



Standard of Excellence
Nothing Less

WASHINGTON ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK 2017-2018

BELLFLOWER UNIFIED
SCHOOL DISTRICT
BOARD OF EDUCATION

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Bellflower Unified School District

WASHINGTON ELEMENTARY SCHOOL
9725 E. Jefferson St.
Bellflower, California 90706
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Welcome to Washington Elementary School. We invite you to join us in our commitment to providing an environment of educational excellence. A child's journey through school requires dedication from the parents, child and the learning community (school). For the journey to be a success, parents must support the importance of life-long learning. We are excited to have you as part of our school team and look forward to a most productive year.

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

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

WASHINGTON'S MISSION STATEMENT

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

Vision Statement

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

Shared Values and Beliefs

- **Life-Long Learners:** We believe that our students will acquire the skills and desire to be life-long learners.
- **Success for All Students:** We believe that individual student needs are met with collaboration and prescriptive interventions.
- **Respect:** We believe that all students, staff, and parents deserve respect for their ideas, beliefs, and values.
- **Citizenship:** We believe that our students will become self-sufficient contributing members of society.
- **Responsibility:** We believe that our students, staff, and parents are responsible for their behavior and personal growth.



SCHOOL SCHEDULE

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

REGULAR DAILY SCHEDULE

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

SHORTENED DAY SCHEDULE

Kindergarten through 6 8:35 a.m. - 1:41 p.m.

MINIMUM DAY SCHEDULE

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

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

BREAKFAST SCHEDULE

8:00 a.m. – 8:15 a.m.

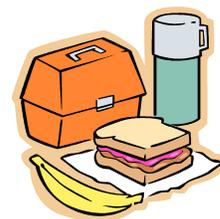


(Please note: The gates open and supervision will be available at 8:15 a.m. Since there is no supervision after school the gates will close at 3:15 p.m.)

LUNCH SCHEDULES

The lunch schedule for various grade levels is as follows:

| | | |
|------------|--------------------------------|-------------------------|
| Grade TK-1 | | 11:45 a.m. - 12:25 p.m. |
| Grade 2-3 | <i>Wed. only 12:10-12:50pm</i> | 12:10 a.m. - 12:55 p.m. |
| Grade 4-5 | <i>Wed. only 12:35-1:15pm</i> | 12:35 p.m. - 1:20 p.m. |
| Grade 6 | <i>Wed. only 1:00-1:40pm</i> | 1:00 p.m. - 1:45 p.m. |



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



CROSSING GUARDS

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

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

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

1:41 p.m. - 3:00 p.m. on shortened days
 12:40 p.m. - 1:45 p.m. on minimum days



Think Together: The Think Together Program builds on existing community partnerships to develop and implement a program of after-school learning and enrichment activities for our students. For further information, please call Adilene Ayala at (562) 296-7588.



PARENTS AND THEIR RESPONSIBILITIES

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

EMERGENCY INFORMATION

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



PARENT VOLUNTEERS AND PARENT COMMITTEES

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

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

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



ATTENDANCE

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

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

When a child returns to school following an absence, a written note must be brought from home indicating the nature of the absence. Please bring a note with your child within 10 days of the absence. Telephone calls to the office may be made in place of a written note. Unexplained absences are recorded as "unexcused" in your child's records. Students are expected to be in school every day that school is in session. If your child is absent, you must call in the morning before 9:45 a.m. to request the class/homework and it will be available for pick-up after school. Remember that if your child leaves early due to a doctor's appointment you must provide a note from the doctor/dentist office or it will be counted as an early out which can affect your child's attendance.

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

USE OF SCHOOL TELEPHONE AND LEAVING MESSAGES



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

LEAVING SCHOOL DURING THE DAY



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

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

To give your child the best educational opportunity, ***these early check-outs should be used only in emergency situations.*** We will not allow a student to be checked out 20 minutes before dismissal as the teacher is closing out the day; this includes early dismissal and minimum days. It is always helpful if you inform the teacher ahead of time by sending a note in the morning so that instruction time is not interrupted. Remember early check outs without doctor's notes may also count against perfect attendance.



