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# **ALBERT BAXTER ELEMENTARY SCHOOL**

## **A NATIONAL BLUE RIBBON SCHOOL**



### **PARENT/STUDENT HANDBOOK 2014-2015**

**BELLFLOWER UNIFIED SCHOOL DISTRICT**



**ALBERT BAXTER ELEMENTARY SCHOOL**  
**14929 Cerritos Ave.**  
**Bellflower, CA 90706**  
**(562) 531-1602 Fax (562) 531-4073**

**Our Mission**

The mission of the Bellflower Unified School District is to provide the pathway for all students to attain the expertise and develop skills of academic excellence that will empower them to:

Become lifelong active learners

Demonstrate respect for themselves and others in a dynamic, diverse and global society

Become responsible, informed, productive, independent and contributing citizens

Perform successfully in their chosen field and in society



*Standard of Excellence*  
*Nothing Less*  
*Estándar de Excelencia*  
*Nada Menos*



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## **ALBERT NATHANIEL BAXTER**

Albert Baxter Elementary School was named after the late Albert Nathaniel Baxter, a veteran school official with the Bellflower Unified School District. Mr. Baxter's association with the school district began in 1926, when he was appointed teaching principal at Lincoln Elementary School. He spent the next eight years at Lincoln serving concurrently as the principal and a fifth-grade teacher.

In the years that followed, he became principal of Ramona Elementary School and taught sixth grade on a full-time basis. In 1936 he was assigned as principal of two elementary schools, Las Flores and Lincoln. Lincoln was later closed, sold, and the property redeveloped. The next year he returned to Ramona where he remained as teaching principal until he became the district's business manager. After 31 years of devoted service to the community of Bellflower, he retired in 1957. He died five years later, on June 15, 1962.

Albert Baxter School, situated on approximately five acres of land, was first occupied on January 18, 1960. The original Baxter School was composed of eight classrooms and an administration building. There were 314 students enrolled in kindergarten through grade six. A year later, two additional classrooms and a multi-purpose building were added.

Albert Baxter Elementary School served the community for many years thereafter, until declining enrollment forced the district to close the school. Soon after, Baxter School was rented out for private education, and years later was converted and reopened as Bellflower Adult School.

On September 10, 1996, Albert Baxter reopened its doors as an elementary school with the adult school operations relocated to Somerset High School. The school was remodeled and its original design was expanded to include 18 classrooms; an instructional media center consisting of the library and the computer lab; a cafeteria and an administration building. A new bathroom facility and two classrooms were added during the summer of 1997. The school has continued to expand. Eight new classrooms, including a two-story building, were added in the summer of 2000.

For four consecutive years, 2006—2009, Albert Baxter Elementary was awarded the “Title I Academic Achievement Award.” This award is given to only those schools that are identified as Title I and have excellent standardized test scores for more than two years in a row. It takes a great deal of hard work and dedication on everyone's part to earn this award.

In the 2007-2008 school year Albert Baxter Elementary was awarded the *California Distinguished School Award*. This award identifies and honors the state's most exemplary and inspiring public schools. There are over 5,600 public elementary schools in the state of California. Baxter was one of 343 to receive this award.

In 2008-2009, Albert Baxter Elementary was named a National Blue Ribbon School. This award honors schools that are demonstrating dramatic gains in student achievement. Albert Baxter was one of seven public elementary schools in the state of California to receive this award.

Albert Baxter has also received the recognition of being a *California Business for Education Excellence Honor Roll School*.

We are very proud of all of the accomplishments that we have made. Albert Baxter Elementary is a special school that is providing a high quality education for each and everyone of its' students.

The Parent and Student Handbook is dedicated to the memory of Albert Nathaniel Baxter and his devotion to the students and their families, to the community, and to the school district.

# SCHOOL CALENDAR 2014-2015

First Day of School ( <i>1:35 day</i> ) .....	September 4
Back-to-School Night ( <i>12:45 day</i> ) .....	September 18
School Pictures.....	October 7
Parent Conferences ( <i>1:35 days</i> ).....	October 13-17
Veteran’s Day ( <i>no students</i> ) .....	November 11
End of First Trimester ( <i>1:35 day</i> ).....	November 21
School Closed .....	November 24-26
Thanksgiving Holiday ( <i>no students</i> ).....	November 27-28
Last day before Winter Break ( <i>12:45 day</i> ) .....	December 18
Winter Break ( <i>no students</i> ).....	December 19-Friday, January 2
Martin Luther King, Jr. Day ( <i>no students</i> ).....	January 19
School Closed .....	January 30
Lincoln’s Birthday Observance ( <i>no students</i> ).....	February 13
President’s Day Observance ( <i>no students</i> ) .....	February 16
Sixth Grade Camp .....	February 23 –February 27
End of Second Trimester ( <i>1:35 day</i> ) .....	March 13
CA Smarter Balance Window Opens .....	March 17
Spring Pictures .....	March 17
Spring Break ( <i>no students</i> ) .....	April 6-10
Kindergarten Roundup Begins .....	April 27
CASSP Testing 5 <sup>th</sup> Grade & CAPA .....	April 27- May 8
Open House ( <i>12:45 day</i> ) .....	May 14
Memorial Day ( <i>no students</i> ).....	May 25
Last Day of Attendance ( <i>12:45 day</i> ) .....	June 18

**Please remember to add these dates to your calendar.**

Grades K-6 Report Cards: December 5, 2014

March 20, 2015

June 18, 2015



**ALBERT BAXTER ELEMENTARY SCHOOL  
BELL SCHEDULE  
2014-2015**

**REGULAR DAY SCHEDULE**

Grades Kindergarten through 6 8:30 a.m. – 3:00 p.m.

