



WASHINGTON ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK 2014-2015

BELLFLOWER UNIFIED
SCHOOL DISTRICT
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Bellflower Unified School District

WASHINGTON ELEMENTARY SCHOOL
9725 E. Jefferson St.
Bellflower, California 90706
(562) 804-6535 Fax (562) 804-6539

Welcome to Washington Elementary School. We invite you to join us in our commitment to providing an environment of educational excellence. A child's journey through school requires dedication from the parents, child and the learning community (school). For the journey to be a success, parents must support the importance of life-long learning. We are excited to have you as part of our school team and look forward to a most productive year.

The mission of the Bellflower Unified School District is to open the doors for all students to acquire the knowledge and develop the skills and attitudes that will empower them to:

- Become lifelong, active learners
- Demonstrate respect for themselves and others in a dynamic, diverse, and global society
- Become informed, productive, independent, and contributing citizens
- Perform successfully in their chosen field and in society

WASHINGTON'S MISSION STATEMENT

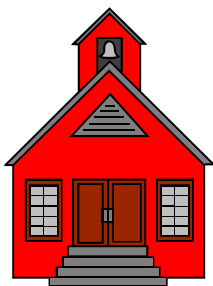
The Washington Learning community provides all students with an enriched learning environment, that includes high expectations for all students to meet their full potential.

Vision Statement

All students will be academically proficient, healthy body and strong in character in order to become self-sufficient contributing adults in their community.

Shared Values and Beliefs

- **Life-Long Learners:** We believe that our students will acquire the skills and desire to be life-long learners. (School programs/clubs; print rich environment; student planners; reference skills; etc.)
- **Success for All Students:** We believe that individual student needs are met with collaboration and prescriptive interventions. (Response to Intervention: Student Study Team; Counseling; etc.)
- **Respect:** We believe that all students, staff, and parents deserve respect for their ideas, beliefs, and values. (Character Counts, Communication, Modeling; etc.)
- **Citizenship:** We believe that our students will become self-sufficient contributing members of society. (Role models; Patriot Stars; Becoming Responsible for Homework; etc.)
- **Responsibility:** We believe that our students, staff, and parents are responsible for their behavior and personal growth. (Home/School Compact; Parent/Student/Teacher Conferences; Attending school/district sponsored activities/events.)



SCHOOL SCHEDULE

SCHOOL OFFICE HOURS 7:30 a.m. – 4:00 p.m.

REGULAR DAILY SCHEDULE

Kindergarten through 6 8:35 a.m. - 3:00 p.m.

SHORTENED DAY SCHEDULE

Kindergarten through 6 8:35 a.m. - 1:40 p.m.

MINIMUM DAY SCHEDULE

Kindergarten through 6 8:35 a.m. - 12:40 p.m.

MINIMUM and SHORTENED DAYS are scheduled for district teacher in-services, meetings, parent conferences, and staff development.

BREAKFAST SCHEDULE

8:00 a.m. – 8:30 a.m.

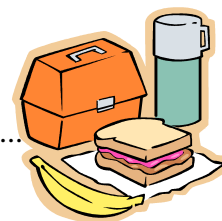


(Please note: The gates open and supervision will be available at 8:15 a.m. Since there is no supervision after school the gates will close at 3:00 p.m.)

LUNCH SCHEDULES

The lunch schedule for various grade levels is as follows:

Grade TK		11:25 a.m. - 12:05 p.m.....
Grade K, 1	<i>Wed. only 11:55-12:35pm</i>	11:55 a.m. - 12:40 p.m.
Grade 2, 3	<i>Wed. only 12:30-1:10pm</i>	12:30 p.m. - 1:15 p.m.
Grade 4-6	<i>Wed. only 12:55-1:35pm</i>	12:55 p.m. - 1:40 p.m.



Note: Students spend a minimum of twenty minutes eating their lunch in the cafeteria. Children who do not finish are given the opportunity to do so on the picnic benches just outside the cafeteria. All children are expected to eat lunch. If for some reason your child is not to eat lunch, please contact their teacher and they will follow the steps necessary to inform school staff.



CROSSING GUARDS

Crossing guards will be stationed at the following locations based on the recommendations of the Los Angeles County Sheriff's Department:

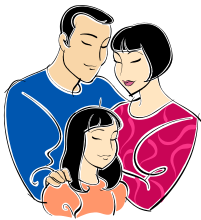
<u>Location</u>	<u>A. M. Coverage</u>	<u>P. M. Coverage</u>
Somerset/Ryon	7:30 - 9:00	3:00 - 4:00
Somerset /Bellflower	7:30 - 9:00	3:00 - 4:00
Alondra/Bellflower	7:30 - 9:00	3:00 - 4:00
Somerset /Clark	7:30 - 9:00	3:00 - 4:00

Crossing Guards coverage on shortened and minimum days will be as follows:

1:40 p.m. - 3:00 p.m. on shortened days
12:40 p.m. - 1:45 p.m. on minimum days



APPLE (After-school Program Promoting Learning and Enrichment): The APPLE Program builds on existing community partnerships to develop and implement a program of after-school learning and enrichment activities for our students. For further information, please call (562) 461-2241



PARENTS AND THEIR RESPONSIBILITIES

At school we set high expectations for all our students in work and behavior. We want your child to have a very successful year, and we need your support. There are many ways for you to become involved and help support our efforts. Additionally, there are many safety responsibilities you can help us with:

EMERGENCY INFORMATION

For your child's safety, it is your responsibility to see that the school office has a correct home address and telephone number for each child, the place of employment and telephone numbers of parents or others who may be called if a child becomes ill or injured at school. ***Please help us keep this information current by visiting our office if you move and/or if your contact numbers change.***



PARENT VOLUNTEERS AND PARENT COMMITTEES

Since we are a closed campus all volunteers and visitors must check in at the office starting at 8:45 a.m. Parent volunteers are always welcome and encouraged at Washington. We ask that **ALL** volunteers sign in the office and obtain a volunteer or visitor's badge before visiting a classroom or observing on the grounds.

The School Site Council, English Learners Advisory Committee and PTA have been formed to help the students in our school. The efforts of the teaching staff are strengthened through the help of interested parents. Please join us. If parents show an interest and take an active part, children will show a higher interest in learning. Take a part in serving and directing the adults of the future by supporting our school. We welcome you to join any of our parent committees, such as School Site Council and English Learners Advisory Committee. Meeting dates and times are always listed on the Washington calendar.

The Washington PTA consists of parents and staff who are interested in working with the school on projects and activities that provide great benefits for all our students. Please join us. Announcements of meetings or special projects will be sent home. All parents are encouraged to participate whenever possible. The small yearly dues provide many bonuses to your child and shows support of our school and its programs.



ATTENDANCE

Regular attendance at school is important for good academic progress and required by law. Some activities can be "made up" if a student misses a day of school, but other experiences, such as class discussions, direct instruction and other instructional programs, cannot be duplicated when the student returns to school.

To be on time your child must be in line when the 8:35 a.m. bell rings; otherwise your child will be considered tardy. If a student is tardy 3 times they will be assigned detention.

When a child returns to school following an absence, a written note must be brought from home indicating the nature of the absence. Please bring a note with your child within 10 days of the absence. Telephone calls to the office may be made in place of a written note. Unexplained absences are recorded as “unexcused” in your child’s records. Students are expected to be in school every day that school is in session. If your child is absent, you must call in the morning to request the class/homework and it will be available for pick-up after school. Remember that if your child leaves early due to a doctor’s appointment you must provide a note from the doctor/dentist office or it will be counted as an early out which can affect your child’s attendance.

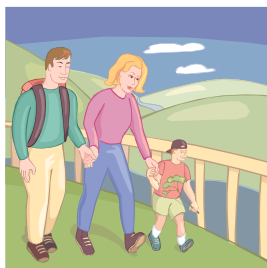
**Excessive unexcused absences violate code EC48260 ET SEQ which may result in disciplinary action.*

USE OF SCHOOL TELEPHONE AND LEAVING MESSAGES



Because the school phone is a business phone, children will not be allowed to use it except in case of an emergency. *Emergency necessity will be determined by a member of the school staff*. **Therefore, it is important that you make arrangements with your child before the start of the school day in the event of an early dismissal day, rainy day or regarding after school child care. Messages are not guaranteed to be given as the office is very busy.**

LEAVING SCHOOL DURING THE DAY

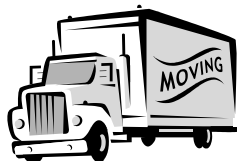


When students must leave school before the close of the school day, a parent must come to the school office with an identification card to sign them out.