PUPILS WHO MOVE

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



STUDENT HEALTH

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

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

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

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

District Policy on Medication Administered at School

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

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



LOST ARTICLES

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

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

CALENDAR HIGHLIGHTS

The "Calendar Highlights" is attached at the back of this handbook. Please keep it for quick reference to non-school days as well as important early dismissal information. Please be sure to check your child's back pack regularly for any information going home about special events. **EVERY WEDNESDAY is an early dismissal day (1:41 p.m.)**



REPORTING PUPIL PROGRESS TO PARENTS



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

Pupil progress in grades K through 6 is reported to parents by means of report cards and at parent conferences. Report cards will be sent home on November 17, 2017, March 9, 2018 and June 14, 2018.

All children will receive progress reports for the second and third trimester. These will be sent home on January 22, 2018 and April 23, 2018. Children whose work is unsatisfactory will be notified in writing before the mid-point of the reporting period. Teachers are always available to discuss student progress.

INDEPENDENT STUDY CONTRACTS

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

An independent study contract consists of the following:

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

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

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



HOMEWORK

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

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

We hope that a parent's role will be one of encouragement and providing a place and time for their child to complete his/her own work. Parents will be notified when students are not completing assignments. A parent conference may be scheduled to discuss support.

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

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

SIXTH GRADE OUTDOOR SCHOOL



For the past several years, sixth grade students have had the opportunity to spend one week out of the year at an Outdoor Education Center. This annual experience is scheduled for **February 27-March 2, 2018** and **all** students are encouraged to take advantage of this marvelous opportunity. This activity is a privilege which can be revoked.

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

The cost to send each child is approximately \$270.00 including camp fee and transportation. Each student is responsible for raising the entire amount. Additional information will be sent home with sixth graders.



SAFETY

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

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

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

DISASTER PREPAREDNESS

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

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



BICYCLE RULES

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

Our bicycle regulations are:

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

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

PLAYGROUND SUPERVISION

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

BUS



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

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

PICK UP AND DROP-OFF ZONES

MORNING DROP-OFF

1. Entry onto school grounds in the morning is through: the Somerset Gate, Blaine side gate, the Breakfast Gate and our gate located in the middle of the parking lot. Access to all three gates is through the use of sidewalks protected by barricades. Gates open at 8:15 a.m. No entry through the office is permitted. All students will be redirected to a gate.
2. Parents transporting their children via vehicles are encouraged to drive all the way down and unload their children at the appropriate drop-off and pick-up zone quickly and keep the flow of traffic moving.
3. Students enter the gates *independently*.

AFTERNOON PICK-UP

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



CAFETERIA

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

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

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

Bellflower Unified School District Wellness Policy

This policy applies to all students, staff, and schools in the District and will be modified annually to reflect the needs of the students and community.

Nutrition

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day. Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.

Outside Food

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 and cookies are not recommended. Per the [USDA Smart Snacks Guidelines](#), flavored and/or carbonated beverages are not permitted. Due to limited space, parents are not permitted to eat in the cafeteria with students.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition California state nutrition including through:

- 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.
- With regard to rewards and incentives, the District will encourage teachers and other relevant school staff to utilize alternative student rewards. Foods and beverages that do not meet USDA Meal Pattern Guidelines and Smart Snacks Requirements will not be used as a reward.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. *It is recommended that schools use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).*

Physical Activity

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment except in cases involving student and school safety. [*This does not include participation on sports teams that have specific academic requirements*]. The District will provide teachers and other school staff with professional development to foster alternative ways to discipline students (e.g., PBIS).

All **elementary students** in each grade will receive physical education for at least 200 minutes every ten days.

* To view the entire Wellness Policy please visit <http://www.busd.k12.ca.us/parents.html>



UNIFORM DRESS CODE:

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

The following is the dress code that will continue to be enforced by Washington Elementary School for 2017-2018.

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

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

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

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

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

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

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

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

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



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

ITEMS FROM HOME

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

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



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

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

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



NO ANIMALS ALLOWED

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

CHARACTER COUNTS!