**BEFORE SCHOOL**

Grades Kindergarten through 6 8:15 a.m. – 8:27 a.m.  
*(Playground supervision begins at 8:15 a.m. Children are NOT to be on the playground prior to 8:15)*

Warning Bell (time to get in line) 8:27 a.m.  
**SCHOOL BEGINS** with patriotic Flag Ceremony and Announcements **8:30 a.m.**

**MORNING RECESS**

Regular Day/Minimum Schedule

Grades K, 1, 2	10:00 a.m. – 10:15 a.m. (15 min)
Grades 3 and 4	10:20 a.m. – 10:35 a.m. (15 min)
Grades 5 and 6	10:40 a.m. – 10:55 a.m. (15 min)

**WEDNESDAY MORNING RECESS**

Grades K, 1, 2	10:00 a.m. – 10:10 a.m. (10 min)
Grades 3 and 4	10:20 a.m. – 10:30 a.m. (10 min)
Grades 5 and 6	10:45 a.m. – 10:55 a.m. (10 min)

**LUNCH SCHEDULES**

Regular Day Schedule

Run 1 > Grades K	11:20 a.m. – 12:05 p.m. (45 min)
Run 2 > Grades 1 and 2	11:45 a.m. – 12:30 p.m. (45 min)
Run 3 > Grade 3	12:10 p.m. – 12:55 p.m. (45 min)
Run 4 > Grade 4	12:10 p.m. – 1:05 p.m. (55 min)
Run 5 > Grades 5 and 6	12:35 p.m. – 1:30 p.m. (55 min)

**WEDNESDAY LUNCH SCHEDULE**

Run 3 > Grade 4	12:10 p.m. – 12:55 p.m. (45 min)
Run 4 > Grades 5 and 6	12:35 p.m. – 1:20 p.m. (45 min)

**AFTERNOON RECESS**

Regular Day Schedule

Grades K ( <i>on kindergarten yard</i> )	1:40 p.m. – 1:50 p.m. (10 min)
Grades 1, 2, 3	1:55 p.m. – 2:05 p.m. (10 min)

<b>DISMISSAL on Regular Days</b>	<b>3:00 p.m.</b>
<b>WEDNESDAY dismissal</b>	<b>1:35 p.m.</b>

**SPECIAL DAY SCHEDULES**

**RAINY DAY LUNCH SCHEDULES**

Run 1 > Grades K	11:20 a.m. – 11:50 p.m.
Run 2 > Grades 1 and 2	11:50 a.m. – 12:20 p.m.
Run 3 > Grades 3 and 4	12:20 p.m. – 12:50 p.m.
Run 4 > Grades 5 and 6	12:50 p.m. – 1:20 p.m.

**SHORTENED DAY SCHEDULE**

Grades Kindergarten through 6 8:30 a.m. – 1:35 p.m.

**MINIMUM DAY SCHEDULE**

Grades Kindergarten through 6 8:30 a.m. – 12:45 p.m.

## PARENT AND STUDENT INFORMATION

### ACADEMIC HONOR AWARDS

Academic excellence is recognized at Albert Baxter Elementary School. Students in grades four through six who attain outstanding academic achievement during the 1st, 2nd, and 3rd trimesters will gain the distinction of being placed on the school's academic achievement lists. There are two classifications of academic honors: Exceptional Academic Achievement and Academic Achievement. A student must receive 3's and/or above to be recognized for Academic Achievement. Students who receive all 4's will be recognized for Exceptional Academic Achievement. A certificate will be presented to each student during an awards assembly.

### APPLE PROGRAM

Project APPLE is an after school program held at specific sites. This program offers homework tutoring, enrichment and recreational activities. For more information contact their office at (562) 461-2241.

### ARRIVAL AND DISMISSAL FROM SCHOOL

Children are welcome to have a nutritious breakfast before the start of the school day. The cafeteria opens daily at 7:45 a.m. and serves breakfast until 8:15 a.m. The price for breakfast is \$2.00. The playground opens at 8:15 a.m. with teacher supervision provided. Children should not arrive at school prior to 8:15 a.m. unless they are participating in the breakfast program or special before-school activities. Once your child has arrived at school they are to remain on campus until dismissal or they are checked out through the office. Leaving campus without permission is cause for suspension for breaking Ed. Code 48900(k), "willfully defied the valid authority". If you are having someone pick up your child early, please call the office beforehand. At the end of the school day, children should go directly home, unless they are enrolled in an after-school program.

### ATTENDANCE

There is probably no more important factor in a child's education than maintaining regular attendance. Regular attendance at school is essential for satisfactory educational progress and is required by law. The State of California's Education Code (Section 48200) compulsory attendance law states: *'Each person subject to compulsory full time education... shall attend school for the full time designated ... and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to school for the full time designated as the length of the school day as determined by the governing board of the school district in which the residence of either the parent or legal guardian is located...'*

Children must attend school each and every day and be on time unless there is a valid reason for them to be out of school. The only excused absences are for illness, quarantine, medical or dental appointments or attendance at a funeral of one's immediate family. All other absences will be marked "unexcused."

When a child returns to school following an absence, a written excuse must accompany the child. The elements of an absence note must include:

- the absent pupil's name
- the name and signature of the parent or legal guardian
- the date of the note
- the date of the absence to which the note refers
- and the reason for the absence

The absent note should be brought on the day the child returns to school. Telephone calls to the office may be made in place of a written note. There is a 24-hour answering machine available for your convenience. Unexplained absences are considered unexcused by the state and are recorded as 'illegal' absences in student's school records.

Arriving at school on time is also extremely important to a child's educational progress as the principal and teachers often use the opening minutes of the school day to make announcements concerning the day's activities, to discuss lessons, as well as to begin an important lesson in which a key concept or skill is being introduced. This often puts the child who is tardy at a disadvantage by starting the day off with playing catch-up, or catch-on to lessons or learnings that have already begun. Please be sure your child arrives at school each and every day on time.

