

Craig Williams School

The Craig Williams School was named in honor of Craig E. Williams and as a memorial to the American men and women who fell in battle in Vietnam with the hope that their sacrifices in defense of freedom will not need to be offered again. With this action, the Board of Education recognized the sacrifices and contributions of all men and women who have served their country in the armed services.

Craig Emery Williams was a typical, all-American young man who died in Vietnam on March 6, 1969, when he deliberately placed himself in the line of Viet Cong fire in an attempt to save one of his wounded companions. He was buried with full military honors at Rose Hills Memorial Park in Whittier and was posthumously promoted to the rank of corporal by the United States Army.

Craig Williams was born April 26, 1947, at Long Beach Community Hospital, the son of Henry and Barbara Williams. He was 21 years of age when he lost his life. Craig received his elementary and high school education in the schools of the Bellflower Unified School District. He attended Thomas Jefferson School, Roosevelt Junior High School, and graduated from Mayfair High School in 1965. Craig continued his education at Cerritos College and at California State University, Fullerton.

Craig Emery Williams was drafted into armed service for his country in August 1968. After completing his basic training at Fort Ord, California, he went to Vietnam in December 1968.

Craig Williams School opened for the first time on September 8, 1987, with an enrollment of approximately 560 students. A formal rededication of the school was held on October 20, 1987, at which time Craig's father, Henry (Tex) Williams, his sister Leah, and other family members, along with childhood friends, members of various veterans' organizations, and the community joined to rededicate this school in honor of Craig Emery Williams.

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Craig Williams Elementary School

Vision & Mission Statement

We Build Futures One Child at a Time

Craig Williams School nurtures the intellectual, physical, and emotional capacities of each student. Guided by state standards, we empower students to meet their full potential and inspire them to pursue higher education. We foster positive character traits and encourage them to be productive citizens, lifelong learners and to contribute positively to the community and global society.



CRAIG WILLIAMS TEACHING STAFF

Principal: Dr. Michael Remland
Assistant Principal: Dr. Estela Salas-Sarmiento

<u>Teacher</u>	<u>Grade</u>	<u>Room</u>
Freya Festa	TK	44
Renee Shores	K	41
Mary Beth Thrash	K	42
Debbie Valburg	K	43
Laura Brim	K	36
Nancy Vander Velde	1	31
Julia Ohashi Humble	1	34
Denise Musick	1	35
Aileen Omura	1	32
Rosemary Hochstein	2	11
Kelly Sybesma	2	14
Ki-Yung Monica Kim	2	33
Debbie Dahl	2	16
Brenda Voge	3	12
Larry Costa	3	13
Diana Vanden Brink	3	22
Dawn Ackerman	3	23
Jane Nishimoto	3	26
Joy Nguyen	3	15
Sophia Vuong	4	85
Danielle Chapman	4	86
Stephanie Haggard	4	87
Laura Meckler	4	88
Stephanie Williams	5	76
Kelly Avalos	5	78
Azure Caldarella	5	79
Kasey Hoppes	5	77
Monte Weiss	6	54
Keri Smith	6	55
LaDonna Granito	6	57
Jesus Marin	6	55
Tina Gomez	SDC (1st-3rd)	25
Kim Jodway	SDC(4th-6th)	75
Sue Covent	RSP	81
Judy Ingram	Title I	82
Regina Copeland	Intervention	27
Nina Rezvani	Psychologist	41b
Christina Ruiz	Speech	41a

CRAIG WILLIAMS SUPPORT STAFF

<u>Secretary:</u>	Mary Santos	
<u>Clerk:</u>	Bette Lloyd	
<u>Family Advocate:</u>	Edna Amezcua	
<u>Health Assistant:</u>	Olga Lara (AM) Malinda Gose (PM)	
<u>Custodians:</u>	Lead: Aaron Jones	
	Day : Kenneth John	
	Robert Nutt	
	Night: Albert Sillas	
<u>Head Start:</u>	Maria Perez-Galdamez	
<u>Cafeteria:</u>	Manager – David Yeung	
	Ruby Hernandez	
	Zulema Perea	
	Deanna Reyes	
<u>English Learner Aides:</u>	Ana Ortega	
	Judith Sanchez	
	Gema Ramirez	
<u>RSP Aides:</u>	Ezette Etelagi	
	Nikira Green	
<u>SDC Aides:</u>	Penny Bartyzel	
	Melissa Limon	
	Crystal Salcido	
	Teresa Avila	
<u>Instructional Aides:</u>	Sally Brescini	Maria Geczi
	Mary Crook	Sheila Migliorini
<u>Library Aides:</u>	LaVerne Bournes (AM)	
	Angelica Oliva (PM)	
<u>Noon Duty Aides:</u>	Carmina Diana	Gabriela Ramos
	Monica Gandara	Christie Spear
<u>PTA Board:</u>	President:	Veronica Sosa
	1 st Vice President:	Brianna Escamilla
	2 nd Vice President:	Teresa Maldonado
	3 rd Vice President:	Katalina DeHoyos
	Secretary:	Dalia Torres
	Treasurer:	Ana Mira-Mossman
	Financial Secretary:	Nancy Lopez
	Historian:	Maria Melendez
	Auditor:	Cristina Torres
	Advisor:	Dr. Michael Remland