The children will be sent for and then released to you from the office. This is a legal requirement to safeguard you and your children as well as the school. **Only authorized adults with proper identification whom are currently listed on the emergency card will be allowed to pick up students early. A personal appearance is required. Children cannot be sent home on the basis of a telephone call or informal written requests. Students are not allowed to walk home on their own before school is dismissed.**

To give your child the best educational opportunity, *these early check-outs should be used only in emergency situations*. It is always helpful if you inform the teacher ahead of time by sending a note in the morning so that instruction time is not interrupted. Remember early check outs may also count against perfect attendance.

PUPILS WHO MOVE



If you are planning to move from our school area, please let the office know which day will be your child’s last day of attendance. This will enable us to complete the necessary transfer forms and send them home with your child. School property must be returned to clear all records.

STUDENT HEALTH



Children who appear to be ill should not be sent to school. If a child has had a temperature, he/she should be kept home for at least 24 hours after the temperature returns to normal.

Please let the school staff know if your child has contracted a contagious disease such as chicken pox, head lice, etc., so that appropriate precautionary measures may be taken.

All information is confidential and helps protect your child and other children.

If a student is required to take medication, (including cough drops) a doctor's written order must be on file in the health office. Forms are available in the Health Office. Medication is kept in the health office and is dispensed by the health assistant, with written consent from the physician.

District Policy on Medication Administered at School

For the protection of all students, at no time should medication be in the possession of children at school unless a written authorization from a physician is on file in the health office reflecting medical need to carry and self-administer a rescue medication. The doctor must also certify that the student is trained and capable to do so. This includes not only prescription drugs, but over the counter medications, such as Tylenol, cough drops, etc.

Please administer medications to your children at home and do not send any medications to school with your child, unless you have followed the proper procedures.



LOST ARTICLES

Parents are encouraged to label all backpacks and articles of clothing, etc., with their child's name. Your help is greatly needed in teaching children to care for their own belongings. Many items go unclaimed in the "Lost and Found" area. After the close of the school year, unclaimed articles will be given to a local charity. Please check

on lost items as soon as possible after they are found to be missing. Most clothing items are kept in the Lost/Found rack area for a few days after being turned in which is located by the office. The school is not responsible for any lost items.

CALENDAR HIGHLIGHTS

The "Calendar Highlights" is attached at the back of this handbook. Please keep it for quick reference to non-school days as well as important early dismissal information. A newsletter along with a school calendar will be sent home to keep you informed of additional events taking place at the school. Please be sure to check your child's back pack regularly. **EVERY WEDNESDAY is an early dismissal day (1:40 p.m.)**

REPORTING PUPIL PROGRESS TO PARENTS

Report cards, progress reports, and conferences make up the reporting system. Progress, effort and citizenship will be recorded by the teachers, addressing the standards for that grade level. Parents should be in constant communication with the teacher, and all concerns should be discussed with the teacher first.

Pupil progress in grades K through 6 is reported to parents by means of report cards and at parent conferences. Report cards will be sent home on November 21, 2014, March 13, 2015 and June 18, 2015.



All children will receive progress reports for the second and third trimester. These will be sent home on February 3, 2015 and May 5, 2015. Children whose work is unsatisfactory will be notified in writing before the mid-point of the reporting period. Teachers are always available to discuss student progress.

INDEPENDENT STUDY CONTRACTS

Sometimes, because of special family needs, a child may need to be absent from school for reasons other than illness. Such absences are considered unexcused by the state and are recorded accordingly. As an alternative to these unexcused absences, we can arrange for an independent study contract for your child if they will be absent from 5-10 days. This contract must be arranged before the absences take place. By doing so, you will ensure that your child does not fall behind in their class work nor will their absences be considered unexcused.

An independent study contract consists of the following:

1. **Must make an appointment with the principal to discuss Independent Study contract.**
2. The parent agrees to supervise the child's completion of study/work assignments.
3. The teacher makes up a packet of appropriate work for the duration of the time away from school.
4. The student brings the completed work packet back to school on the first day he/she returns to class.

If you are interested in this program, please contact the school office or your child's teacher for further information.

Note: Any absences that will extend 10 days will need district approval, and your child may be checked-out if you do not inform the office staff.



HOMEWORK

Homework is viewed as an opportunity to extend the classroom experience and to reinforce learning. Equally important is the work habits your child will be developing; the ability to take an assignment, follow the directions, complete the work independently and return it to his/her class on time.

Parents are encouraged to provide the opportunity for their children to complete homework assignments and to cooperate with and give support to the teachers who must consistently monitor, assess and respond to the student's homework assignments.

We hope that a parent's role will be one of encouragement and providing a place and time for their child to complete his/her own work. Parents will be notified when students are not completing assignments and consequences will be given by the teachers which may include exclusion from extra-curricular activities and detention will be given during recess or afterschool.

The daily amount of time required for homework will vary depending upon the maturity, abilities and individual needs of the pupils. Individual teachers will send class homework policies for parent information.

Homework is always a review and practice of work already presented in class. It should be completed independently, with a minimum amount of help needed. If your child is struggling with homework please make an appointment to speak with their teacher.



SIXTH GRADE OUTDOOR SCHOOL

For the past several years, sixth grade students have had the opportunity to spend one week out of the year at an Outdoor Education Center. This annual experience is scheduled for **March 6 – 6, 2015** and **all** students are encouraged to take advantage of this marvelous opportunity. This activity is a privilege which can be revoked.

The school site, in its beautiful outdoor setting, is a different type of classroom, an outdoor laboratory where students learn readily through direct observations and experiences. Outdoor sciences, observation of natural resources, reforestation and acceptable conduct in the use of forest areas will be more meaningful because they are experienced in their natural settings. The school site has a well-equipped central kitchen and dining hall; other buildings serve as units for group activities such as the natural workshop, museum, crafts and singing. There are cabins for sleeping and living quarters for pupils and staff. These cabins are equipped with vented heaters, sturdy cots and mattresses and carpeting. Spending four 24-hour days at the site with classmates gives students valuable experience in becoming responsible individuals. This atmosphere teaches students to participate in the household chores such as making beds, caring for clothing, neatness, cleanliness, setting tables and other daily duties. Children come to know and understand their classmates better. Our 6th grade teachers also attend Outdoor School and assist with all parts of the program.

The cost to send each child is approximately \$233.00 including camp fee and transportation. Each student is responsible for raising the entire amount. Additional information will be sent home with sixth graders.



SAFETY

Parents, students, and staff expect a school to be a safe place. Some rules to remember are:

1. Follow the school's safety discipline matrix.
2. Pedestrian traffic must be strictly obeyed. (Use walkways, use crosswalks, **no unaccompanied students in the parking lot.**)
3. Items not permitted on the school grounds are knives, guns, golf balls, slingshots, matches, firecrackers and other fireworks, caps, flammables, flying airplanes, skateboards, spike jewelry, and other objects that may injure students.
4. **Closed shoes are to be worn at all times. Sandals, flip-flops, soft plastic shoes or other open shoes are not permitted.**
5. Climbing on trees, buildings, fences, and/or backstops is not acceptable.
6. Follow all bicycle rules. (Grades 3-6 only) **HELMETS ARE REQUIRED.**
7. Walk immediately to the line-up area when the bell signals that recess is over.
8. All gates will be locked and supervised to provide safety for all students.

All students need to be accompanied by an adult when crossing the parking lot as the heavy traffic makes it a dangerous area. We request that you follow the directions of the teacher/staff supervisors. ***Parking is not permitted on the one-way leading to the Jefferson/Blaine gate area and other undesignated areas. No vehicle is to be left unattended at any time in no parking zone areas. Citations will be issued by City Parking Patrol staff.***

DISASTER PREPAREDNESS

Washington has in place disaster preparedness plans for all possible contingencies including earthquakes, fire, natural disasters and criminal activities. Practice drills are conducted regularly to make certain that all school personnel and students know and are able to follow the planned safety procedures.

Should an earthquake or other disaster occur, gates to the campus are secured and supervised by school personnel. Students may leave only if signed out by parents or other persons listed on the emergency card or when it has been determined the danger has passed. Parents are to report to the Somerset Gate to sign out students in case of an emergency. **Proper Identification will be required.**



BICYCLE RULES

The school district provides bicycle racks on the grounds so that Gr. 3-6 students may have a place to put their bicycles while they are in class. Bicycles must be kept locked when parked on school grounds. For the pupil's own protection, it is recommended that the bicycle be licensed with the Sheriff's Department (L.A. County Ordinance 3027).