### BACK-TO-SCHOOL NIGHT

Back-to-School Night gives parents a better understanding of what is expected of their child as a student at Albert Baxter Elementary School. As a parent, it is important that you know the homework requirements, the courses of study, the technology-based computer

instruction programs, the school and classroom standards, the grading policy, the parent-teacher conference schedule, and ways in which you can help support your child's education. Back-to-School Night is an opportunity for parents and teachers to cooperatively work together to provide the best possible educational experiences for children. Please remember that this night is designed to incorporate all parents in one evening and not for individual assessment of children. Appointments can be made with teachers for personal conferences at other times.

## **BEHAVIOR CONSEQUENCES**

We believe that all students can behave appropriately at school and assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior.

In order to guarantee all students at school a positive and safe learning climate in which there will be no interruption of the teaching-learning environment, consequences for noncompliance of the school and/or classroom rules are explicit. They range from warnings issued by teachers and/or other school personnel, to referrals to the principal for severe infractions. Parents/guardians are always notified when serious problems or infractions occur.

Here at Albert Baxter Elementary we utilize a variety of disciplinary interventions/consequences.

### **The following is a list of the most common disciplinary interventions used:**

- **Warnings:** Teachers work and counsel with students to develop an understanding of the standards and consequences.
- **Red Line:** (No Recess) the student will lose free time.
- **Time Out:** Student is sent to another classroom under the supervision of another teacher or may be removed from specific privilege activities.
- **Thirty minutes lunch/after school detention:** A copy of the referral is sent home for parent/guardian signature.
- **Guidance Intern Referral:** Students who exhibit continual behavior problems in the classroom or playground can be referred to our guidance intern who works one-on-one or in small groups to help students develop character skills.
- **Community Service / Trash Pick Up:** Student works under the supervision of school personnel cleaning or picking up trash. Student may be assigned a number of minutes or hours, depending on the severity of the offense.
- **In-House Suspension:** Students violating school rules may be placed immediately into In-House Suspension. Teachers will provide school work which must be completed. Parents will be notified.
- **Out-of-school Suspension:** Depending on the rule violation, students may be suspended from school. Parents/guardians, student, teacher or other school staff, and principal confer on steps to remedy the problem.
- **Student Intervention Team (SIT):** Students who exhibit ongoing behavior issues will be referred to the BRT. A meeting will be conducted that will include: parents, teacher, administration and support personnel. At this meeting a plan will be developed to assist the student in improving their behavior.
- **School Attendance Review Board (SARB):** Students who are continually tardy or absent will be referred to the SARB. A meeting/hearing will be held that will include: parent, site administration and district level personnel. It is possible that a referral to the District Attorney for legal intervention will be made.

### **Severe Clause**

The Bellflower Unified School District Board of Education is fully committed to providing a safe and secure school environment in which students can effectively learn. Student behavior that threatens the safety of the other pupils, staff, or visitors will not be tolerated. The removal of a student from the educational program by suspension represents a serious detriment to the student's learning.

The following infractions are of a serious nature and may require in-school suspension from class and/or suspension from school.

- Verbal disrespect to adults
- Refusing to follow adult directions
- Obscene language or gestures
- Bodily harm to another person
- Fighting (or inappropriate body contact)
- Damage to school and/or personal property
- Violation(s) of acts enumerated in the Education Code, Section 48900, which specifies causes for suspension



## **BICYCLES**

Children in grades 3-6 may ride bicycles to school as long as they use safe riding practices. Students riding bicycles to school must wear helmets. Children are required to walk bicycles on the school grounds, and on the driveways and sidewalks adjacent to the school. The City of Bellflower requires that students walk bicycles when crossing at intersections supervised by a crossing guard.

In order to protect bicycles from theft at school, they are to be placed in the bicycle rack and locked with your own lock. Children should leave home those accessories which might easily be removed such as handle grips or pads. The school is not responsible for stolen bicycles or stolen accessories. A Bicycle Rider's Contract form, signed by both the parent/guardian and student, must be on file in the school office. A Bicycle Rider's contract is available in the school office. Bicycle privileges will be revoked for students who do not follow safety rules.

**Students are NOT permitted to ride skateboards, scooters or rollerblades to school.**

## **BREAKFAST AND LUNCH PROGRAMS**

The district participates in the National School Breakfast and Lunch Program, which provides nutritious meals on a voluntary, low-cost basis to the enrolled students of the district. This program offers free and reduced-price meals for students who meet the standards for participation. Applications for free and reduced-price meals are sent home at the beginning of the school year. These forms must be completed and returned to the school district to determine eligibility. Cafeteria menus are sent home monthly.

The cafeteria serves breakfast daily from 7:45 a.m. to 8:15 a.m., at a cost of \$2.00 per student per day. Students participating in the breakfast program must remain in the cafeteria until the playground area opens at 8:15 a.m. with teacher supervision. **Please do not bring outside food into the cafeteria during the breakfast hour.**

A well-balanced lunch costs \$2.00 per student per day. The school does not maintain a lunch fund for lost money or forgotten lunches/money. Meals may be purchased in advance so students do not need to bring money each day.

Please see the Cafeteria Manager to make payments or call the Nutrition Center at 562-866-4192 to make credit card payments over the phone.

**Commercial or fast food items are not to be brought on campus for or by students.**

## **BUS INFORMATION**

Riding the school bus to and from school is a privilege extended to those students who live beyond the designated walking distance from school, for eligible special education students, and for students participating in school-related activities. Since this is a privilege, it can be revoked at any time if proper conduct is not shown on the bus or at the bus stop.

**The following rules govern students who ride the bus:**

1. Students are responsible for being at the bus-loading zone when the bus arrives. They should not arrive at the bus stop more than ten minutes prior to the scheduled arrival of the bus.
2. At the bus stop, students are to line up properly and are not to play in the street or on private property.
3. Other students or personal articles may not be used to save a place in the bus line.
4. While on the bus, the driver is in charge and courteous respect towards the driver is expected.
5. Warnings will be issued for infractions of rules, and bus privileges may be revoked.
6. Students may not leave campus after they arrive at school.