CRAIG WILLIAMS ELEMENTARY SCHOOL

First Day of Student Attendance.....September 4	President’s Day Observance.....February 17
Back To School Night.....September 19	End of Second Trimester.....March 14
Veteran’s Day Holiday.....November 11	Spring Break.....April 14-18
End of First Trimester.....November 22	School of Choice.....April 21-May 2
School Closed.....November 25-27	Kindergarten Roundup begins.....April 21
Thanksgiving Holiday.....November 28-29	STAR Testing Dead Week.....April 28-May 9
Winter Break.....December 19-January 3	Open House.....May 15
Martin Luther King Jr. Day.....January 20	Memorial Day.....May 26
Non-Student Day.....January 31	Last Day of Attendance.....June 19
Lincoln’s Birthday Observance.....February 14	

ELEMENTARY EARLY DISMISSAL

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Thursday	September 5	Shortened	Wednesday	February 5	Shortened
Wednesday	September 11	Shortened	Wednesday	February 12	Shortened
Wednesday	September 18	Shortened	Wednesday	February 19	Shortened
Tuesday	September 19	Minimum	Wednesday	February 26	Shortened
Wednesday	September 25	Shortened	Wednesday	March 5	Shortened
Wednesday	October 2	Shortened	Wednesday	March 12	Shortened
Monday-Friday	October 7-11	Shortened	Friday	March 14	Shortened
Wednesday	October 16	Shortened	Wednesday	March 19	Shortened
Wednesday	October 23	Shortened	Wednesday	March 26	Shortened
Wednesday	October 30	Shortened	Wednesday	April 2	Shortened
Friday	November 1	Shortened	Friday	April 4	Shortened
Wednesday	November 6	Shortened	Wednesday	April 9	Shortened
Wednesday	November 13	Shortened	Wednesday	April 23	Shortened
Wednesday	November 20	Shortened	Wednesday	April 30	Shortened
Friday	November 22	Shortened	Wednesday	May 7	Shortened
Wednesday	December 4	Shortened	Wednesday	May 14	Shortened
Wednesday	December 11	Shortened	Thursday	May 15	Minimum
Wednesday	December 18	Minimum	Wednesday	May 21	Shortened
Wednesday	January 8	Shortened	Wednesday	May 28	Shortened
Wednesday	January 15	Shortened	Wednesday	June 4	Shortened
Wednesday	January 22	Shortened	Wednesday	June 11	Shortened
Wednesday	January 29	Shortened	Wednesday	June 18	Shortened
Thursday	January 30	Minimum	Thursday	June 19	Minimum

Shortened Days: 1:40 Dismissal
Minimum Days: 12:50 Dismissal

**CRAIG WILLIAMS ELEMENTARY SCHOOL
BELL SCHEDULE**



SCHOOL SCHEDULE

Regular Schedule	8:35 - 3:00
Shortened Days	8:35 - 1:40
Minimum Days	8:35 - 12:50

BELL SCHEDULE

Kindergarten

10:15 – 10:30	Morning Recess
11:25 – 12:05	Lunch/Noon Recess
1:20 – 1:30	Afternoon Recess
(No Afternoon Recess on Shortened Days)	

Grades 1 & 2

10:00 – 10:15	Morning Recess
11:50 – 12:30	Lunch/Noon Recess
1:40 – 1:50	Afternoon Recess

Grades 3 & 4

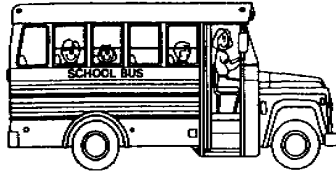
10:20 – 10:40	Morning Recess
12:15 – 1:00	Lunch/Noon Recess
10:20 – 10:35	Morning Recess
	(Wed. & Minimum Days)
12:15 – 12:55	Lunch/Noon Recess (Wed)

Grades 5 & 6

10:50 – 11:10	Morning Recess
12:40 – 1:25	Lunch/Noon Recess
10:50 – 11:05	Morning Recess
	(Wed & Minimum Days)
12:40 – 1:20	Lunch/Noon Recess (Wed)

Rainy Day Lunch Schedule

Grade K	1:20 – 11:50
Grades 1 & 2	11:45 - 12:15
Grades 3 & 4	12:15 - 12:45
Grades 5 & 6	12:45 - 1:15



BUS INFORMATION

Buses are for overflow students only. Buses leave the school approximately 5 minutes after school is out. **Minimum and Shortened Days:** The bus schedule is adjusted to accommodate these days.

Conduct on School Buses

Students and chaperones being transported on a school bus shall be under the authority and responsible to the driver of the bus and shall conduct themselves in a safe and respectful manner at all times.

Behavior expectations include the following:

- Be seated immediately and remain seated until told to exit by the driver.
- Refrain from loud, unnecessary noise or boisterous language.
- Keep arms, legs, any other body parts, clothing, or any other articles inside the bus. Students may not lean out windows or put anything through windows.
- Refrain from any conduct which may distract the attention of the bus driver from giving strict attention to driving.
- No eating on the bus.

Students who fail to comply with safe behavior expectations may have bus privileges revoked.

OFFICE HOURS

Office hours are from 7:30 a.m. to 4:00 p.m. daily. The school switchboard is also open during those same hours. The phone number is: (562) 804-6540; FAX is: (562) 804-6543.