Our bicycle regulations are:

1. No bicycle riding is permitted on the school grounds or corridors, parking lot and sidewalks.
2. Only students in grades three through six may ride bicycles to school.
3. Double riding is not permitted.
4. Vehicle code regulations are to be followed.
5. **Helmets are required. (State law)**

***Please note: Skateboards are not allowed.**

PLAYGROUND SUPERVISION

Playground supervision for grades K-6 begins at 8:15 A.M. We will greatly appreciate your cooperation in planning your child's arrival to coincide with our supervision schedule. Remember that as parents you are responsible for the supervision of your child and it is considered neglect if your child is left unsupervised during non-school hours. Waiting at the gates or wandering about the community constitutes both a safety hazard and a possible neighborhood disturbance. Help us to avoid potentially dangerous situations by sending your children to school at the appropriate time. **There is no playground supervision provided after school dismisses.**

BUS



Riding the bus to school is a privilege extended to certain students who live beyond a line designated by our district board. This privilege can be revoked at any time if proper conduct is not shown on the bus or at the bus stop. The following rules govern bus students:

1. Students may not leave campus after they arrive at school.
2. At the bus stop, students are to line up properly and are not to play in the street or in the neighbors' yards.
3. Other students or personal articles may not save a place in the bus line.
4. Students are responsible for being at the bus loading zone when the bus arrives. They should not arrive at their bus stop more than ten minutes ahead of the scheduled pick-up.
5. Students are expected to follow regulations established by the bus driver. While on the bus, the driver is in charge and courteous respect towards the driver is expected.
6. Bus citations will be issued for infractions of rules and bus privileges may be revoked.

PICK UP AND DROP-OFF ZONES

MORNING DROP-OFF

1. Entry onto school grounds in the morning is through: the Somerset Gate, the Breakfast Gate and our gate located in the middle of the parking lot. Access to all three gates is through the use of sidewalks protected by barricades.
2. Parents transporting their children via vehicles are encouraged to drive all the way down and unload their children at the appropriate drop-off and pick-up zone quickly and keep the flow of traffic moving.
3. Students enter the gates *independently*.

AFTERNOON PICK-UP

1. All students with the exception of Kindergarten are dismissed from their classroom and are to walk home directly after school, report to the pick-up zone (located along the 700 wing and cafeteria) to be picked up and/or report to APPLE. Kindergarten students **must** be picked up by a parent/guardian at our designated K pick-up area located at the blue tables behind the cafeteria.
2. First through sixth grade students are to exit from our three gates: the Somerset parking lot, Jefferson gate leading to the street and the Ryon gate.
3. No students may wait or linger near the office or behind the cafeteria by the entrance of the parking lots.
4. Students are not allowed to call home for pick-up after school until 15 minutes after dismissal and when considered appropriate.
5. Students and parents are to use appropriate crosswalks and all students must load into their vehicle in the designated areas.
6. Consequences may be assigned for on-going violations.

SCHOOL WELLNESS POLICY AND NUTRITION STANDARDS

CAFETERIA



Our cafeteria is maintained so that students may buy their lunch at school or eat the lunch they bring from home. It is expected that children have good manners and behavior in the lunchroom. If behavior problems occur, the Noon Aide submits a written report of the incident to the teacher or principal.

Students may lose their privilege of eating in the cafeteria for the following reasons but not limited to:

- Throw food or other objects.
- Fighting.
- Verbal abuse to other students or staff members.
- Endangering others.
- Refusing to follow directions.

Bellflower Unified School District School Wellness Policy and Nutrition Standards

The Bellflower Unified School District is committed to providing school environments that promote and protect student's health, well-being and ability to learn by supporting healthful eating and physical activity. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education that foster lifelong habits of healthful eating and physical activity. Schools will establish linkages between health education, school meal programs, extracurricular activities, and other related services such as counseling.

Wellness Policy

In 2006, the Bellflower Unified School District adopted the Federally Mandated School Wellness Policy. This limits the types of food that may be sold on campus; it requires that specific types of food be served to students who purchase breakfast and/or lunch at school and encourages more physical activity for students throughout the day.

Bellflower Unified School District has developed some guidelines that support the *Wellness Policy* and send a positive message to students. Bellflower Unified School District wants students to eat healthful foods and live healthful lifestyles.

FAST FOOD ITEMS ARE NOT TO BE BROUGHT ON CAMPUS FOR OR BY STUDENTS TO BE EATEN OR SOLD. ONLY HEALTHFUL SNACKS SUCH AS FRUIT, CRACKERS, VEGETABLES, ETC. SHOULD BE SENT WITH STUDENTS. UNHEALTHFUL SNACKS SUCH AS CHIPS, CANDY, COOKIES, AND SODA ETC. ARE NOT ALLOWED. DUE TO LIMITED SPACE, PARENTS ARE NOT PERMITTED TO EAT IN THE CAFETERIA WITH STUDENTS.

STUDENT'S SPECIAL OCCASIONS

Bellflower Unified School District acknowledges the special occasion of each student's birthday. In lieu of food items such as cupcakes, punch and other unhealthy snacks, a positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom library. Happy Birthday pencils given to the student's teacher to distribute might also be a fun way of sharing the happy day.

National School Breakfast/Lunch Program

The district participates in the National School Breakfast/Lunch Program that provides nutritious meals on a voluntary, low-cost basis to students. The program offers free or reduced-price meals for students who meet the standards for participation.

- ☆ Applications for the free and reduced lunch program are sent home the first day.
- ☆ These forms must be completed and returned to the school for processing.
- ☆ Each family needs to complete one application by listing all students and household members on one application.
- ☆ Applications must be completed by each family annually.
- ☆ Completed applications are processed by the Food Services Manager and families who qualify are notified.

FEDERAL REGULATIONS REGARDING THE SCHOOL LUNCH PROGRAM

Federal regulations require that all foods purchased at school must be eaten by students while at school or attending a school function.

- ☆ Students who do not qualify for the free or reduced lunch program may bring cash to pay for meals.
- ☆ Please be sure the money is in a sealed envelope with the student's name and room number.
- ☆ It is strongly recommended that parents take advantage of the pre-paid lunch account.
- ☆ Parents may submit a check made out to BUSD Food Services or use a credit card. To use this service you would call the Nutrition Services office at (562) 866-4192 ext. 7803.
- ☆ To protect the account code, numbers should not be shared. Parents are responsible for monitoring the account balance.
- ☆ Balanced breakfasts, lunches, milk and orange juice are sold daily in the school cafeteria. Prices are subject to change.
- ☆ If a child forgets their money, they must call home for it. Students without a lunch will be provided a small meal that will be charged to their account.

UNIFORM DRESS CODE:



The Board of Education approved a mandatory school uniform policy for the students attending Washington Elementary School which will be strictly enforced.

The following is the dress code that will continue to be enforced by Washington Elementary School for 2014-2015.

Shirts - White, navy blue or powder blue - one solid color. Shirts **must** be a **polo** collared shirt. Shirts may not be longer than the longest finger when hands are at their sides. Shirts may not reveal midriff when hands are raised above head. Shirt guidelines remain the same for free dress attire.

Pants - Navy blue - one solid color. Jeans that are one solid color with no stitching, designs or holes may be worn as long as students have a belt and they fit appropriately.

Shorts/skirts/skorts/capris/jumpers- Navy blue - one solid color. All bottoms must be worn on the waistline. Shorts, skirts, skorts and jumpers must be longer than the student's fingers when hands are at their sides. Shorts must be worn underneath skirts. Guidelines remain the same for free dress attire.

Sweaters - Sweatshirts **must** be solid red or navy blue to represent school spirit.

Shoes - Closed toed shoes that fit securely on the foot. No sandals or flip-flops permitted.

Fridays - Spirit Day - you may wear your Washington spirit shirts with navy pants.

Earrings, necklaces, bracelets and hair accessories may not be a distraction or safety issue. Staff members may ask students to remove the item and not wear it again if it is considered to be a distraction.

Spirit shirts, or other school sponsored shirts, may be worn with uniforms on Fridays only. The responsibility for the proper attire of all students attending the Bellflower Unified School District rests with the parents or legal guardians. The principal, or his/her designee, shall make the determination whether or not the student is violating the school dress code. Violators of this policy shall be subject to school and/or district discipline procedure, including suspension and expulsion. Uniform infraction notices will be given as reminders and parents will be called to bring appropriate clothing to students who are not in uniform. As per Board Policy 5142.1, repeated violation of the District or School dress policy shall be subject to discipline procedures.

All clothes must be neat, not frayed, in good repair, and be an appropriate size (e.g. baggy, oversized pants are not permitted). No hats, caps, or scarves are permitted at school. For sun protection outside, district approved "bucket style" hats are permitted. (Solid colors only, no insignias)



District approved hats may be purchased at the following locations: K-Mart, Target, Big 5 Sporting Goods, Sports Authority, and other sporting goods stores.

ITEMS FROM HOME

Toys and similar items shall not be brought to school without permission from the teacher in advance. Electronic devices are not permitted on the school grounds unless being used in an approved classroom activity. These and any other items that cause a learning distraction will be confiscated.

The school district is NOT responsible for lost, stolen or confiscated property.