## **CAFETERIA INFORMATION**

Eating in the cafeteria is a privilege. The behavior standards for the cafeteria are that of any restaurant. Students are expected to use good table manners. Students may lose their privilege to eat in the cafeteria as a result of inappropriate behavior. If a student violates any of the cafeteria rules, other arrangements will be made for the student to eat his/her breakfast or lunch elsewhere on campus until his/her behavior improves.

### **The guidelines for cafeteria behavior are as follows:**

1. Students are to walk in the cafeteria, not run.
2. Students are to sit with their class in their assigned area.
3. Food is for eating, not throwing or wasting.
4. The cafeteria is a place to talk quietly, not to scream, whistle, or yell.
5. Fighting is not permitted under any conditions.
6. Students are to clean up after themselves when they have finished lunch.
7. Students are to raise their hand and are expected to receive permission from the cafeteria supervisors before they may leave their seat.

Parents are encouraged to send a nutritious snack with their child to enjoy during the morning recess. Candy, gum, and carbonated beverages are not permitted at school. Please see the "Wellness Policy" on page 16 for more information on this. Snacks are to be eaten in the designated area located outside the cafeteria on the picnic benches.

**Our 'NO TRASH' policy encourages each student to take responsibility for his/her own social behavior as it relates to the appearance of the campus. The consequences for violating the high standards of the school's physical environment are explicit and clearly stated in the school rules. (See Discipline Policy)**

## **CROSSING GUARDS**

The parents/guardians of a child attending Albert Baxter Elementary School need to emphasize the importance of following safety rules when walking to and from school. If a child walks to school, be certain that he/she crosses the street with the help of the crossing guard. Please discuss all traffic and pedestrian regulations with your child. The City of Bellflower has assigned crossing guards at the following locations:

*Clark and Somerset  
Cerritos and Somerset*

## **DAILY FLAG CEREMONY**

The school's daily flag ceremony is conducted every morning at 8.30 a.m., except on rainy days. Flag salute is held on the playground area where students line up with their class. During the patriotic observance, the flag is raised ceremoniously, and students recite the Pledge of Allegiance, repeat the school pledge, and receive schoolwide announcements. Parents/guardians are invited to attend the daily flag ceremony.

In accordance with Article 8, Section 73.5 of the Administrative Code, Title V. there shall be a daily Pledge of Allegiance to the flag of the United States in each public school. In accordance with Board of Education policy, there is a daily Moment of Silence.

## **DETENTION POLICY**

The Board of Education detention policy and procedures (AP 5144.1) state: "*Detention shall be defined as requiring a student for disciplinary reasons to be in school longer than the specified attendance day. For elementary students, the detention program shall be conducted after school... Detention shall be conducted as a school-planned program or as an individual teacher requirement supervised by that teacher. If the program is a schoolwide program, an instructional aide under the supervision of a certificated person may provide the supervision for the detention program.*"

1. *Involuntary detention for disciplinary reasons shall not exceed one hour per day (Title 5, CAC, 353).*
2. *If more than twenty minutes detention is being assigned to an elementary pupil, a parent or guardian shall be notified in advance. A parent or legal guardian shall receive notice of the detention assignment and the reasons for the detention.*
3. *Transportation to or from school for elementary students to satisfy the extension of the normal attendance time shall be the responsibility of a parent or guardian.*

Parents/guardians will be notified one day in advance of the assigned detention. No detention will be served unless parent notification is verified. Detention notices will be sent home with the child for information purposes, not for permission to serve detention. The first time that a student fails to attend an assigned detention, a double detention will be served. Subsequent failures to attend detention will result in an in-school suspension for the day.

If a parent/guardian is unable or refuses to provide transportation prior to the closing of the school office, the Los Angeles County Sheriff will be contacted.

### **DISASTER PREPAREDNESS**

Emergencies happen unexpectedly at any time during the day or night. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency.

School Staff have developed emergency plans in the case of an earthquake, fire, natural disaster, or criminal activity. Drills are conducted regularly to ensure that all children and school personnel know and are able to follow the appropriate safety procedures. In the event of an emergency during the school day, the best place for students is to remain at school. School staff members will put into effect the prearranged disaster plan that will ensure the safety and welfare of all students during the duration of the emergency.

Students will not be released from school unless the emergency has ended or they have been picked up by the parents/guardians or authorized persons on the Emergency Card.

### **DISCIPLINE POLICY**

Albert Baxter Elementary School is committed to an instructional program consisting of high academic standards that are designed to prepare students for the 21<sup>st</sup> Century and to be among the nation's best. That curriculum is dependent upon maintaining safe school environments and classrooms conducive to learning, which can only be achieved through the total cooperation of the student and a positive, supportive relationship between the home and the school.

Discipline teaches a student to make appropriate choices, based on defined school rules where consequences are clearly understood. Through positive and effective communication and the use of specific reinforcement for desired behaviors, it is the goal of our discipline program to promote student self-management in a variety of environments and situations.

### **STANDARDS OF STUDENT CONDUCT**

Students enrolled at Albert Baxter Elementary School are expected to conduct themselves in such a way as to show that they understand school policies and regulations. We are confident that our standards for student conduct will teach our children to accept responsibility for their own actions and help them develop caring and respectful attitudes toward themselves and toward others.

#### **Basic Classroom Rules**

Respect authority at all times.  
Follow directions the first time.  
Use quiet voice indoors.  
Raise hand to speak or ask questions.  
Stay in seat.  
No improper language or gestures.  
Keep hands and feet to oneself.  
Complete all assigned work.  
Keep cafeteria and grounds clean.