DAILY FLAG CEREMONY

The school's flag ceremony is conducted every morning at 8:35 a.m., except on rainy days, on the playground area where students line up with their class. Mondays and Fridays a full ceremony is conducted, during which students recite the Pledge of Allegiance, sing patriotic songs, say the PeaceBuilder pledge and receive school-wide announcements; Tuesdays-Thursdays, students recite the Pledge of Allegiance, say the PeaceBuilder pledge and are dismissed to class. **Students who are not in line when the flag ceremony begins are considered tardy.** Show your school spirit by wearing red on Fridays. Wear your college/university t-shirts on Mondays.

GOING TO AND FROM SCHOOL

Drop-off:

- Students **may not** be dropped off before **8:00 a.m.** when supervision begins.
- Drop off using the drive-through lane by the front gate from 8:00 to 8:30 a.m.
- Playground opens at 8:15 a.m. for playtime.
- Eating breakfast at school begins at 8:00 a.m. Drop off at the front gate.
- **Do not leave your car unattended nor block the entrance to the drive-through.**
- When the bell begins ringing the student is tardy if they are not in line. The gate will be closed and students must go through the office to get a tardy slip.

Pick-Up:

- Do not park and leave your car in the front parking lot from 2-3:30 p.m. as the front lot is for pick-up only.
 - Cars will feed into the drive through from the south end of the parking lot.
 - If you are getting out of your car, park in the far left or right lanes.
 - The students will wait with adults, then will be walked to your car.
 - Right turn only when exiting the drive-through.
 - Parking is allowed on Clark except in the red zones and where posted.
 - Do not block the teacher parking lot driveway.
 - Students and parents must cross Clark by using the cross walk.
 - Pick up at the cafeteria is a Bus Zone for buses and child care vans only.
- South Pick-Up: The bus gate is open for students to be picked up by the bus. Park only on the street. There is no parking in the bus drive through for cars. It is for school and daycare buses only.

Parking Citations:

The City of Lakewood has a traffic ordinance that was the result of many complaints about unsafe driving practices observed at schools in the City of Lakewood.

Officers will be issuing \$100 tickets for the following:

1. **Double parking and calling your students to the car** while double parked.
2. **Parking across the street on Clark** and having your student cross Clark to go to the car. Students must, even with an adult, cross at the cross walk.
3. **Making U-turns on Clark.**

Walking:

- Students **may not** arrive before **8:00 a.m.**
- Enter the campus from the front gate from 8:00 to 8:30 a.m. and exit from the front gate.
- If eating breakfast at school, enter by the front gate.
- Walk only on the sidewalk. Do not walk through the parking lot area.
- All students must exit through the front gate.
- Students should walk with an adult or with a group for safety.
- Never talk to strangers. If you are approached, go immediately into the nearest business and ask for help.
- Students are to use safe routes home and should cross with the crossing guards.
- Students are to be respectful of our neighbors and set a good example for our school.

Crossing Guards:

Hours: 7:30 to 9:00 a.m. and 2:45 to 3:30 p.m. On shortened and minimum days hours are adjusted.

Locations: Ashworth & Clark and Clark & Artesia

Bike Riders:

- Bike contract at the end of this booklet must be on file in the office.
- Bicycle privileges are only for 3rd through 6th grade students.
- Student must take & pass a written test to get a bike permit from the office.
- Riders must walk their bikes on campus and on the sidewalk.
- Helmets must be worn when riding.
- Students are to use safe routes home and should cross with the crossing guards.
- Students are to be respectful of our neighbors and set a good example.
- Do not ride or walk your bike through the parking lot.
- Failure to follow rules will result in the permit being revoked.

Additional Tips for Helping to Keep Students Safe:

- Do not block the entrance to any parking lot.
- Do not leave your car unattended in the drive-through.
- Kindergarten students should not walk to school alone and will only be released to an adult or older sibling.
- We need parent traffic helpers. Inquire in the office.
- When dropping off tardy students, you must go through the front office and get a tardy slip.



PLAYGROUND SUPERVISION BEFORE SCHOOL

Arrival Time:

The gates are opened at 8:00 and playground supervision begins at 8:15 a.m. Students are not to be dropped off before 8:00 a.m., as there is no supervision.

Breakfast:

Breakfast is served every morning in the Craig Williams Cafeteria from 8:00 to 8:20 a.m. It is free to students with free lunch and \$2.00 for those purchasing. Breakfast students may not arrive before 8:00 a. m. Our breakfast program can accommodate school age children only.

AFTER SCHOOL

There is no after school supervision on the playground for students except for students enrolled in Project APPLE or specific school sponsored classes or activities. Please remind your children to go directly home after school. Students who are not picked up within a reasonable amount of time will have parents notified and consequences issued.

USE OF THE SCHOOL TELEPHONE AND MESSAGES FOR STUDENTS

The use of the school telephone will be permitted only in the event of an emergency. Non-emergency messages interrupt the educational program and are not allowed. Please limit your messages to emergencies only. We will not interrupt instruction, so messages will be attempted to be delivered during break/recess times.

EMERGENCY CARD

For the safety of your children, state law requires that you provide the school with up-to-date emergency information. This includes correct phone numbers, address, and emergency contact numbers. **Students will only be released to persons over 18 and listed on the emergency card.** If you move--please remember to contact the school with the new information.