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

and attitudes at all times including at school and at home. Here is our pledge:

I pledge to be a kid with Character.

I will be worthy of trust.

I will be respectful and responsible,

Doing what I must.

I will always act with fairness.

I will show that I care.

I will be a good citizen,

And always do my share.

SCHOOL DISCIPLINARY POLICY/ POSITIVE BEHAVIORAL INTERVENTION SYSTEMS (PBIS)



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

Our school uses a systematic discipline matrix that is found on the following pages along with a Patriot Pride recognition matrix. Our expectation matrix outlines what our expectations are throughout the various school settings. All students are informed of the expectations and constantly reminded in order to help promote the positive behavior.

Teachers will use Class Dojo as a form of communication to parents.

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

DETENTION

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

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

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

Washington Office Referral Form

Name: _____ Grade: _____ Date: _____

Referring Staff: _____ Time/Location: _____

Others Involved: No One Peers Teacher Other Staff Substitute Unknown

| Description of Behavior | Major Problem Behavior | | Possible Motivation |
|--|--|--|---|
| | <input type="checkbox"/> Defiance <input type="checkbox"/> Abusive Language <input type="checkbox"/> Fighting <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Vandalism | <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Numerous Minor Behaviors <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Emotional Response Get: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity Avoid: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity |
| Previous Action Taken: | | For Office Use Only: | |
| <input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student (Reflection) <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction (Teach-To) | | <input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Out-of-School Suspension (_____ hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other: _____ | |

1. What rule(s) did you break? Be Safe Be Respectful Be Responsible

2. What will you do differently next time? (continue on the back as needed)

Teacher: _____ Admin: _____ Parent: _____

Washington Discipline Matrix

| | Level 1 Incidental Violations | Level 2 Minor Violations | Level 3 Major Violations | Level 4 Illegal Violations |
|-------------------------------------|--|--|---|--|
| Violations | <ul style="list-style-type: none"> • Running • Calling out • Off-task behavior • Name calling • Inappropriate noise-making • Out of seat w/o permission • Disruptive • Breaking playground rules • Inappropriate behavior in the bathrooms • Chewing gum or eating candy except by teacher permission. | <ul style="list-style-type: none"> • Indirect, inappropriate language or gestures • Dress code • Spitting • Minor theft • Harassment/bullying • Internet misuse/cyber-bullying • Severe responsibility issues (HW, parent communication) • Third consecutive Level 1 offense | <ul style="list-style-type: none"> • Lying/cheating • Abusive language/gestures • Fighting/physical aggression • Overt defiance (refusal to leave classroom when told by an adult) • Reference in conversation, writing or pictures to weapons or acts of violence • Severe harassment/bullying • Severe internet misuse/cyber-bullying • Vandalism (defacing school property to a level at which restitution is needed, writing on walls, etc.) • Third consecutive Level 2 offense | <ul style="list-style-type: none"> • Drug use/possession • Weapon use/possession • Truancy • Arson • Bomb Threat • Combustible Assault/t hreats |
| Addressing the Behavior | <p>Teacher-handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> • Redirect the correct behavior • Proximity control • Nonverbal cue to correct behavior • Review expectations | <p>Teacher-handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> • Use Level 1 Behavior Strategies • Private conference with student • Modified seating • Revisit Teach-To's • Pro-active parent communication | <p>Addressed by Teacher, Follow-up by Office at Teacher Discretion</p> <p>For chronic minor offenses, all level 1 and 2 proactive options are being used.</p> <p>For more severe level 3 offenses, student still completes <i>Online Reflection</i>, and can subsequently be given <i>Office Referral</i></p> | <p>Office-handled Student is sent to the office where an administrator will address the behavior</p> |
| Consequences / Documentations Forms | <ul style="list-style-type: none"> • Verbal Correction • Loss of Dojo point(s) • Apology • Loss of privilege | <ul style="list-style-type: none"> • Verbal Correction • Loss of Dojo point(s) • Loss of privilege • Apology • Buddy room • Behavior Contract • Note or phone call home • <i>Online Reflection Form</i> | <ul style="list-style-type: none"> • <i>Online Reflection Form</i> • <i>Office Referral Form</i>, if needed • Referral to guidance intern • Loss of privilege • Teacher detention • Buddy room • Behavior Contract • Extra-curricular activities removed • Parent Conference • Referral to SIT | <ul style="list-style-type: none"> • <i>Office Referral Form</i> • Referral to SIT • Principal detention and/or ISS • Restitution • Behavior Contract • Contact parent • Parent escort • Lunch in office • Suspension from school |