#### **Out of Class Rules**

Walk to and from the playground.  
Follow directions of the duty assistant.  
Stay in designated playground areas.  
Follow fair-play rules..  
Use equipment appropriately.  
Speak and act courteously to others.  
No fighting or teasing.  
Stop play when bell rings and line up.

#### **Other Rules**

No trancies or unexcused absences.  
No unexcused tardies.  
Show respect for school property.  
No dangerous objects.  
Use good table manners in the cafeteria.

No skateboards, scooters or rollerblades.  
Follow bicycle rules.  
No gum or candy.  
Passes are required to go to the office unless in an emergency.  
Bucket hats only.

## **DRESS CODE**

To provide for the safety and welfare of all students at Albert Baxter Elementary School, and to support student participation in all instructional activities in a safe, wholesome environment, the following standards have been developed as a cooperative effort of parents, teachers, students, and administration. These Board approved standards apply at school and all school activities.

- Clothing, jewelry, or accessories may not pose a threat to the physical well-being and safety of the student or others (for example, open-toed shoes, dangling pierced earrings). Students should not wear jewelry of any significant monetary or sentimental value.
- Clothing should fit reasonably well and present a neat modest appearance (no bare midriffs, low-cut shirts, sagging pants, ripped or jean with holes, fishnet stockings, spaghetti straps, straps must be at least 1” wide, length of shorts and skirts must be past fingertips when arms are down straight and cover leggings or tights)—and allow the student to participate fully in all school activities, including running, playing, and physical education activities.
- Clothing, jewelry or accessories/backpacks may not advertise, display, or promote any products, substances or behaviors that are prohibited at school (including but not limited to: group or gang-type wording, drugs, tobacco, alcohol, violence, obscene, disrespectful gestures, or pictures.)
- Clothing or articles of clothing or methods of grooming (including, but not limited to, gloves, bandannas, hats, wristbands, belt buckles, chains, extreme hair styles, tattoos) related to a group or gang, which could possibly disrupt the educational process shall not be worn on campus or at any school activity.
- Extreme hair styles such as Mohawks, faux-hawks, etc... are to be no more than 1 inch in length.
- No dyed hair.
- Students may not wear make-up, hats, or other head coverings at school unless given permission for a school-sanctioned special activity.

The responsibility for the proper attire of all students rests with the parents/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 procedures, including suspension and expulsion. If a student is wearing an article of clothing/shoes that is deemed unsafe, the parents will be contacted and appropriate clothing will need to be brought to the school. For their safety, students who are not wearing appropriate shoes will not be allowed to participate in physical activities.

## **EMERGENCY INFORMATION FOR STUDENTS**

For the safety and well being of our students, it is critical that the school office has up-to-date emergency information.

Parents/guardians are to complete a confidential emergency card listing their home address and telephone number; including the work phone number; and names and telephone numbers of neighbors or relatives who may be called if a child becomes ill or is injured while at school.

**If you change your address, home telephone number, or work number, please notify the school office at once.** If you move to an address still within the Bellflower Unified School District’s attendance boundaries, and you want your child to remain at Albert Baxter School, you must be granted approval for an intra-district permit from the district office. If, however, you move outside the Bellflower attendance area, you must formally check out and transfer your child to the school of attendance for the new residence.

## **FAILURE TO DO**

Failure to complete assigned classroom and/or homework will result in a student using his/her own time to complete missing assignments. Parents will be notified and together with the teacher, strategies for meaningful interventions will be established in building a responsible attitude toward homework and good work and study habits. Subsequent failures to complete assigned work will result in the student serving a thirty minute after school detention, lunch detention, or loss of recesses.

## **FIELD LEARNING EXPERIENCES**

The Board of Education encourages field learning experiences, which support the knowledge, and educational experiences of the curriculum not available in the classroom. Parents/guardians must complete the *Parent Authorization* form for their child to participate. Students not participating in field learning experiences will remain at school and be provided with proper supervision and a comparable educational program.

## **GOOD CITIZENSHIP RECOGNITION – BEHAVIOR REWARDS**

Those students who act as responsible, productive citizens – respectful to themselves and others, exhibit appropriate behavior conducive to learning, make wise behavior choices – are recognized for their individual effort and achievements through a schoolwide behavior rewards program. Students are recognized for their good citizenship in a variety of ways:

- Individual classroom rewards
- Whole class rewards
- Student recognition at flag ceremony
- Special assemblies and events
- Student of the Month
- Special achievement awards/certificates
- Academic Achievement and Exceptional Academic Achievement
- “Gotcha’s”

## **HALL PASSES**

Classroom instructional time is very valuable. A student is allowed out of class only with a hall pass issued by his/her teacher, or they will be sent back to their classroom. On the playground, except in emergency situations, students need to obtain a hall pass from the duty supervisor before going to the office. The halls are a "**Quiet Zone**" and students need to show appropriate conduct when passing in the corridors (walking, no talking, etc...)

## **HEALTH SERVICES**

Our highly trained health assistants are on campus to assist students with their health needs and provide a healthy school environment. A district nurse monitors the health office, assists the health clerks, and conducts state-mandated health screenings. The district nurse is available as a resource to parents/guardians and students.

Children who appear ill should not be sent to school. Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if he/she has a temperature above normal and/or has vomited while at school. If an injury is more serious than a simple bruise or a scrape, the health office will contact the parent/guardian.

Medical insurance is available through a private insurance company. There is a minimum charge for coverage, which generally is supplemental to any other family insurance policy. Information is sent home on the first day of school and interested parents are to return the completed form with payment directly to the carrier - not to the school.

It is very important for the school to have up-to-date emergency information with a list of phone numbers of adults who can come for your sick or injured child. Please let the school know if your child has contracted a contagious medical condition such as chicken pox, measles, mumps, head lice, etc, so that precautionary measures may be taken.