CELL phones on campus: *Students may not use or display phones during the regular school day or during participation in school activities, unless specifically authorized by school administrator or designee. Cell phones must remain out of sight and powered “OFF” throughout the school day and while on school grounds.*

Failure to comply with any portion of this policy will result in immediate confiscation of the cell phone. Confiscated items must be picked up by a parent/guardian. On first offense students will be given the cell phone at the end of the day; second offense parent will need to pick up; third offense may result in disciplinary action or the item to be held until the end of the year.

Education code 48900 (k) “Disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties,” and other education codes as appropriate.) Ongoing violations may result in further disciplinary consequences in accordance with Education Code 48900.



NO ANIMALS ALLOWED

Dogs, cats or other pets are not permitted on school grounds unless specific permission has been given by the teacher or administrator. (Stray animals on the school grounds must be sent to the animal shelter so please do not let your pet follow children to school). This is Board Policy.

BIRTHDAY/CELEBRATION



Washington Elementary acknowledges the special occasion of each child’s birthday and encourages parents to hold birthday celebrations with family and friends at home. In order to reduce classroom interruptions and comply with regulations regarding food distribution, classroom birthday celebrations will not be held on the Washington campus. This includes delivery of birthday cakes, cupcakes, food items, flowers, balloons, etc. to students’ classrooms. Classroom teachers will continue to recognize students on their birthdays in a meaningful, educational way throughout the year. **If items are sent, they will be kept in the office until the end of the day.**

CHARACTER COUNTS!



The **CHARACTER COUNTS!** Program focuses on teaching our students, staff, and community the value of character. Character is what defines us as a person. **CHARACTER COUNTS!** incorporates six character values which are referred to as the six pillars of character. They are **trustworthiness, respect, responsibility, fairness, caring, and citizenship.** To build character in those six areas, we must model positive behaviors and attitudes at all times including at school and at home. Here is our pledge:

*I pledge to be a kid with Character.
 I will be worthy of trust.
 I will be respectful and responsible,
 Doing what I must.
 I will always act with fairness.
 I will show that I care.
 I will be a good citizen,
 And always do my share.*

SCHOOL DISCIPLINARY POLICY



School discipline is an integral part of our school community and is considered an important aspect for learning. Our school is focused on using Positive Behavioral Intervention System in order to help environments that improve lifestyles results (personal, health, social, academic, work, etc.) for all students by promoting and rewarding positive behavior.

Our school uses a systematic discipline matrix that is found on the following pages along with a Patriot Pride recognition matrix. Our expectation matrix outlines what our expectations are throughout the various school settings. All students are informed of the expectations and constantly reminded in order to help promote the positive behavior. All students will receive a Patriot Point weekly as a form of communication to parents letting them know that their child had a good week and was responsible for their learning.

Parents are an integral part of our positive behavior system and are encouraged to constantly be in communication with their child and teacher about their school performance. We understand that there are some culturally appropriate behaviors may be allowed at home and encourage you to help our child understand that those behaviors may not be acceptable at school.

DETENTION

A written notice of detention is sent home as a courtesy to notify parents the day before an after-school 30 minute detention is to be served. Parents are requested to sign and return the notice the following day. **A signature does not indicate agreement or disagreement with the detention.**

Detention may be assigned by the teacher or any other staff member authorized by the administrator for violation of school rules or other violations which require a consequence. Detention is 30 minutes after school.

If there are questions about the detention, the parent is encouraged to discuss the situation with the teacher.

WASHINGTON ELEMENTARY SCHOOL BEHAVIOR REFERRAL

Student's Name: _____ Date: _____

Referred By: _____ Room: _____ Teacher: _____

The Character Pillar I need to work on is: **Trustworthiness** **Respect** **Responsibility** **Fairness** **Caring** **Citizenship**

Problem occurred during: Class ___ Recess ___ Cafeteria ___ Noon Play ___ Hallway ___ Bus ___ Other _____

Teacher's Description of Behavior

Previous Actions Taken by Teacher

- | | |
|---|--|
| <input type="checkbox"/> Redirected and taught correct behavior | <input type="checkbox"/> Mediation Room |
| <input type="checkbox"/> Proximity control | <input type="checkbox"/> Discipline Matrix Followed |
| <input type="checkbox"/> Loss of Privileges | <input type="checkbox"/> Private Conference with Student |
| <input type="checkbox"/> In class modified seating | <input type="checkbox"/> Guidance Intern Referral |
| <input type="checkbox"/> Phone call to parent/guardian | <input type="checkbox"/> Time-out Room |

Administrative Actions Taken: Verbal Warning: ___ Revoke Privileges: ___ Time-out: ___ Loss of Recess: ___ Detention Date: _____

Teacher Signature: _____

Parent Signature: _____

Administrative Signature: _____

*Referral must be sent with student self-assessment form Student refused to fill out form

Washington Discipline Process Matrix

	Level 1 Incidental Violations	Level 2 Minor Violations	Level 3 Major Violations	Level 4 Illegal Violations
Violations	<ul style="list-style-type: none"> • Running • Loud voices/yelling • Off-task behavior • Name calling • Noise making • Insubordination • Out of Seat • Disruptive • Breaking playground rules • Inappropriate behavior in the bathrooms • Chewing gum or eating candy except by teacher permission. 	<ul style="list-style-type: none"> • Lying/cheating • Indirect, inappropriate language/gestures to other students or teachers • Inappropriate dress • Spitting • Forgery • Theft • Harassment/bullying • Internet misuse/cyber bullying • Severe responsibility issues (HW, parent communication) • Third Level 1 Offense • Other: 	<ul style="list-style-type: none"> • Direct, inappropriate language/gestures to adults • Fighting/physical aggression to cause harm • Overt defiance (refusal to leave classroom when told by an adult) • Property destruction • Reference in conversation, writing or pictures to weapons or acts of violence. • Severe harassment/bullying • Severe internet misuse/cyber bullying • Extreme Property damage/vandalism (defacing school property to a level in which restitution is needed, writing on walls, etc.) • Third Level 2 Offense 	<ul style="list-style-type: none"> • Drug use/possession • Weapon use/possession • Truancy • Arson • Bomb Threat • Combustibles Assault/threats
Addressing the Behavior	<p>Teacher-handled- The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> • Redirect the correct behavior • Proximity control • Nonverbal cue to correct behavior • Private conference with student • In-class modified 	<p>Teacher-handled- The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> • Use Level 1 Behavior Strategies • Redirect the correct behavior • Student/Teacher conference • Nonverbal cue to correct behavior • Pro-active parent communication 	<p>Teacher-handled- For chronic offenses, all level 1 and 2 pro-active options have been exhausted.</p> <p>If severe, level 3, major violation occurs student(s) receive behavior referral.</p>	<p>Washington Referral Send the student to the office where the principal will address the behavior.</p>
Consequences/ Documentations Forms	<ul style="list-style-type: none"> • Verbal Correction • Apology • Loss of privileges/time at recess Forms • Classroom management (pink slips, agenda, progress report) 	<ul style="list-style-type: none"> • Verbal Correction • Loss of privilege/whole recess • Teacher generated referral with consequence • Apology • Buddy room • Student Assessment form • Behavior Contract • Note or phone call home • Extra curricular activities removed Forms • Washington referral • Student Self Assessment form 	<p>Washington Referral form Send the student with referral form and self-assessment (from mediation session) to the guidance intern who will then send the student to the principal. Possible Consequences:</p> <ul style="list-style-type: none"> • Referral to guidance intern • Verbal Correction • Loss of privilege • Teacher detention • Apology • Buddy room/student self assessment • Behavior Contract • Note or phone call home 	<p>Washington Referral Send the student to the office where the principal will address the behavior. Possible Consequences:</p> <ul style="list-style-type: none"> • Referral to SIT Team • Principal detention and/or ISS • Restitution • Behavior Contract • Contact parent • Parent escort • Quiet lunch in office • Suspension from school