HEALTH

Children who appear ill should not be sent to school. If a child has had a temperature, he/she should be kept home for at least twenty-four hours after the temperature returns to normal. Please let the school know if your child has contracted a contagious medical condition such as measles, mumps, head lice, etc. so that appropriate precautionary measures may be taken.



Students who become ill at school will be sent home. It is very important that the school have up-to-date emergency information with a list of adults who can come for your sick or injured child.

MEDICATION AT SCHOOL If a student is required to take medication, a doctor's written order must be on file in the health office. A form is available from the school office. Medication is kept in the health office and is dispensed by the health aide or nurse. Students are not allowed to have in their possession any medication -- including cough syrup, cough drops, inhalers, and aspirin.

HEAD LICE If a student is found to have head lice, he/she will be sent home immediately. The school will provide you with information on proper treatment. Please follow the directions carefully as students are only allowed 3 days of excused absence for head lice. Students must be re-examined and checked back into school through the health office.

HEALTH CLERK AND NURSE The school has two part-time health aides who assist students with their health needs. The district also has a professional school nurse (RN) who is available for health consultation. The health aides also conduct the vision and hearing screening, grades K, 2, 5 and by referrals.

LUNCH/SNACKS

Schools are responsible for promoting healthy lifestyles. For this reason, we have policies in place to encourage healthy eating during the school day.

Morning Break

1. At nutrition break (morning recess), only healthy snacks are allowed. Some examples are: string cheese, fruit, nuts, yogurt, veggies, crackers, milk.
2. Snacks must be eaten at the covered lunch area or on the benches under the tree.

Lunch:

1. During lunch, students who bring a lunch are encouraged to bring a healthy balanced lunch. Please do not send candy or soda in student lunches.
2. If students buy the school lunch, there is no need to bring supplemental food.
3. Chips with orange or red dye are not allowed as the dye leaves marks on the books.
4. All students are expected to eat a nutritious lunch. Students may not "skip" eating at lunch time.
5. Do not bring fast food lunches to school. Students are discouraged from bringing fast

food lunches to school as they often do not provide proper nutrition for a healthy lifestyle.

Cost:

Breakfast and lunch are available for \$2.00. Applications for free and reduced fee lunches and breakfast are available in the office.

National School Lunch Guidelines:

1. Adults and non-students (toddlers and guests) may purchase meals for \$4.50 but may not eat off students' trays due to National School Lunch Guidelines.
2. Lunch must be eaten on campus except when pre-arranged for field trips.
3. There is a special designated area for parents who wish to eat lunch with their students.

Snacks

1. Snacks must meet the district's nutritional guidelines.
2. This includes snacks/treats that parents bring to celebrate a student's birthday. Prior arrangements are to be made with your child's teacher before bringing snacks/treats.



ITEMS INAPPROPRIATE FOR SCHOOL

In general, it is best for students to **not** bring items from home to school. This may include but is not limited to skateboards, toys, trading cards, roller blades, radios, electronic devices (any game systems, ipods, CD players, MP3 players, etc), toys, poppers, and laser pointers. Skateboards, scooters, and roller blades are not to be ridden 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. Cell phones may be brought to school, but students may not use or display cell phones at any time during the regular school day or during participation in school activities unless specifically authorized by the school administrator or designee.

Cell phones must remain out of sight and powered "OFF" throughout the day. If a cell phone goes off or is seen during the day, it will be confiscated and can be picked up from the office at the end of the school day. If there is a repeat occurrence then the cell phone will only be released to a parent/guardian. The school is not liable for lost, stolen, or confiscated property brought from home. Money is easily lost and students should only bring what is needed for lunch. Pre-buying lunches eliminates the need to carry money every day.

Any item that could be considered or used as a weapon is illegal at school.

Please talk to your child about the risk of bringing such items as pocketknives, lighters, fireworks, nail clippers, poppers, toy guns or swords or any other sharp object, etc. Our school district has a zero tolerance policy for weapons and possession of these items will result in severe disciplinary consequences.

SCHOOL PROPERTY

The school provides textbooks and other materials used by students. Students are responsible for care of these materials and will be held liable for damage or loss to textbooks, library books, and computers, and will be billed by the school district for damage to such property. Report cards are held for students with outstanding obligations.

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. You are critical to your student's success.

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 in a wide range of activities which foster children's learning. Various opportunities for participation are available.

SCHOOL SITE COUNCIL (SSC)

The School Site Council develops a Single Plan for School Achievement which helps chart the school's path to educational improvement. Parents provide input and work with staff towards school wide achievements.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) is a way to become actively involved in the education of your children and to contribute to the success of Craig Williams School. The membership drive occurs at the beginning of every school year. Your membership dues help support field learning experiences, educational assemblies, reading programs, and other educational activities which benefit the children's education.

SCHOOL VISITORS

Parents are always welcome as visitors. Visitors must sign in at the front office (the office may ask for identification) and wear a VISITOR'S BADGE. Classroom visitations are limited to 20 minutes so as not to interrupt the learning process. Before visiting your child's classroom, please make prior arrangements with your child's teacher. Student visitors are not allowed. Non-school age children are allowed only to attend special programs.

ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)

Parents of English Learners meet to keep updated and give advice on the English Learner program. All parents of English Learners are encouraged to attend.

GATE PARENTAL ADVISORY

Parents of gifted and talented students help to advise on the GATE program.