Head lice are a serious concern in an elementary school, particularly during the winter months. If a student is found to have head lice, he/she will be sent home immediately. The remainder of that child's classmates will all be checked within the same day. Letters will be sent home notifying parents/guardians of students in the affected child's classroom that they have been exposed to head lice.

## **Medication at School**

According to the California State Education Code, definite procedures must be followed with regard to students taking medicine at school. If a student is required to take medication, the appropriate school form (Medication at School) must be completed which includes a written statement from both the doctor and the parent/guardian. The physician must clearly specify the name of the medication to be given, the condition for which the medication is to be given, dosage, time, and specific instructions for emergency treatment in case of an adverse or allergic reaction, including all over-the-counter medicine. Anytime the medication, the dosage, or the time is changed, a new written order is required. Forms may be obtained in the school health office.

Medication must be in a prescribed container properly labeled by the pharmacist. Medication is dispensed by authorized school personnel only. At no time should medication be in the possession of children while on the playground or in class.

## **HOMEWORK POLICY**

Homework is an integral part of the educational process. In addition to reinforcing specific knowledge and skills in the classroom curriculum, homework can:

- Develop responsibility and good study habits.
- Encourage growth of the individual student to his/her full potential.
- Exercise communication skills.
- Logically connect or challenge facts and ideas.
- Provide each individual student an opportunity to develop independent judgment, think critically, and solve problems.
- Provide for the application of learning to real-life situations.

Time set aside for homework serves several purposes. It provides opportunity for practice where students reinforce newly acquired skills or apply recent learning. Homework may also consist of assignments that help students prepare for class participation and activities. Homework assignments including projects, problem solving or individual research takes the student beyond work begun in class. Equally important is the fact that homework is an exercise in developing self-discipline, self-reliance, and effective time management skills. These are skills that are essential to being successful in school.

Parent support and supervision of homework are extremely important factors in building positive attitudes and successful study habits regarding homework. Parents are urged to take an active part in the education of their child by keeping themselves informed about the school homework requirements.

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

For students to receive full credit, homework assignments must be turned in on the date they are due. For each day the homework is late, the grade may be affected. Each classroom teacher will establish homework guidelines that include credit for completed assignments and consequences for incomplete assignments.

## **INDEPENDENT STUDY CONTRACT**

Sometimes, because of special family needs, a child is absent from school for reasons other than illness or other excused absences. Such absences are considered unexcused by the state and are recorded as illegal absences. As an alternative to these illegal absences, the school can arrange an Independent Study Contract for your child if he/she will be absent a **minimum of five days and a maximum of ten days**. In this way, important time is not altogether lost, but keeps your child up-to-date with some of the class work. Also, by entering into such a contract, no illegal absences will be entered on your child's school records. To allow the teacher adequate time to prepare student work, please notify the school at least five days before requesting an Independent Study Contract.

An Independent Study Contract consists of the following:

1. The parent/guardian notifies the school office before the absence and agrees to supervise the child's completion of study/work assignments. At his time, an Independent Study Contract will be signed by parent/guardian, student, teacher, and principal.
2. The teacher makes up a packet of appropriate work for the duration of the time away from school.
3. The student brings the completed work packet back to school on the first day he/she returns to class.
4. The work is evaluated for credit by the teacher and turned into the office. After review by the principal, the absence is changed from an unexcused absence to excused.
5. The Independent Study Contract with a sample of the work is saved for auditing purposes.

## **ITEMS INAPPROPRIATE FOR SCHOOL**

In general, it is best for students to not bring items from home to school. Things brought to school should be pre-approved by the teacher and left in the classroom during the course of the school day. **Toys, iPods, MP3 players, PSPs, Gameboy Advance, or any other handheld gaming systems, radios, CD players sports equipment, and so forth from home are not appropriate for school.** Skateboards, scooters and roller blades may not be ridden to school. "Heelys" (shoes with wheels) may only be worn if the wheels are removed. Unapproved items will be taken from the child and returned only to a parent/guardian. Some items (knives, weapons, etc.) are illegal on the school grounds and possession of these items will result in disciplinary action.

Money is easily lost, and it is recommended that students bring only what is needed for breakfast/lunch or other school business. Pets are not permitted at school or on school grounds. Please be sure that pets do not follow your child to school, as stray animals on school grounds must be sent to the animal shelter.

### **ELECTRONIC DEVICES/CELL PHONES**

Students may not use or display cell phones during the regular school day or during participation in school activities, unless specifically authorized by a school administrator or designee. Cell phones must remain out of sight and powered “OFF” throughout the school day. Failure to comply with any portion of this policy will result in immediate confiscation of the cell phone. Confiscated items may be picked up by a parent or guardian only. Ongoing violations may result in further disciplinary action in accordance with Education Code 48900 (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.” The school district is NOT responsible for lost, stolen or confiscated property.

Personal electronics, including cell phones, that are permitted by school administration, and that have the capability of taking photographs or recording audio or video data, shall not be used for such purposes while pupils are on campus, while attending school sponsored activities, and in accordance with guidelines specified in EC 48900, unless specifically authorized by school administrator or designee. **Displaying the cell phone, whether it is being used or not, will result in confiscation and 1 week of community service. The second incident will result in confiscation and 2 weeks of community service. The third incident will result in confiscation for the remainder of the year. The cell phone will only be returned to a parent/guardian.**

### **LIBRARY**

The library provides a wealth of learning materials for leisure and assigned reading, research, and independent study. The library is open from 9:00 a.m. until 12:00. All classrooms have a designated period of time to enjoy the library resources, and students may obtain a library pass to visit the library. A part-time library clerk assists students with their individual library needs.

#### **Library rules are as follows:**

- Library books need to be returned by the date due and/or renewed.
- No food or drinks are allowed in the library at any time.
- Behavior must be appropriate at all times.
- Books need to be kept in proper condition.
- Students are liable for lost or damaged books.