Washington Behavior Expectation Matrix

I am...	All Settings	Classroom	Hallways	Cafeteria	Bathrooms	Assemblies	Playground	Computer Lab	Library
Safe	KAHFOOTY Keep all hands, feet, and other objects to yourself Ask permission to leave the setting	KAHFOOTY Walk Maintain personal space Follow safety procedures	KAHFOOTY Walk in a single file line Walk on right side of the hallway	KAHFOOTY Clean up after yourself Put trash in the trashcan Sit quietly when finished All food remains in eating areas	KAHFOOTY Use the restroom quickly Wash your hands with soap and water Put your trash in the trashcan Pick up and wipe up after yourself	KAHFOOTY Enter and exit quietly with no voices Enter and exit in an orderly manner Sit quietly	KAHFOOTY Use equipment for intended purposes only Listen to adults the first time Tell an adult if someone is or could get hurt Stay within the boundaries of the playground	KAHFOOTY Enter and exit quietly Remain seated Tell the teacher immediately if you have a question or concern	KAHFOOTY Walk Enter and exit silently and in an orderly manner Books should be shelved appropriately
Respectful	Treat others the way you want to be treated Follow adult instructions the first time Use polite language Take care of our school	Be honest Take care of yourself Be kind when working with others Use inside voice Follow common norms	Walk silently as not to disturb learning Be patient and show consideration for classrooms that are learning	For the safety of others, eat your food only Use a peaceful voice while waiting in line and eating Listen to noon duty aides Use proper manners, "please" and "thank you" and ask politely for seconds Be patient	Use the facilities for intended purposes Use quiet voices Finish as quickly as possible Consider the privacy of others	Be an attentive listener Respond appropriately to show appreciation Listen with no voices when someone is taking Follow teacher directives	Listen to adults the first time Allow everyone to participate Squat when the bell rings Walk quickly to l after the whistle Be a good sport Wait patiently for your turn	Use equipment appropriately Use a peaceful voice while working Leave equipment as modeled	Use a whisper voice Take care of library books
A Responsible Learner	Accepts responsibility	Completes & turns in all class/homework Returns all parent communication	Reports problems to an adult Take pride in your school's appearance	Reports problems to an adult.	Report vandalism, unsanitary, and unsafe conditions to an adult immediately	Follow all adult instructions	Be a problem solver Learn new activities	Know and follow computer lab rules	Return to class quickly Do not disturb others Turn books in on time

CALIFORNIA EDUCATION CODE
EC § 48900. Grounds for Suspension and Expulsion

EC § 48900

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring with a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school-sponsored activity.
- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person, or (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in, an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provide by a school.
- (2)(A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
- (i) A message, text, sound, image.
- (ii) A post on a social network Internet website, including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonable believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

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

- (f) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion including, but not limited to, counseling and anger management program, for a pupil subject to discipline under this section that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. *Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting. (EC Section, 212.5, BP 5145.7)*

48900.3 Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4 Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7 Terroristic Threats

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 4899.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Discrimination, Harassment, and Bullying

Any student who believes he or she is being subjected to discrimination, harassment, or bullying is encouraged to immediately report the incident to an appropriate administrator, counselor, or teacher at the school of attendance.

EC § 48915. Expulsion; particular circumstances

- (a)(1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of corrections would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

CÓDIGO DE EDUCACIÓN DE CALIFORNIA
CE 48900. Causas para Suspensión o Expulsión

CE Sección 48900

(s) Un alumno no será suspendido o expulsado por ningún de los actos que se enumeran en esta sección a menos que el acto tenga relación a alguna actividad escolar o se lleve a cabo al asistir a una escuela bajo la jurisdicción del superintendente del distrito escolar o el director, o que ocurra en cualquier otro distrito escolar. Un alumno puede ser suspendido o expulsado por actos que se enumeran en esta sección y se relacionan con una actividad escolar o la asistencia escolar que ocurra durante cualquier momento, incluyendo pero no limitado a cualquiera de los siguientes: (1) Al estar en el plantel escolar. (2) Al ir o regresar de la escuela. (3) Durante el período de almuerzo ya sea dentro o fuera de la escuela. (4) Durante o de ida o venida de alguna actividad patrocinada por la escuela.

- (a)(1) Causó, atentó causar, o amenazó causar herida física a otra persona.
- (2) Usó intencionalmente fuerza o violencia sobre otra persona, con excepción de en defensa propia.
- (b) Poseyó, vendió, o de otro modo proporcionó cualquier arma de fuego, cuchillo, explosivo, u otro objeto peligroso, a menos que, en el caso de posesión de cualquier objeto de este tipo, el alumno había obtenido permiso por escrito para poseer el objeto de un empleado certificado de la escuela, quien está en acuerdo con el director o designado del director.
- (c) Poseyó ilegalmente, vendió, o de otro modo proporcionó o estuvo bajo la influencia de cualquier sustancia registrada en la lista del Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y de Seguridad, una bebida alcohólica, o un intoxicante de cualquier clase.
- (d) Ofreció ilegalmente, arregló, o negoció para vender cualquier sustancia registrada en la lista del Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y de Seguridad, una bebida alcohólica, o un intoxicante de cualquier clase, y entonces vendió, entregó, o proporcionó a cualquier otra persona otro líquido, sustancia, o material y representó el líquido, la sustancia, o el material como una sustancia controlada, bebida alcohólica, o intoxicante.
- (e) Cometió o atentó cometer robo o extorsión.
- (f) Causó o atentó causar daño a la propiedad de escuela o a la propiedad privada.
- (g) Robó o atentó robar la propiedad de escuela o propiedad privada.
- (h) Poseyó o uso tabaco o cualquier producto conteniendo tabaco o productos de nicotina, incluyendo pero no limitado a cigarrillos, puros de tamaño miniatura, cigarrillos de clavo, tabaco sin humo, rapé, paquetes de tabaco para masticar, y betel. Sin embargo, esta sección no prohíbe el uso ni la posesión por un alumno de sus propios productos de prescripción.
- (i) Cometió un acto obsceno o participo en una profanidad habitual o vulgaridad.
- (k) Interrumpió las actividades de la escuela o de otro modo voluntariamente desafió la autoridad válida de los supervisores, maestros, administradores, funcionarios de escuela, o de otro personal de escuela comprometido en el desempeño de sus deberes.
- (l) A sabiendas recibió la propiedad robada de escuela o propiedad privada.
- (m) Poseyó imitación de una arma de fuego. Como se usa en esta sección, "imitación de armas de fuego" significa una copia de una pistola que es tan substancialmente semejante en las propiedades físicas que existen en armas de fuego, dirigiendo a una persona razonable a concluir que la copia es un arma de fuego.
- (n) Cometió o atentó cometer un asalto sexual a como se define en la Sección 261, 266c, 286, 288, 288a, o 289 del Código Penal o cometió un abuso sexual a como se define en la Sección 243.4 del Código Penal.
- (o) Acosó, amenazó, o intimidó a un alumno que es un testigo del que se queja o es un testigo en un procedimiento disciplinario de una escuela con el propósito de prevenir que ese alumno venga a ser testigo o venga en contra de ese alumno para prevenir o tomar represalia contra el alumno por ser testigo o ambos.
- (p) Ilegalmente ofreció, arregló vender, negoció vender, o vendió la droga de prescripción Soma.
- (q) Se involucró, o intentó involucrarse en cometer novatadas como es definido en la Sección (b) 245.6.
- (r) Se involucró en un acto de acoso. Para el propósito de esta subdivisión, los siguientes términos tienen los siguientes significados:
 - (1) "Acosar" significa cualquier acto o conducto físico o verbal que es severo u omnipresente incluyendo comunicaciones escritas o por medio de un acto electrónico, e incluye uno o más de un acto cometido por un alumno o un grupo de alumnos según se define en las secciones 48900.2, 48900.3 o 48900.4, dirigido a uno o más de un alumno y que haya tenido o se puede predecir razonablemente que tendrá uno o más de los siguientes efectos:
 - (A) Poner a un alumno o alumnos razonables en una posición en la cual tendrán miedo que le harán daño al cuerpo o a la propiedad de ese alumno o alumnos.
 - (B) Causar que un alumno razonable sienta un efecto perjudicial considerable en su salud física o mental.
 - (C) Causar a un alumno razonable sienta interferencia considerable con su rendimiento académico.
 - (D) Causar a un alumno razonable sienta interferencia considerable con su habilidad de participar u obtener beneficios de servicios, actividades, o privilegios ofrecidos por la escuela.
 - (2)(A) "Acto electrónico significa la transmisión por método de cualquier aparato electrónico, incluyendo, pero no limitado a, un teléfono, un teléfono celular o cualquier otro aparato de conexión inalámbrica, una computadora, o buscaperonas.
 - (i) Un mensaje, texto, sonido, o imagen.
 - (ii) Publicación en una red social, incluyendo, pero no limitado a:
 - (I) Publicar o crear una página para insultar "burn page." Esta tipo de página es un sitio web hecho con el propósito de tener uno o más de uno de los efectos enumerados en el párrafo (1).
 - (II) Crear una personificación creíble de otro alumno real con el propósito de tener uno o más de uno de los efectos enumerados en el párrafo (1). Personificación creíble significa el hacerse pasar por otro alumno a sabiendas o sin el consentimiento con el propósito de acosar al alumno y a tal grado que el otro alumno pudiera razonablemente creer, o ha creído que el alumno es o era el alumno a quien se personificó.
 - (III) Crear un perfil falso con el propósito de tener uno o más de un efecto enumerado en el párrafo (1). Un perfil falso significa un perfil de un alumno ficticio o un perfil que usa las semejanzas o características de un alumno actual aparte del alumno quien creo el perfil falso.
 - (B) A pesar del párrafo (1) y el subpárrafo (A), un acto electrónico no constituye un conducto considerable sencillamente a base de que se haya transmitido por Internet o esté publicado en Internet.