Washington Behavior Expectation Matrix

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

SAFE SCHOOLS

Grounds for Suspension

In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as the removal of the student from all schools in the Bellflower Unified School District.

Students are suspended and/or recommended for expulsion based on a violation of Education Code 48900

- (a) Caused, attempted to cause or threatened to cause physical injury to another person or willfully used force or violence or aids or abets the infliction or attempted infliction of physical injury.
- (b) Possession of a firearm, knife, or other dangerous object
- (c) Possession, use or sale of drugs or alcohol
- (d) Offer or sale of liquids, substances or materials that is represented as a controlled substance, alcohol or intoxicant
- (e) Robbery or extortion
- (f) Cause or attempt to cause damage to school or private property
- (g) Theft
- (h) Possession or use of tobacco
- (i) Obscene act or habitual profanity or vulgarity
- (j) Possession or sale of drug paraphernalia
- (k) Disruption of school activities or defiance of school authorities
- (l) Knowingly receiving stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or battery
- (o) Harassment, threat or intimidation of a student witness
- (p) Possession or sale of the prescription drug Soma
- (q) Engaged in, or attempted to engage in, hazing
- (r) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act
- (s) Aids or abets the infliction or attempted infliction of physical injury to another person

The following Education Code sections regarding suspension or expulsion apply to students in Grades 4-12 only:

48900.2 Sexual Harassment

48900.3 Hate Violence

48900.4 Harassment Threats or Intimidation

48900.7 Terroristic Threats

Suspensions apply to student behavior while at school, while traveling to and from school, at any school sponsored activity, or any time while on the school grounds.

We ask that parents take the time to review this policy with their students so that together we can work to maintain a safe and orderly school campus.

SEXUAL HARASSMENT

Students in the Bellflower Unified School District have the right to an environment free of sexual harassment. A student may be suspected under Education Code 48900.0 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

PARENTS ARE TEACHERS TOO

HELP YOUR CHILDREN FEEL GOOD ABOUT THEMSELVES

Show patience

Give praise and encouragement

Set limits, rules and consequences

Be consistent

Listen to them, speak to them and answer them

Respect and accept them

CHILDREN LEARN WHAT THEY LIVE

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

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

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

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

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

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

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

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

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

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

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

NOTICE OF NON-DISCRIMINATION

Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Parents/students who have questions or concerns about the policy can contact Tracy McSparren, Assistant Superintendent, Special Education & Student Support, Title IX and Equity Compliance Officer at (562) 866-9011 ext. 2030. For information on filing a complaint, visit busd.k12.ca.us and view the Uniform Complaint Procedures on the parent page. For more information visit US Department of Education, OCR at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

AVISO DE NO DISCRIMINACION: El Distrito Escolar Unificado de Bellflower prohíbe discriminación, hostigamiento, intimidación, y acoso a base de real o percibido antepasado, edad, color, discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o grupo étnico, religión, sexo, orientación sexual, o asociación con una persona o grupo con una o más de estas características reales o percibidas. Padres de familia/estudiantes que tengan preguntas o inquietudes sobre la política pueden comunicarse con Tracy McSparren, Asistente de Superintendente, Educacion Especial y Apoyo Estudiantil, Oficial de Titulo IX y Cumplimiento de Equidad al (562)866-9011 ext. 2030. Para información sobre como presentar una queja, visite busd.k12.ca.us y vea la página de padres en el documento Procedimientos Uniformes Para Presentar Quejas. Para más información visite: Departamento de Educacion de los EU, OCR en <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