### **LOST ARTICLES**

Parents are encouraged to label all lunch pails and sacks, backpacks, articles of clothing, etc., with their child’s name and room number. Your help is greatly needed in teaching children to care for their own belongings. Many items go unclaimed in the school’s “Lost and Found”. After the close of the school year, unclaimed articles will be donated to charitable organizations.

### **MAKE-UP WORK**

Being absent from class is one of the greatest contributing factors to unsatisfactory progress in school and should be avoided except in emergencies or illness. Schoolwork missed is required to be made up by the student. A request for homework may be made when calling in the absence prior to 8:30 a.m. This gives time for the teacher to prepare the assignments. Homework may be picked up after school in the office until 4:00 p.m.

### **OFFICE HOURS**

The school secretary and clerk are responsible for the office management of the school. The school office provides a business environment to service the educational and administrative needs of parents/guardians and students. English and Spanish are spoken in the office. Albert Baxter Elementary School’s office hours are 7:30 a.m. to 4:00 p.m. every school day. The school telephone number is (562) 531-1602, and fax messages may be received at (562) 531-4073.

### **OPEN HOUSE**

Albert Baxter Elementary School has many outstanding educational programs. Open House is a time when our classrooms sparkle with samples of proudly displayed student work and projects that demonstrate high-level thinking and application. It gives students the opportunity to “show and tell” what they have achieved during the school year. Plan to visit your child’s classroom and share in the

pride, spirit, and academic achievements of the students. Please remember this is not an occasion for parent-teacher conferences.

## **PROGRAMS FOR PARENT PARTICIPATION**

One of the most important components of an effective school is the partnership of educators and parents working together in the best interest of children. There are many ways parents can volunteer to assist the school in meeting its program goals of providing a quality education for our children. The opportunities for a parent's individual contributions include serving as a parent volunteer, joining the School Site Council or other advisory committees, or becoming a member of the Parent Teacher Association (PTA).

**Parent Volunteers:** Parents can enhance the academic and social achievement of students by volunteering their time to work at the school. After appropriate training, parents will work closely with an assigned teacher, becoming involved in a wide range of activities which foster children's learning.

**School Site Council (SSC):** The School Site Council's primary responsibility is to ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students have access to success in that program. The School Site Council develops a schoolwide plan, which helps to create new programs, revise existing programs, and is directly involved in planning the expenditures of the School Improvement Program budget.

**English Learners Advisory Committee (ELAC):** participates in the planning design, and evaluation of the English Language Development program.

**Parent Teacher Association (PTA):** The Parent Teacher Association is a way for parents to become actively involved in the education of their children and to contribute to the success of Albert Baxter School. The mission of the PTA is three-fold:

- To support and speak on behalf of all children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to nurture children; and
- To promote parent and public involvement in public schools and communities.

We invite you to join and participate in the activities of the Albert Baxter PTA. The membership drive occurs at the beginning of every school year. Your membership helps support field learning experiences, educational assemblies, schoolwide reading programs, and many other educational activities which benefit the children's education. The PTA needs and appreciates your support.

## **REPORT CARDS AND PARENT CONFERENCES**

Achievement reports give students and parents/guardians an appraisal of the quality of work being done, the attitude displayed toward the class work, and the effort put forth by the student. All students are given report cards three times during the school year, in December, March and June. All students will receive a "Progress Report" midway between the grading period of the second and third trimester, notifying the student and his/her parents/guardians of the specific subject areas of below grade level effort and/or achievement. This allows students time to make the necessary efforts to improve prior to receiving their final grades. During the month of October, parents/guardians will be scheduled for conferences with their child's teacher to discuss their child's progress. Additional conferences may be requested by either the parent/guardian or the teacher to discuss specific issues.

## **REQUEST TO LEAVE SCHOOL EARLY**

A written request to have a child excused from school early should be sent with the child on the morning of the early dismissal. The time, reason, and authorized adult for the child leaving early must be included in the note. In lieu of a written note, a telephone call may be made to the school. No child will be released to anyone without prior parent consent or who is under the age of 18 under any circumstances. No child will be allowed to leave campus without first being signed out in the office by an authorized adult. This is a legal requirement for the child's safety. Your child will not be called out of class until the person picking them up has arrived at the school.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

On an annual basis, parents are advised of their rights and responsibilities. This information is prepared by the Bellflower Unified School District and includes a summary of the various provisions of the Education Code and other state laws and codes pertaining to schools and children. We encourage you to keep that information, along with this Parent-Student Handbook, handy for future reference, and that you review the provisions with your children as appropriate.



## **SAFETY**

Parents and students expect a school to be a safe place. To ensure a safe and orderly environment, our school has safety rules to control those activities which could be dangerous.

### **Some general rules to remember include:**

1. Never run in the corridors. Students are to walk outside of the yellow half circles, which indicate the path of the front classroom and office doors when being opened and closed.
2. Pushing and shoving while standing in line or any other time is unsafe and will not be permitted.
3. Pedestrian traffic must be strictly obeyed. Use walkways/crosswalks, and no unaccompanied students are allowed in the parking lot areas.
4. Items, other than school supplies, are not to be brought from home without prior permission from your child's teacher or principal.
5. Closed shoes are to be worn at all times. Sandals, flip-flops, soft plastic shoes or other open shoes are not permitted.
6. Climbing on trees, buildings, fences, and/or backstops is not permitted. Follow all bicycle rules as outlined on the Bicycle Rider's Contract.
7. Squat down and wait to be dismissed when the bell rings. Then walk immediately to the line-up area.
8. Bicycles are to be walked on the school campus and sidewalks.

## **SCHOOL NEWSLETTER**

A school newsletter will be sent home in English and Spanish. It will contain important information regarding school activities, PTA announcements, parenting tips, student recognition and writings, and other pertinent articles of interest. A calendar section will include reminders of the upcoming month's important dates.