- (3) “Alumno razonable” significa un alumno, incluyendo, pero no limitado, a un alumno con necesidades excepcionales, que ejercita el cuidado, la habilidad, y el juicio medio en las conductas para una persona de su edad o para una persona de su edad con necesidades excepcionales.
- (t) Un alumno que ayuda o induce, según se define en la Sección 31 del Código Penal, a causar o intentar causar daño físico a otra persona puede resultar en suspensión, pero no en expulsión de acuerdo a esta sección, a menos que un alumno que haya sido juzgado por un tribunal juvenil de haber cometido crimen de violencia física como ayudante o instigador, en un caso en que la víctima herida haya sufrido daño físico o grave daño físico, el infractor será sujeto a la disciplina según subdivisión (a).
- (u) Según se usa en esta sección, “propiedad escolar” incluye pero no se limita a, archivos electrónicos y bases de datos.
- (v) Un superintendente de un distrito escolar o un director puede usar su discreción al ofrecer alternativas a la suspensión o expulsión de un estudiante sujeto a la disciplina a esta sección, incluyendo pero no limitado a servicios de asesoramiento y programa para el control de la ira para estudiantes de edad apropiada y que de atención y corrijan el mal comportamiento del alumno según se define en la Sección 48900.5.
- (w) Es la intención de la legislatura que se impongan alternativas a la suspensión y expulsión de un alumno que llegue tarde, falte o de alguna otra manera esté ausente de actividades escolares.

48900.2 Hostigamiento Sexual

Además de las razones enumeradas en sección 48900, un alumno puede ser suspendido de la escuela o recomendado para expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha cometido acoso sexual como definido en la Sección 212.5. Para los propósitos de este capítulo, la conducta descrita en la Sección 212.5 debe ser considerada por una persona razonable del mismo sexo de la víctima sea suficientemente severo o profundo y debe tener un impacto negativo sobre el desempeño académico del individuo o crear un ambiente educativo intimidante, hostil u ofensivo. Esta sección no aplicará a alumnos matriculados en el jardín de la infancia y a los grados inclusivos de 1º a 3º. *Hostigamiento Sexual significa insinuaciones sexuales no deseadas, solicitudes de favores sexuales, y otra conducta verbal, visual, o física de naturaleza sexual por parte de alguien en el sitio educacional. (EC Sección 212.5, BP 5145.7)*

48900.3 Violencia de Odio

Además de las razones enumeradas en sección 48900 y 48900.2, un alumno en cualquiera de los grados inclusivos del 4 a 12, puede ser suspendido de la escuela o recomendado para expulsión si el superintendente o el director de la escuela en la cual el alumno está inscrito determina que el alumno ha causado, ha procurado causar, amenazado causar, o tomó parte en un acto de violencia de odio, según se define en la subdivisión (e) de la Sección 233.

48900.4 Hostigamiento, Amenazas o Intimidación

Además de las razones enumeradas en sección 48900, y 48900.2, un alumno inscrito en cualquiera de los grados 4 a 12 inclusivos, puede ser suspendido de la escuela o recomendado para expulsión si el superintendente o el director de la escuela en que el alumno es matriculado determina que el alumno intencionalmente ha participado en el acoso, en amenazas, o en la intimidación, dirigida contra el personal del distrito escolar o estudiantes, que sea suficientemente severo o profundo que tenga el actual razonablemente esperado efecto de materialmente interrumpir el trabajo en el salón de clases, crear un desorden sustancial, e invadir los derechos del personal escolar o estudiantes al crear un ambiente educativo intimidante u hostil.

48900.7 Amenazas de Terrorismo

- (a) Además de las razones enumeradas en sección 48900, 48900.2, 48900.3, 48900.4 un alumno puede ser suspendido de la escuela o recomendado para expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha hecho amenazas terroristas contra oficiales de la escuela o propiedad de escuela, o contra ambos.
- (b) Para el propósito de esta sección una amenazas de terrorismo incluirán cualquier declaración, escrita u oral, hecha por una persona que voluntariamente amenaza en cometer un crimen que tendrá como resultado la muerte, grave daño físico a otra persona, o daño a la propiedad en el exceso de mil dólares (\$1,000), con la intención específica de que la declaración deberá ser tomada como una amenaza, aunque no exista la intención verdadera de llevarla a cabo y en estas circunstancias en que se hace, es tan inequívoco, incondicional, inmediato, y específico como para transmitir a la persona amenazada, una gravedad con propósito y con una perspectiva inmediata de la ejecución de la amenaza, con lo cual causa que esa persona esté razonablemente con temor continuo por su propia seguridad o por la seguridad inmediata de su familia, o por la protección de la propiedad del distrito escolar, o por la propiedad de bienes personales de la persona que amenazaron o la de su familia inmediata.

Discriminación, Hostigamiento o Intimidación

Se le aconseja a los alumnos que si son sujetos a discriminación, hostigamiento, o intimidación, lo reporten inmediatamente a un administrador apropiado, consejero o a un maestro/a de la escuela en la cual asiste.

CE Sección 48915. Expulsión; Circunstancias Particulares

- (a)(1) A menos que sea provisto en las subdivisiones (c) y (e), el director o el superintendente de escuelas recomendará la expulsión de un alumno por cualquiera de los siguientes actos cometidos en la escuela o en actividades escolares fuera de la escuela, a menos que el director o el superintendente determine que la expulsión no debe ser recomendada bajo estas circunstancias o que un método alternativo de corrección daría atención a la conducta:
 - (A) Causar herida física crítica a otra persona a menos que sea en defensa propia.
 - (B) Estar en posesión de cualquier cuchillo u otro objeto peligroso por el cual el alumno no tenga ningún uso razonable.
 - (C) Estar en posesión ilegalmente de cualquier sustancia registrada en la lista del Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y de Seguridad, excepto cualquier de las siguientes razones:
 - (i) El primer delito de estar en posesión de no más de una onza avoirdupois de marihuana, aparte de cannabis concentrada.
 - (ii) Estar en posesión de medicina de venta libre para el uso del alumno con propósitos médicos o medicina recetada para el alumno por un doctor.
 - (D) Robo o extorsión.
 - (E) Asalto con agresión, según se define en las secciones 240 y 242 del código penal, sobre cualquier empleado escolar.
- (2) Si el director o el superintendente de escuelas hace una determinación según se describe en el párrafo (1), se recomienda que lo haga lo más rápido posible a fin de asegurar que el alumno no pierde tiempo de instrucción.

Washington Elementary School
2014-2015
HOME- SCHOOL COMPACT
Family-School Partnership

The Student's Pledge:

I understand that education is important to me. I am the one responsible for my success.

AS A STUDENT, I WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. Coming to school on time, in uniform and being prepared to do my best.
2. Cooperating with everyone in the school.
3. Respecting myself and the rights of others.
4. Following all school and classroom rules.
5. Returning completed homework on time.
6. Spending time at home reading and studying.

The Teacher's Pledge

I understand the importance of a quality education for every student and my role, as an educator and positive role model.

AS A TEACHER, I WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. Creating a safe, positive, and healthy learning environment. Providing a challenging and differentiated standards based instructional program that addresses the individual needs of all students.
2. Communicating openly with parents as well as all stakeholders on a regular basis.
3. Assigning appropriate homework that is tied to the learning that takes place in the classroom.
4. Encouraging students to read daily at school and at home. Participating in professional growth activities.

The Parent's Pledge

I understand that my participation in my child's education will help his/her achievement and attitude.

AS A PARENT, I WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. Promoting high standards and regular study habits by providing a quiet, suitable place for completing all homework.
2. Supporting the school's and teachers' homework, discipline and attendance policies.
3. Making sure that my child gets adequate sleep and has a healthy diet which includes bringing a healthy snack to school.
4. Getting involved in my child's education through participation in school events.
5. Listening to or reading with my child every day. Reading all school-home communications, contacting the school when I have questions or concerns, and attending scheduled parent conferences and meetings.

AS A SCHOOL, WE WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. Provide parents opportunities to ask questions, express concerns, and regularly engage in dialogue to ensure or assist with the success of their children.
2. Establish regular, two-way communication with families that focuses on the child's academic progress in reaching proficiency in grade-level standards.
3. Provide families with clear information on district and school issues including expectations for student behavior, achievement standards, NCLB requirements, available community resources and services for assisting families.
4. Provide clear two-way translated communications from home to school and from school to home.
5. Encourage families to regularly meet with teachers, the principal and other school staff to discuss classroom issues which concern them and share any ideas they may have to improve their children's learning.
6. Actively recruit parents and provide information for service on task forces, advisory committees, action teams, and other participatory activities.

TITLE I PARENTAL INVOLVEMENT POLICY

Statement of Purpose

The Bellflower Unified School District is committed to the goal of providing quality education for every child in the district. To this end, the district's Local Education Agency (LEA) Plan provides for the establishment of partnerships with parents and the community to encourage greater involvement to promote high achievement by all children. The school's Single Plan for Student Achievement supports the district's Local Education Plan in this effort. Parents' support for their children and for the school is critical to their children's success.

The California content standards for each grade level are distributed to all parents in the Bellflower Unified School District, with the expectation that all students will work toward meeting these standards. Title I students receive supplementary services designed to instruct them in the district's core curriculum and improve their achievement in basic and advanced skills. Bellflower Unified School District includes parents in all aspects of the Title I program in compliance with legal requirements (PL 100-297, Section 1118 Parent Involvement) and in accordance with the district's philosophy of nurturing parents toward fulfilling that responsibility.

Parental Involvement in Developing the Policy

The school site council meets regularly to monitor programs at Washington School including the parent involvement program. The role of the council is to jointly develop the parent involvement policy, monitor current programs involving parents, evaluate effectiveness, and expand and/or modify program strategies and components as necessary.

Annual Meeting for Title I Parents (to be held at each school site)

Parents are notified of the meeting dates and times for the annual Title I parent meeting. Multiple opportunities are provided for parents to attend the meeting. At the annual meeting for parents of Title I students (September/October), parents are given information relating to Title I requirements and explanations of how they are required to be involved in all aspects of the Title I program, including its design, implementation, and evaluation. Parents receive copies of the district's and school's current parental involvement policies and are made aware of the role of the school site council. Parents are informed of the curriculum, assessments and the proficiency levels students are expected to meet.

Translation to Spanish is available as needed. Parents are sent written notices about the meeting and follow-up efforts are made in order to notify parents of the importance of their participation in the education of their child.

School-Parent Compact

According to Title I regulations, each school must share with parents the responsibility for improved student achievement and the means by which the school and parents build and develop a partnership to help children achieve the state's high standards. Parents on the school site council are involved in designing and approving these compacts which (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive learning environment and (2) describe the parents' responsibility and the importance of communication between parents and teachers on an ongoing basis.

Parents are responsible for discussing the compact with their children before signing the compact.

Types of Parental Involvement

There are many ways in which parents are expected to be involved with their children's education both at home, at school, and in the community. In order for the parents to fulfill their responsibility, the school will:

1. Help parents develop parenting skills and foster conditions at home that support children's effort in learning.
2. Provide parents with knowledge of techniques designed to assist children in learning at home.
3. Provide access to and coordinate community and support services for children and families.
4. Promote clear, two-way communication between the school and the family as to school programs and children's progress.
5. Involve parents, after appropriate training, in instructional and support roles at the school.
6. Support parents as decision-makers and develop their leadership, governance, advisory, and advocacy roles.

Matching Programs to the Needs of Our Community

Each year the school site council assesses the needs of parents and children using a variety of measures (e.g. questionnaires and surveys) and then tailor the Title I program to meet those needs. Parents will be notified of workshops and other programs that will be made available to meet their needs and of the importance of their responsibility to attend. Childcare will be provided during parent workshops and programs in order to facilitate parents' attendance. Annual meetings are held with local pre schools to facilitate communication about preparation for elementary schools, and pre school parents in the school area are invited to attend parent meetings at Washington Elementary, BUSD Child Development (CD) programs and kindergarten teachers meet annually to review transitioning of students.

Staff-Parents Communication

Communication with parents includes:

1. School newsletters, notices, and activity packets sent home with children.
2. Phone calls, formal/informal conferences, and personal notes as necessary.
3. Conferences

Notices regarding meetings, activities, conferences and events are sent home in English and Spanish.

Evaluation

The school site council is involved in the process of school review and improvement by collecting information in a variety of ways, including observations of classes. There is an annual evaluation of the parent involvement program with parent input on assessing how parental involvement is increasing and how they can continue to recruit parents.

The Bellflower Unified School District is committed to parental involvement and the school board has approved the district and school site parent involvement policies. The policies will be coordinated by State and Federal Programs Office and promoted by principals and other school staff.

Approved by School Site Council
(October 28, 2010)

PARENTS ARE TEACHERS TOO

HELP YOUR CHILDREN FEEL GOOD ABOUT THEMSELVES

Show patience

Give praise and encouragement

Set limits, rules and consequences

Be consistent

Listen to them, speak to them and answer them

Respect and accept them

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, s/he learns to condemn.

If a child lives with hostility, s/he learns to fight.

If a child lives with ridicule, s/he learns to be shy.

If a child lives with shame, s/he learns to feel guilty.

If a child lives with tolerance, s/he learns to be patient.

If a child lives with encouragement, s/he learns confidence.

If a child lives with praise, s/he learns to appreciate.

If a child lives with fairness, s/he learns justice.

If a child lives with security, s/he learns to have faith.

If a child lives with approval, s/he learns to like her/himself.

If a child lives with acceptance and friendship, s/he learns to find love in the world.

Notice of Non-Discrimination: The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Students/parents who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011.

Aviso de no discriminación: El Distrito Escolar Unificado de Bellflower no discrimina a base de raza, color, origen nacional, religión, sexo, edad, discapacidad, idioma, antepasados, o estado civil en sus programas y actividades de instrucción o prácticas de empleo. Los estudiantes o padres de familia que tengan preguntas o inquietudes sobre la política pueden ponerse en contacto con la sub superintendente de programas y personal de instrucción llamando al (562) 866-9011.

**ELEMENTARY 2014-2015
CALENDAR HIGHLIGHTS**

Non-Student Day-New Teachers August 27	Lincoln's Birthday Observance..... February 13
Non-Student Days August 28- September 3	President's Day Observance February 16
First Day of Student Attendance.....September 4	End of Second TrimesterMarch 13
Back To School Night South September 16	CA Smarter Balance Window OpensMarch 17
Back To School Night North September 18	Spring Break April 6-10
School Closed November 10	Kindergarten Roundup Begins.....April 27
Veteran's Day Holiday.....November 11	School of Choice..... April 27-May 8
End of First Trimester.....November 21	CASSP Testing 5 th Grade & CAPA..... April 27-May 8
School ClosedNovember 24-26	Open House South May 12
Thanksgiving Holiday.....November 27-28	Open House North May 14
Winter Break.....December 19- January 2	Memorial Day May 25
Martin Luther King Jr. Day.....January 19	Last Day of Attendance.....June 18
Non-Student Day.....January 30	Non-Student Day.....June 19

ELEMENTARY EARLY DISMISSAL

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Thursday	September 4	Shortened	Wednesday	February 4	Shortened
Wednesday	September 10	Shortened	Wednesday	February 11	Shortened
Tuesday	September 16	Minimum*	Wednesday	February 18	Shortened
Wednesday	September 17	Shortened	Wednesday	February 25	Shortened
Thursday	September 18	Minimum*	Wednesday	March 4	Shortened
Wednesday	September 24	Shortened	Wednesday	March 11	Shortened
Wednesday	October 1	Shortened	Friday	March 13	Shortened
Wednesday	October 8	Shortened	Wednesday	March 18	Shortened
Monday-Friday	October 13-17	Shortened	Wednesday	March 25	Shortened
Wednesday	October 22	Shortened	Wednesday	April 1	Shortened
Wednesday	October 29	Shortened	Friday	April 3	Shortened
Wednesday	November 5	Shortened	Wednesday	April 15	Shortened
Wednesday	November 12	Shortened	Wednesday	April 22	Shortened
Wednesday	November 19	Shortened	Wednesday	April 29	Shortened
Friday	November 21	Shortened	Wednesday	May 6	Shortened
Wednesday	December 3	Shortened	Tuesday	May 12	Minimum**
Wednesday	December 10	Shortened	Wednesday	May 13	Shortened
Wednesday	December 17	Shortened	Thursday	May 14	Minimum**
Thursday	December 18	Minimum	Wednesday	May 20	Shortened
Wednesday	January 7	Shortened	Wednesday	May 27	Shortened
Wednesday	January 14	Shortened	Wednesday	June 3	Shortened
Wednesday	January 21	Shortened	Wednesday	June 10	Shortened
Wednesday	January 28	Shortened	Wednesday	June 17	Shortened
Thursday	January 29	Minimum	Thursday	June 18	Minimum

***Back To School – September 16 - Foster, ILC, Jefferson, Lindstrom, Williams (South)
September 18 - Baxter, Pyle, Ramona, Washington, Woodruff (North)**

****Open House – May 12 - Foster, ILC, Jefferson, Lindstrom, Williams (South)
May 14 - Baxter, Pyle, Ramona, Washington, Woodruff (North)**

VOLUNTEER GUIDE

Office of the Superintendent
Brian Jacobs, Ed.D.

The following volunteer guides will be in practice for all volunteers.

1. Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.
2. Volunteers may supervise students during lunch, breakfast, or other nutrition periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative classroom responsibilities.
3. All volunteer projects shall have approximate start and completion time and date. The volunteer work projects will be mutually agreed upon by the teacher and shall be approved by the principal in advance. The teacher must have all of the materials necessary for the volunteer project(s), and volunteers are not to have unlimited access to the office and other employee work locations.
4. All volunteer projects are to be conducted within the classroom or a designated area of the campus as identified with the teacher and principal. The designated PTA room at the school site would be an example of an appropriate location for volunteers to work outside of the classroom.
5. When the volunteer assigned time and project are completed as agreed upon with the teacher, volunteers are not to linger on the school grounds without the authorization of the principal or designee.

The above items are intended for all volunteers to follow while at the school site. Volunteers are to sign-in and wear their lanyards or some form of badge identifying them as a volunteer/visitor.

It is hopeful by having this process clearly outlined and understood by all parties that your involvement at the school along with every parent will be a positive event.

Please be aware that should non-compliance with the aforementioned occur, restrictions may be instituted. Specifically, the California Penal Code states: *"Any person who comes into any school building or upon any school grounds, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities....is guilty of a misdemeanor.*

Further, Penal Code 626.7 authorizes the chief administrative officer or a person designated by that officer to direct a person other than a student, officer, or employee to leave the campus if "such person is committing any act likely to interfere with the peaceful conduct of activities of such campus or facility, or has entered such campus or facility for the purpose of committing any such act...." A willful violation of this directive is punishable as a misdemeanor. Penal Code section 626.8 also provides that any person who enters onto school property whose presence or acts interfere with the peaceful activities of the school or disrupts the school or its pupils is guilty of a misdemeanor if he or she has established a continued pattern of unauthorized entry on the school property.

GUIA para VOLUNTARIOS

Oficina del superintendente
Brian Jacobs, Ed.D.

Las siguientes guías serán aplicadas para todos los voluntarios.

1. Los voluntarios pueden ayudar al personal licenciado en el desempeño de sus responsabilidades, en la supervisión de los estudiantes y en tareas de instrucción, en las cuales a juicio del personal licenciado a quien el voluntario ha sido asignado, pueden ser rendidas por una persona no acreditada como maestro. Estas responsabilidades no deberán incluir la asignación de calificaciones.
2. Los voluntarios que apoyan en tareas no docentes pueden supervisar a los estudiantes durante el almuerzo, desayuno, u otros recesos de nutrición o pueden servir como asistentes bajo la supervisión inmediata y dirección del personal licenciado al realizar actividades que no impliquen dar clases y con las cuales ayudan al personal licenciado en el desempeño de sus labores docentes y responsabilidades administrativas.
3. Todos los proyectos de los voluntarios serán asignados una fecha y hora de inicio y conclusión. Los proyectos de trabajo de los voluntarios serán acordados mutuamente por el maestro y serán aprobados de antemano por el director. El maestro deberá tener todos los materiales necesarios para el proyecto del voluntario y los voluntarios no deberán tener acceso ilimitado a la oficina u otros lugares en donde los empleados trabajan.
4. Todos los proyectos de voluntarios se llevarán a cabo dentro del salón o en un área en la escuela designada por el maestro y el director. El salón designado para la asociación de padres de familia y maestros (por sus siglas en ingles PTA) es un ejemplo de un lugar apropiado en el cual los voluntarios pueden trabajar fuera del salón.
5. Cuando el tiempo y el proyecto asignado al voluntario hayan concluido según el acuerdo con el maestro, los voluntarios no podrán quedarse en la escuela sin autorización del director o su representante.

Se espera que todos los voluntarios sigan las directrices ya mencionadas al estar en la escuela. Los voluntarios deberán registrarse al llegar y llevar puesta una forma de identificación que indique que son voluntarios o visitantes.

Esperamos que al implementar este proceso claramente explicado y entendido por todos los interesados, su participación en la escuela sea una experiencia positiva.

Favor de considerarse informado de que el no cumplir con las directrices ya mencionadas podría resultar en restricciones. El Código Penal de California específicamente declara: "Cualquier persona que entre en cualquier edificio o plantel escolar, calle, acera, o vía pública adyacente a estos, sin tener alguna razón legítima de estar ahí y cuya presencia o comportamiento interfiera con el desempeño pacífico de las actividades en la escuela o interrumpa las actividades escolares o la de los alumnos es culpable de un delito menor."

Además, el artículo 626.7 del Código Penal autoriza al jefe administrativo o su representante a solicitarle a una persona, que no sea un estudiante, policía, o empleado, que se retire de la escuela "si es que tal persona esta cometiendo cualquier acto que pudiera interrumpir el desempeño pacífico de actividades en la escuela o local, o haya entrado en la escuela o local con la intención de cometer tal acto..." El incumplimiento intencional de esta directriz es sancionable como delito menor. El artículo 626.8 del Código Penal también declara que cualquiera persona que entre en propiedad escolar y cuya presencia interrumpa las actividades escolares pacíficas, o a los estudiantes, se hallará culpable de un delito menor si el o ella ha establecido un patrón de conducta de entrar sin permiso en propiedad escolar.

VISITS TO THE SCHOOLS

In order to provide authorized visitors with the opportunity to visit classrooms and to ensure an uninterrupted instructional program, the following procedure shall be followed:

1. All requests for visitations must be routed through the school principal or designee. All visitations and times of visitations must have prior approval by the principal and teacher.
2. Parents and other individuals authorized by the parent may observe classes. The principal or designee(s), will accompany visitors during the visit to special education related program/classes.
3. The length of the visit will be no more than 20 minutes unless prior arrangements are made with the principal. Extended visits will be granted only in the most extraordinary cases.
4. Instruction will not be interrupted. No attempts shall be made to engage the teacher or the students in conversation.
5. Under ordinary circumstances, the teacher being visited by a parent should continue with the regular classroom work. No electronic listening or audio/video recording device may be used by students or visitors in a classroom without the teacher and principal's permission. It is desirable that parent-teacher conferences be held before or after school in order that normal progress of classroom instruction will not be disrupted.
6. Upon arrival, the visitor(s) should be advised of these guidelines in written form.
7. There will be no more than one classroom visit per 30 day period for any student. Exceptions may be granted as mutually agreed upon with the principal, teacher, parent, visitor, and Superintendent or designee.

Visitation procedures

In order to visit a classroom, upon request the individual(s) will furnish to the principal or designee the following information:

- His/her name, address and occupation
- His/her age, if less than 21
- His/her purpose for entering the school grounds and or classroom
- Proof of identity
- Other information consistent with the provisions of law

RELACIONES COMUNITARIAS

Office of the Superintendent
Brian Jacobs, Ed.D.

Relaciones Comunitarias

Visitas a las escuelas

Se observarán los siguientes procedimientos a fin de ofrecerles a los visitantes autorizados la oportunidad de visitar los salones y de asegurar un programa educativo sin interrupción:

1. Todas las peticiones para visitar la escuela deberán ser dirigidas al director o su representante. Todas las visitas y las horas de las visitas deberán ser aprobadas de antemano por el director y el maestro.
2. Los padres y otros individuos autorizados por los padres pueden observar las clases. El director o su representante acompañará a los visitantes a salones de clases/programas de educación especial.
3. La duración de la visita no será más de 20 minutos a menos que se hayan hecho arreglos previos con el director. Las visitas extendidas se permitirán solamente en casos extraordinarios.
4. La instrucción no será interrumpida. No se deberá hacer ningún intento de entablar conversación con la maestra o los estudiantes.
5. Normalmente, el maestro siendo visitado deberá continuar con el trabajo regular del salón. No se permitirá que los visitantes o estudiantes usen ningún aparato electrónico auditivo o para grabar audio o video en el salón sin el permiso del maestro y el director. Es preferible que las conferencias entre padres y maestros se efectúen antes o después del horario escolar para no interrumpir el progreso normal de la instrucción en el salón.

6. Al llegar, el visitante deberá recibir estas directrices por escrito.
7. No se permitirá más de una visita a un salón durante un periodo de 30 días. Se harán excepciones solo en el caso de un acuerdo mutuo entre el maestro, el director, el padre y el superintendente o su representante.

Procedimientos para las visitas a la escuela

Para visitar un salón de clase, el solicitante proporcionará la siguiente información al director o su representante:

1. Su nombre, domicilio, ocupación
2. Su edad si tiene menos de 21 años
3. El propósito de la visita a la escuela o el salón
4. Comprobante de identidad
5. Otra información de acuerdo a las disposiciones de la ley