FAMILY NIGHTS

Various activities (e.g. Welcome Back Night, Literacy Night, Father/Daughter Dance, Pride Night) are scheduled at night for students and their families.

CBET

English classes for parents are offered through the district office. Classes may be held on site when available.

CRAIG WILLIAMS SCHOOL DRESS CODE

- No spaghetti straps, tube tops, or halters. Straps must be 2” wide on sleeveless tops.
- Midriffs must be covered even when hands are raised. Back must be covered (no strapless or halters).
- No short dresses, shorts or skirts (hands at side – dress, shorts or skirt must be longer than tips of fingers).
- No make-up, glitter, fake nails, or temporary tattoos .
- No sunglasses unless prescribed by doctor (doctor’s note must be on file in health office).
- No hats, beanies, or head scarves. Bucket hats (plain) are allowed during outdoor play.
- Shoes must be closed toed and have a back. No platform shoes or heels more than 1” and no wheels.
- No spiked jewelry, thick neck chains, or heavy pendants; no wallet chains.
- Clothing must cover undergarments. No holes or frays in garments that allow skin or undergarments to show through. Undershirts (sleeveless) are not allowed.
- No body piercing except ears. Studs or small (1/2” max.) hoops only. No long dangling earrings. No nose, eyebrow, or lip rings or ear plugs.
- No extreme hairstyles or unnatural hair color that may disrupt the learning process at any point during the day, this includes mohawks and faux hawks.
- No long dangling belts, belt buckles with initials, or any clothing that drags on the ground.
- Pant should fit at the waist. If you raise your hands, with feet together, the pants should not fall.
- All clothing should fit – not too tight to restrict movement, or too large where students may trip.
- No articles of clothing or hairstyles (gloves, bandanas, belt buckles, tattoos, jewelry, shoe strings, wrist bands, etc.) related to a group or gang, that may disrupt learning, are allowed
- Clothing or jewelry that depicts violent acts, drugs, alcohol, profanity, obscene gestures, or encourages or glamorizes illegal or immoral activities, or that are inappropriate or disrespectful are not allowed.

The principal or designee will determine whether a student’s dress conforms to dress code.

Parents are responsible for making sure their children are dressed appropriately.

Dress Code Violation: 1st offense - students allowed to change/correct the violation and parent is notified; 2nd offense - Loss of recess; 3rd offense - Detention. For serious infractions, severe clause applies and more serious consequences will be applied.

EMERGENCY PREPAREDNESS

Craig Williams School has in place disaster preparedness plans for all possible contingencies including earthquakes, fire, natural disasters, and criminal activities. Mock drills are conducted regularly to ensure that all school personnel and students know and are able to follow the planned safety procedures. A written Safety Plan describes all procedures and may be viewed upon request.

Should an earthquake or other disaster occur, gates to the campus are secured and staffed by school personnel. Students may leave only if signed out by parents or other persons listed on the emergency card or when determined the danger has passed. Please be sure that emergency cards are current as students will only be released to adults listed on the card.

ATTENDANCE

Successful students also have excellent attendance. That is why the law says that students must attend school every day and be on time. Students are excused for illness, doctor's and dentist's appointments, quarantine, funeral of immediate family, court appearance, or lack of immunizations. All other absences will be marked "unexcused." Attendance letters and meetings (SART and SARB) will be scheduled to remedy attendance problems.

PERFECT ATTENDANCE

Students who have no absences and no tardies will be given a perfect attendance award at the end of the year.

WHAT TO DO IF YOUR CHILD IS ABSENT

Each day your child is absent, you will receive a phone call.

Please send a note when your child returns including:

1. **Full Name** 2. **Date of Absence** 3. **Room Number** 4. **Reason**

A phone call to the school providing the above information is also acceptable.

If your child was absent due to a doctor/dentist appointment, please have your child bring a note from the doctor/dentist on his/her return.

TARDIES

Craig Williams School begins each day with a patriotic assembly and ends with homework and reminders being given. Children who are late or who leave early miss out on important parts of their school day. Students who are not in line at 8:35 will be marked tardy.

3 tardies in one attendance month = 1/2 hour detention for grades 1-6

3 early releases in one attendance month = 1/2 hour detention, grades 1-6

3 excessively early arrivals in one attendance month = 1/2 hour detention, grades 1-6

EXTENDED ABSENCES/INDEPENDENT STUDY

If your child needs to be absent for an extended period of time, please request an *independent study contract* from the teacher or the office. In this way, your child can continue to do school work and no illegal absences are recorded. One-week prior notice is required.

LEAVING SCHOOL DURING THE DAY

When a child must leave school before the close of the school day, a parent must sign the child out at the school office. Students will only be released to adults listed on the emergency card so please bring your identification. Make appointments outside the school day so that you do not interfere with your child's education. **No check outs during the last 15 minutes of the school day.** Three early releases per month = detention.

MOVING?

If you are moving from our school, the law requires that you notify the school office.

ACADEMIC PROGRAM

Curriculum

Curriculum in grades K-6 will include instruction in Reading/Language Arts (Reading, Writing, Listening, Speaking, Spelling and Grammar), Mathematics, Science, Health, Social Science, Technology, Physical Education, and the Visual and Performing Arts. Coursework is tied to the District Content Standards which identify at each grade level what students are expected to learn. Our BUSD Standards meet or exceed the State of California Standards.

Standards Based Report Card

4=Above the Grade Level Standard

Above the grade level standard is defined as a student who *consistently meets* the standard as it is described by the grade level indicators. The student, with *relative ease*, grasps, applies, *and extends* the key concepts, processes, and skills for the grade level.

3=Meets the Grade Level Standard

Meets the grade level standard is defined as a student who *regularly* meets the standard as it is described by the grade level key indicators. The student demonstrates proficiency in the *vast majority* of grade level key indicators. The student, *with limited errors*, grasps and applies the key concepts, processes, and skills for the grade level.

2=Approaching the Grade Level Standard

Approaching the grade level standard is defined as a student who *occasionally* meets the standard as it is described by the grade level key indicators. The student demonstrates *some proficiency* in the *vast majority* of grade level key indicators. The student, *with errors*, grasps, *but often has difficulty applying* key concepts, processes, and skills for the grade level.

1=Below the Grade Level Standard

Below the grade level standard is defined as a student who *seldom* meets the standard as it is described by the grade level key indicators. The student demonstrates *little proficiency* in the *vast majority* of grade level key indicators. The student, *with numerous errors*, *seldom* grasps and applies key concepts, processes, and skills for the grade level.

REPORT CARDS AND PARENT CONFERENCES

Report cards give students and parents/guardians an appraisal of the quality and progress of work being done, the attitude displayed toward the class work, and the effort put forth by the student. Reports cards are only issued to those students who have been in attendance a minimum of twenty days during the grading period. Students are given report cards three times during the school year.

All students will be given a “Progress Report” mid-point in the grading period, notifying the student and his/her parents/guardians of the specific areas of below grade level achievement and/or effort. This allows students time to make the necessary efforts to improve before receiving their final grades.

In the middle of the first trimester, parents/guardians will be scheduled for a conference with their child’s teacher to discuss their child’s progress. Conferences will also be held in March if the child is not meeting the standards or is new to the school.. Additional conferences may be requested by either the parent/guardian or the teacher to discuss specific issues.

HOMEWORK POLICY

Homework is considered an extension of the classroom learning process and an addition to the regular school day. It is a valuable component of the educational process. Parents are encouraged to provide the support needed for students to complete homework assignments, and to cooperate with and give support to the classroom teacher. Please do the following:

1. Assign a regular time and quiet place each day for your child to do their homework.
3. Monitor work by checking their homework log or planners each day.
4. Expect high quality work from your child.
5. Support reading 20 minutes daily in addition to regular homework.
6. Support learning the math facts for your child's grade level.
7. Make sure your child turns in his/her homework each day/week.

Failure to return homework will result in a recess detention or detention. Habitual cases will result in In-House Suspension.

GATE/HIGH POTENTIAL

The school identifies GATE/High potential students and provide differentiated instruction during the school day and enrichment classes outside the school day. Students will also have the opportunity to participate in District GATE activities.

PEACEBUILDERS

Craig Williams is a place where students are learning to become PeaceBuilders. Students are learning what it means to live their lives in a peaceful way. Students take the following pledge everyday:

I am a PeaceBuilder. I pledge ...

- *To praise people,*
- *To give up put-downs,*
- *To seek Wise People,*
- *To notice and speak up about hurts I have caused, and*
- *To right wrongs.*

I pledge to build peace at school, at home, and in my community each day.

Students are given "Praise Notes" for displaying PeaceBuilder character traits. Each Monday and Friday, praise notes are pulled at the morning flag ceremony and students are recognized. Selected students participate in the Principal's PeaceBuilder Party at the end of each month. You can support your child's progress at becoming a PeaceBuilder by modeling peace in your own behavior, by asking them on a daily basis what they did to increase peace in their lives, and by using positive praise when they do act peacefully. Praise notes are available in the newsletter each month. Parents may write a praise note for a student and send it to school.

PEACE COACHES: Student leaders who promote PeaceBuilder behavior.

PRAISE NOTES: Given to students and staff to recognize PeaceBuilding skills.

INTERVENTIONS FOR STUDENTS PERFORMING BELOW STANDARDS

If your child is working below standard, there are many interventions available. Some interventions may be mandatory.

SCHOOL STUDY TEAM (SST)

Craig Williams believes that a team approach is the best way to help students who are struggling academically. The Student Study Team looks at strategies to help children with their learning. Parents are encouraged to attend SST meetings for their children. An Academic Intervention Plan will be developed. You will receive an invitation in the mail to attend the SST.

ACADEMIC INTERVENTION PLAN

These documents will be developed for students who are not making satisfactory progress towards the standards. Parents will be informed of the strategies the school will use to help his/her child. It is important that parents support the school's effort to help their children. Some students may need before or after school help or Extended Year.

EXTENDED LEARNING OPPORTUNITIES/RESPONSE TO INTERVENTION

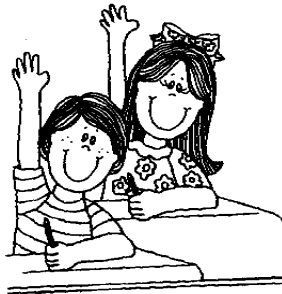
Extended learning opportunities will be offered when available. Interventions are provided to students at risk of not meeting state standards. Opportunities provided can be within the school day or before /after school. Check with your child's teacher.

EXTENDED YEAR

If available, summer school will be mandatory for students who are working below standard. Extended Year for 6th graders may be offered at the Middle School and is normally a five week program.

RETENTION

Some students need to be given an opportunity to master the standards at the previous grade before moving on. Retention is a joint school/home agreement to help a child be more successful. Retention may be recommended as a necessary intervention.



INCENTIVES, REWARDS, & PROGRAMS

STUDENT OF THE MONTH

Each month a teacher selects students who have shown consistent effort or achievement in academics, work habits or citizenship. The students receive a Student of the Month certificate at an assembly and will be recognized in the school newsletter. We encourage families to attend the assembly.

EFFORT CLUB

At the end of each month, students who have displayed outstanding work habits by completing all classroom assignments and exhibiting good classroom behavior may attend Effort Club. Students participate in special activities. School-wide Effort Club policy includes schoolwork and behavior.

To participate students need to have

- No detentions/referrals
- No suspensions
- Positive homework/class work record
- Good classroom behavior

PEACEBUILDERS/OTHER

- GATE/High Potential
- 6th Grade Outdoor Education—1 week in the local mountains
- 6th Grade Activities—Pool Day, 6th grade Social, softball game vs. staff
- 5/6th Grade Music—Students have a choice of band or chorus which they participate in on a weekly basis
- STAR—Deputy Sheriff conducts a program on being drug-free
- PeaceBuilders
- Student Council—Students are elected to positions in a student government
- Field Trips
- Praise Notes—Praise notes are given to students displaying PeaceBuilder character traits. Praise Notes will be sent to the office and put into a basket. At flag salute the principal will pull a few of the notes on Monday and Friday and recognize students for being PeaceBuilders
- Assemblies

INTERVENTIONS & CONSEQUENCES

LOSS OF FREE TIME

Student sits out at recess for a specified number of minutes or days.

CONFLICT MEDIATION & PEER MEDIATORS

When a student has tried his/her best to solve a conflict and has not been successful, he/she can request a conflict mediation. During the conflict mediation process a trained mediator will help the student to resolve the problem

TIME OUT

Student is sent to another classroom under the supervision of another teacher.

DETENTION

Student remains after school for 30 minutes. The parent will be notified in advance. Detention slips are sent home the day of the infraction for a parent signature. An additional day of detention is assigned when the detention slip is not returned the next school day.

COMMUNITY SERVICE/TRASH PICK-UP

Student works under the supervision of school personnel cleaning, picking up, or performing a task of service. 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. The principal will be notified. The teacher will notify the parents. Parents must conference with the teacher and/or administrator as soon as possible before the student can re-enter the classroom. Teachers will provide school work which must be completed

SUSPENSION — See page 22

RESTITUTION

Students/guardians may be required to pay for acts of vandalism, theft, or graffiti in addition to disciplinary consequences.

POSITIVE BEHAVIOR SUPPORT TEAM

Severe and/or continual behavior will result in a referral to the Positive Behavior Support Team. The team develops a behavior intervention plan with parents and students.

SUSPENSION

A pupil may be suspended or recommended for expulsion for the following reasons based on Education Code 48900.

- a. Cause, attempt to cause, or threaten to cause physical injury; willfully used force or violence upon another person, except in self-defense.
 - b. Possess or sell a firearm, knife, explosive, or other dangerous object (includes laser pointers, fireworks).
 - c. Possess, use, sell, or furnish or be under the influence of a controlled substance including alcoholic beverages.
 - d. Offer, arrange, or negotiate to sell any controlled substance (includes alcohol).
 - e. Commit or attempt to commit robbery or extortion.
 - f. Cause or attempt to cause damage to school or private property (includes electronic files).
 - g. Steal or attempt to steal school or private property (includes electronic files).
 - h. Possess or use any tobacco or nicotine product.
 - i. Commit an obscene act or engage in habitual profanity or vulgarity.
 - j. Possess or unlawfully arrange, offer, or negotiate to sell drug paraphernalia.
 - k. Defiance to teachers, administrators, or other school personnel engaged in the performance of their duties or disruption of school activities.
 1. Knowingly receive stolen school or private property.
 - m. Possess an imitation firearm (one which closely resembles an existing firearm).
 - n. Commit or attempt to commit sexual assault.
 - o. Harass, threaten, or intimidate a student who is a witness to a school discipline issue being investigated.
 - q. Engage or attempt to engage in hazing.
 - s. Help inflict physical injury to another person.
- 48900.2 Commit sexual harassment.
- 48900.3 Caused, attempt to cause, or threatened to cause an act of hate violence.
- 48900.4 Intentionally engage in harassment, threats, or intimidation against a pupil or group of pupils that is severe enough to disrupt classwork, create disorder, or create an intimidating or hostile environment.
- 48900.7 Make terrorist threats against any school official or school property; includes any statement, written or oral, that threatens another with death, injury or property damage.

Rules apply:

- While on school grounds.
- **While going to or coming from school.**
- During the lunch period, whether on or off the campus.
- During or while going to or coming from a school sponsored activity or school event.

CRAIG WILLIAMS SCHOOL RULES

CLASSROOM RULES

1. Be respectful and responsible.
2. Listen carefully and follow directions.
3. Keep hands and feet to yourselves.
4. Be on time.
5. Have needed materials ready.
6. Raise your hand to speak.
7. Leave your seat only with permission .
8. Stay on task and use time wisely.

CAFETERIA/LUNCH RULES

1. Respect the authority of Noon Duty Aides, cafeteria workers and all school employees.
2. No climbing or jumping on fences, bricks, or school benches while waiting in line.
3. Walk - no running or pushing.
4. All students must eat lunch.
5. No throwing food or objects.
6. Remain seated until dismissed.
7. Talk without yelling.
8. No abusive or obscene language.
9. Clean your area before lining up.

CLASSROOM RULES HIERARCHY

Each teacher will send home a copy of his/her discipline plan.

Severe Clause: **Verbal disrespect to adults, repeated refusal to follow adult directions, obscene language and/or gestures, bodily harm to another person, fighting, stealing, damage to school property, dangerous objects, drugs or alcohol.**

SEXUAL HARASSMENT

Students in the Bellflower Unified School District have the right to an environment free of sexual harassment. A student may be suspended under Education Code 48900.2 Sexual Harassment if the behavior is considered to be sufficiently severe to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. Sexual harassment includes unwelcome sexual advances, request for sexual favors, displaying sexually explicit drawings or pictures, and other verbal, non-verbal or physical conduct of a sexual nature.

To avoid being accused of sexual harassment:

- Act appropriately
- Speak respectfully
- Draw and write respectfully

_____CUT_____

I have read the policy on sexual harassment.

Parent signature: _____

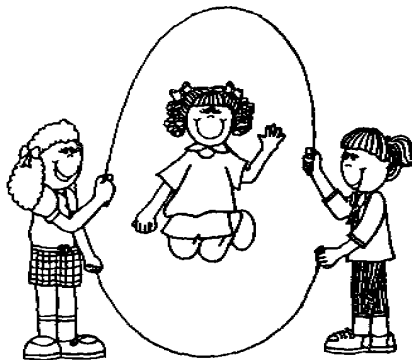
Student signature: _____ (Grades 4 & Up)

PLAYGROUND RULES, POLICIES, AND PROCEDURES

- Show kindness and respect towards students and adults.
- Play fairly and follow the rules of each game.
- Make wise choices
- Keep hands, feet, and all objects to yourself.
- Stop play when bell rings.
 - Grades 1-2: Squat until teacher holds card up—then walk to lines.
 - Grades 3-6: Freeze and wait for whistle—then walk to lines.
- We are a “Walking School.” Walk on the black top and corridors.
- No tag, chasing, tackling, pushing, horseplay, or play fighting.
- Do not throw rocks or hard objects.
- Food in the cafeteria or designated eating areas only.
- Use good sportsmanship. No locking games - use standard game rules.
- No fighting, aggressive, or agitating behavior or spitting.
- Group activities should be appropriate and all members of the group should be following school rules.
- No radios or toys from home.
- Pick up your trash.
- No karate, wrestling, tag, or football.
- Keep balls off the walls of the classrooms.
- Do not bring balls or sports equipment from home unless authorized by teacher.
- Use problem solving strategies and PeaceBuilders character traits to solve problems.
- No chewing gum .
- No playing in the restrooms.
- No running, jumping or climbing on fences, bricks or benches.
- Food is only allowed in designated areas (red benches/lunch tables).

OTHER SCHOOL RULES

- No gambling
- No selling items at school



BICYCLE RIDER'S CONTRACT

In the interest of all, the following rules are for those students who wish to have the privilege of riding their bicycles to school.

1. Bicycle privileges are only for 3rd through 6th grade students who have signed contracts and passed the Bicycle Permit test.
2. Only bicycles that will fit in the racks and that are locked will be permitted. Bicycle riders must bring their own lock.
3. Bicycle riders must ride on the right hand side of the road.
4. Bicycle riders must walk their bicycles on the school grounds at all times. They will walk their bicycles if they are on the sidewalks near and in front of the school. Bicycle riders will walk their bicycles when crossing at intersections.
5. Bike riders will follow the directions of the crossing guard.
6. Riding or walking your bike in the parking lot is never allowed.
7. Bicycle riders should keep both hands on the handlebars except when signaling.
8. Bicycle riders who arrive at school early will wait off of their bicycles. Once they have arrived at school, they are not to leave school and ride their bicycles around the streets.
9. Tandem riding, two on a bicycle, will not be permitted.
10. Bicycle riding is not permitted on the school grounds and through school corridors, (no pedal riding).
11. Loitering by or near the bicycle rack is prohibited.
12. Bicycle riders must wear helmets (California law). Failure to do so will result in a detention and revoking of bike permit.

Bicycle riders must take full responsibility for accessories which can be removed from their bicycles. The school will accept no responsibility for lost or stolen items.

Bicycle privileges will be revoked for students who do not follow safety rules.

Study these rules before taking the "BICYCLE PERMIT" test in the office.

-----CUT-----

I have read and agree to the rules in the Bicycle Rider's Contract.

Student Name _____ Grade _____

Teacher _____ Room _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Bring this contract to the office and after passing your safety test you will receive your bike sticker.

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. Parents/students who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 3278.

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. Padres de familia o los estudiantes 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 ext. 3278.

PeaceBuilder Pledge

I am a PeaceBuilder.

I pledge ...

- *To praise people*
- *To give up put-downs*
- *To seek wise people*
- *To notice and speak up about hurts I have caused, and*
- *To right wrongs*

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and in my community each day.*