## **SCHOOL PARTIES**

The policy of the school district is that students may have two classroom parties during the school year. Other parties or celebrations may occur, under the direction of the classroom teacher, in conjunction with the schoolwide discipline plan or as part of the classroom student reward system. Board of Education policy states: *Homemade food items may not be served at school to students. All food items that are served at school must be commercially produced and packaged.* Please see the "Wellness Policy" on page 21 for more information on this.

In order to reduce classroom disruptions and comply with regulations relating to food distribution, birthday celebrations in the classroom will not take place on the campus of Baxter. This includes the delivery of birthday cakes, cupcakes, food, flowers, balloons, etc. to classrooms of students. Teachers will continue to recognize student birthdays in a meaningful and educational way for the entire year.

## **SCHOOL PROPERTY**

The school provides all textbooks and other materials used by Albert Baxter School students. Students should recognize their responsibility for taking good care of the textbooks and materials entrusted to their use. Students and their parents will be held liable for damage to or loss of textbooks and library books. Parents will be billed for damage to buildings, property, and supplies or equipment caused by their child.

The policies and procedures section of the Bellflower Unified School District (AP 5125) states- *'The records of a student, grades, transcripts or diploma, may be withheld from a student or his parents when the student damages school property or fails to return school property.'*

## **STUDENT COUNCIL**

The purpose of the Student Council is to develop a closer relationship between students, teachers and administrators. The Student Council is a means through which students can experience and learn democratic principles in preparation for adult life in a democracy. The Council builds among the students' awareness of their responsibilities as citizens, and encourages scholarship, sportsmanship, school identity, community pride, and appreciation for others' rights in every student.

Democratic principles are practiced in selecting student council representatives from all classrooms in grades three through six. Students in the fifth and sixth grade have an opportunity to serve in the various elected positions in student government.

President	6 <sup>th</sup> grade only	Vice President	5 <sup>th</sup> or 6 <sup>th</sup> grade
Secretary	5 <sup>th</sup> or 6 <sup>th</sup> grade	Treasurer	5 <sup>th</sup> or 6 <sup>th</sup> grade

These elected council representatives meet twice a month with teachers to plan schoolwide and fund-raising activities, which benefit the entire student body.

## **TARDY POLICY**

School begins promptly at 8:30 a.m. for all students. A warning bell rings at 8:27 a.m., and all students must be in line when the 8:30 a.m. bell rings. If a student is not in line when the 8:30 a.m. bell rings, he/she is considered tardy. Students who arrive late to school must first go to the school office to obtain a tardy slip before going to class. Excused tardies include medical or dental appointments, court appearances, and illness prior to coming to school. A note from the doctor, dentist or court should be provided when checking in at the school office.

### **Any student who is tardy to school without a valid reason the general guidelines will apply:**

- A student who has accumulated three unexcused tardies in one school attendance month, parents will be notified by mail of the tardy policy and the consequences for further tardiness.
- On the third tardy in the same attendance month, the student will be assigned a thirty minute lunch detention or lose 30 minutes of recess time.
- Any subsequent tardies thereafter in the same attendance period, a thirty minute lunch detention will be served.
- Habitual tardiness will result in a referral to the School Attendance Review Team (SART) for outside assistance in getting the child to school on time.

## **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 emergency situations. Therefore, it is important that you make arrangements with your child before school as to after school child care, rainy day pickup, and so forth. When parents/guardians call the school to leave messages for students, the call is relayed via the intercom system to the classroom. The call may be disruptive to the teacher and to the class who may be in the middle of an important lesson or test situation. Near the end of the day, the office staff is not always able to get messages to students because they are often out of the classroom for PE activities or assemblies. We encourage you to make clear after school arrangements for and with your child.

## **VISITORS**

Parents/guardians and family members are always welcome as visitors to the school. Board of Education policy and procedures section (AP 1250) states: *"Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee."* For purposes of school safety and security, all visitors must sign in at the school office before visiting a classroom or observing on the school grounds.

All visitations and times of visitations must have prior approval by the principal and teacher. The length of the visit will be no more than 20 minutes unless prior arrangements are made with the principal. The office may ask for identification prior to allowing the visitor on the school premises. Visitors will be given a 'Visitor' badge to wear while on campus. Visitors are not permitted to use a cell phone during a classroom visit or while on campus. Student visitors are not allowed. Visitors and classroom volunteers must be 18 years or older.

Board of Education policy and procedures section (AP 1250) also states: *"While on the school premises, no electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission."* Under ordinary circumstances, the teacher being visited by a parent/guardian should continue with the regular classroom work. 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.

Any person the principal or designee asks to leave the school grounds shall promptly comply. Any visitor who fails to report his/her presence and the reason for visiting the school within a reasonable time or who fails to leave school grounds upon request of the principal or designee, or who returns after leaving school grounds pursuant to such request has committed an unlawful act and may be prosecuted according to the law.

## **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 unhealthful 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.

### MISSION STATEMENT

The mission of Albert Baxter Elementary is to empower students to become lifelong learners and responsible citizens through a challenging curriculum in a positive and supportive atmosphere.

### VISION STATEMENT

It is the vision of the Albert Baxter community to closely work together toward continuous academic excellence in a safe and rigorous learning environment. We strive to have every student progress and achieve measurable growth in all academic areas. All students are taught by highly qualified teachers who skillfully use best instructional practices to ensure that all students learn. As a learning community, we work collaboratively to expand our knowledge through professional development, parent education, and public outreach to strengthen the partnership among all community members.



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**Title I Academic Achievement Award**  
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**STAR School Award—California Business For Educational Excellence**



Please sign this slip and return to your child's classroom teacher indicating you and your child have both read the Parent and Student Handbook and agree to the terms and conditions set forth.

Student's name \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_ Room # \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature