you leave for school each morning.
- Turn your homework in on time.

HOMEWORK RESPONSIBILITY OF THE PARENTS:

- Demonstrate that homework is a priority in your family by establishing regular time to study. Encourage your child to utilize this quiet time for pleasure reading even if there is no homework assignment.
- Do not allow your child to simply tell you that their assignments are completed. Ask for them to show you each assignment and check it against their Google Classroom postings or daily planner.
- Avoid family arguments or power struggles over homework. If a conflict occurs please send a note to the teacher with the incomplete assignment. If you are not satisfied after the teacher has spoken with the student, schedule a conference with the

teacher.

- Arrange a quiet environment for homework that is in a private, personal area. Provide a table or desk, chair, and lighting.
- Be available to assist the child with homework, but remain a "consultant" and not a "completer." Parents who do the homework for their child are not only taking away from the learning that is intended, but more importantly are modeling dishonesty and enabling dependency. Encourage, be available for questions, and support your child with participation only when requested by the teacher.
- Encourage your child to read for pleasure. Either read to your child or provide a time every day for pleasure reading.
- Recognize that homework assignments are differentiated for students and refrain from comparing teachers.

HOMEWORK RESPONSIBILITY OF THE TEACHER:

- Provide assignments that are appropriately related to the instructional level and content of the classroom learning.
- Give clear, concise direction and check for understanding on all homework assignments.
- Provide regular and specific feedback to students regarding their progress in all academic and behavior areas.

Conduct occasional checks to ensure that most students are able to complete their homework within one hour.

LOST AND FOUND - Lost clothing is stored in the lunch area. Please label all jackets, sweaters, sweatshirts and other removable clothing with your child's name. Hundreds of dollars' worth of jackets and sweaters are given to charity every semester because they go unclaimed. Please check the Lost and Found often.

LUNCH - Students may bring their lunches from home or buy them at school. Students may not go home for lunch unless the parent signs them out at the main office. Every student has a PIN for the cafeteria, regardless of whether or not they use it. If your student chooses to eat in the cafeteria, parents are encouraged to purchase school lunches in advance for their children. Parents can use the online prepay system, or make a check payable to the Los Alamitos Unified School District (L.A.U.S.D.) and bring to the school office. Checks should be turned in to the designated container in the school office. If you believe you may qualify for free or reduced meals, families may apply for assistance through the office or apply on-line at www.lunchapplication.com/default.aspx. Please do not send candy or soda for snacks or food and drinks in glass containers. Please do NOT bring Fast Food items for your child. They are not permitted at school. If your child forgets their lunch, direct them to use their prepaid lunch account if you cannot deliver their sack lunch to the office before their scheduled lunch time. Students are allowed to charge up to two meals in the cafeteria, payment is still necessary. Money is not lent to students who have forgotten their lunch. Visit the Food Services website to access the prepay system, menus & nutritional information at www.schoolnutritionandfitness.com/index.php?page=menus&sid=2108072243594219.

Students with special diets requiring reasonable accommodations in the cafeteria due to a disability or medical condition are required to submit a Medical Statement to Request Special Meals (found in the menu page/tab). For more information, please go to the Food Services website or call (562) 799-4592 x81115.

Students may bring a snack to have during the morning recess. Snacks should be nutritious and are encouraged for younger children.

PLEASE, DO NOT SEND CANDY OR SODA FOR SNACKS OR LUNCH.

LUNCH = \$3.25 BREAKFAST = \$2.25

MILK = \$0.60 SNACKS = price varies (Limit 2 per child)

PROGRESS REPORTS

August Back-to-School Night presentations explain the goals and objectives for each curricular area, as well as accountability and homework policies/procedures.

December Parent/Teacher conferences are conducted to review pupil progress in each subject area, as well as study habits and citizenship.

December Report Cards indicating student progress will be sent home for parent review.

In March, a second Parent/Teacher conference will be scheduled to review pupil progress

June The final Report Card will be given to your child to take home.

Additional: Some grade levels send home weekly progress reports or have on-line grading programs that can keep parents and students informed 24 hours a day. You may request a call or conference with the teacher at any time you are concerned about your child. Our goal is to work as a team with you to ensure your child's success.

SPECIAL SERVICES - A Education Specialist is on campus daily to meet with students in the Special Education program. A Speech and Language Specialist screens students referred for speech improvement and /or language development. Services of a Psychologist are provided twice a week for screening and consultation with the Student Study Team.

TOYS AT SCHOOL/PERSONAL PROPERTY - Students may not bring personal items such as toys, MP3 players, headsets, skateboards, roller blades, cameras, balls, electronic toys, trading cards, laser pens, etc. to school. Items for sharing are to be placed in a bag labeled with student's name and left inside the room during recess and lunch breaks. Buying, selling, and/or trading sports or game cards is not permitted at any time. All personal property brought to school by a student is at the risk of the student. The school is not liable for any personal property brought on campus and assumes NO responsibility for personal belongings. The following consequences will occur if a toy is brought to school.

1st offense - warning and toy will be placed on the teacher's desk for the remainder of the day

2nd offense - parent will have to pick up the toy from the teacher/principal

All items not picked up at the end of the year will be donated.

TRANSPORTATION - If your child rides the bus, they have been instructed on the rules necessary for the safety of all children. Whenever a student breaks a rule, they are hindering the safety of all. If a warning does not stop the misconduct, the parent will be notified and the child may lose their privilege of riding the bus. Students **MUST** be registered with the district transportation department to ride the bus. For more information on transportation, call (562) 799-4700, ext. 80430.

VISITORS/VOLUNTEERS AT SCHOOL - Parents are invited to volunteer in the classroom and Media Center. Volunteer times must be coordinated and pre-arranged with the classroom teacher. Parents are welcome to observe their child at work within the classroom. One of the best ways to understand your child's classroom program is through visitation. Call ahead at least 24 hours prior to make an appointment for an appropriate time to visit. In addition to professional courtesy, classes may be involved in an assembly, special event, or with another class if a visitor comes unexpectedly. We do limit classroom visitations to 20 minutes in order to ensure instructional continuity and limit classroom disruptions. We ask parents not to visit on campus during lunch hours unless a specific lunch-related issue is a concern and has been communicated with the principal ahead of time. We do not have parent volunteers during lunch hours.

All visitors on campus must check in with the office to obtain a badge. PTA volunteers must also check in with the office to obtain a badge. Anyone on campus without a visitor's badge will be asked to go to the office immediately to obtain one. Please do not be insulted by this, it is for the safety of all our precious children and staff.

WORK PERMITS

All employed minors under age 18 (including minors employed by parents) must have a Work Permit (ED.C. 49141). Work permits must be renewed at the start of each new school year or at the time the student obtains a new job. Work permits are required all year; not just when school is in session. It serves as an age certificate, verifies worker's compensation insurance, and states the maximum hours a minor may work (ED.C. 49160). Students applying for an Entertainment Work Permit must have satisfactory grades ("C" grade or better in all classes) and satisfactory attendance (no more than 10 absences during the school year). Entertainment Work Permit applications are available at the local State Department of Labor Relations Office or may be downloaded from the internet at

<http://www.dir.ca.gov/dlse/DLSEForm277.pdf>

Lee Elementary School Respect and Responsibility Plan

Students at Lee are RESPECTFUL, RESPONSIBLE, SAFE, and KIND in all areas and at all times at Lee.

Please view our school-wide behavior expectation chart [HERE](#). Students exhibiting positive behavior may receive various recognitions including but not limited to A for the Day, Character Awards, classroom and principal recognitions.

Behaviors not meeting our site expectations may result in notification home to parents and/or meetings with the principal.

Nondiscrimination Coordinator: Evelyn Garcia, Director of Student Services and Personnel, egarcia@losal.org, (562) 799-4700 x 80412, 10293 Bloomfield Street, Los Alamitos, CA 90720.

Section 504 Coordinator: Evelyn Garcia, Director of Student Services and Personnel, egarcia@losal.org, (562) 799-4700 x 80412, 10293 Bloomfield Street, Los Alamitos, CA 90720.

SEVERE CLAUSE: Students who attempt to cause physical harm or threaten another person, defy adult authority, exhibit disruptive behavior and/or defiance, or bring weapons (real or make-believe) to school will be sent immediately to the principal's office for possible suspension. (Ed. Code 48900)		TARDY POLICY: After the third tardy in one attendance period, parents may be required to meet with the principal to discuss options.