**ELEMENTARY 2017-2018
CALENDAR HIGHLIGHTS**

| | |
|--|--|
| Non-Student Day-New Teachers August 23 | Non-Student Day..... January 26 |
| Non-Student Days August 24-25 | Lincoln’s Birthday Observance..... February 16 |
| First Day of Student Attendance August 28 | President’s Day Observance February 19 |
| Labor Day.....September 4 | End of Second Trimester March 2 |
| Back To School Night South September 12 | SBAC Window Opens TBD |
| Back To School Night North September 14 | Spring Break April 2-6 |
| Non-Student Day.....October 9 | CST Science..... TBD |
| End of First Trimester.....November 9 | Open House South May 8 |
| Veteran’s Day Holiday.....November 10 | Open House North May 10 |
| School ClosedNovember 20-22 | Memorial Day May 28 |
| Thanksgiving Holiday.....November 23-24 | Last Day of Attendance..... June 14 |
| Winter Break.....December 22-January 5 | Non-Student Day..... June 15 |
| Martin Luther King Jr. Day.....January 15 | |

ELEMENTARY EARLY DISMISSAL

| <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> |
|-----------------|---------------------|------------------|-----------------|-------------------|------------------|
| Monday | August 28 | Shortened | Thursday | January 25 | Minimum |
| Wednesday | August 30 | Shortened | Wednesday | January 31 | Shortened |
| Wednesday | September 6 | Shortened | Wednesday | February 7 | Shortened |
| Tuesday | September 12 | Minimum* | Wednesday | February 14 | Shortened |
| Wednesday | September 13 | Shortened | Wednesday | February 21 | Shortened |
| Thursday | September 14 | Minimum* | Wednesday | February 28 | Shortened |
| Wednesday | September 20 | Shortened | Friday | March 2 | Shortened |
| Wednesday | September 27 | Shortened | Wednesday | March 7 | Shortened |
| Monday-Friday | October 2-6 | Shortened | Wednesday | March 14 | Shortened |
| Wednesday | October 11 | Shortened | Wednesday | March 21 | Shortened |
| Wednesday | October 18 | Shortened | Wednesday | March 28 | Shortened |
| Wednesday | October 25 | Shortened | Wednesday | April 11 | Shortened |
| Wednesday | November 1 | Shortened | Wednesday | April 18 | Shortened |
| Wednesday | November 8 | Shortened | Wednesday | April 25 | Shortened |
| Thursday | November 9 | Shortened | Wednesday | May 2 | Shortened |
| Wednesday | November 15 | Shortened | Tuesday | May 8 | Minimum** |
| Wednesday | November 29 | Shortened | Wednesday | May 19 | Shortened |
| Wednesday | December 6 | Shortened | Thursday | May 10 | Minimum** |
| Wednesday | December 13 | Shortened | Wednesday | May 16 | Shortened |
| Wednesday | December 20 | Shortened | Wednesday | May 23 | Shortened |
| Thursday | December 21 | Minimum | Wednesday | May 30 | Shortened |
| Wednesday | January 10 | Shortened | Wednesday | June 6 | Shortened |
| Wednesday | January 17 | Shortened | Wednesday | June 13 | Shortened |
| Wednesday | January 24 | Shortened | Thursday | June 14 | Minimum |

***Back To School – September 12 - Baxter, Pyle, Ramona, Washington, Woodruff (North)
September 14 - Foster, ILC, Jefferson, Lindstrom, Williams (South)**

****Open House – May 8 - Baxter, Pyle, Ramona, Washington, Woodruff (North)
May 10 - Foster, ILC, Jefferson, Lindstrom, Williams (South)**

VOLUNTEER GUIDE

Office of the Superintendent
Brian Jacobs, Ed.D.

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

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

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

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

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

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

GUIA para VOLUNTARIOS

Oficina del superintendente
Brian Jacobs, Ed.D.

Las siguientes guías serán aplicadas para todos los voluntarios.

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

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

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

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

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

VISITS TO THE SCHOOLS

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

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

Visitation procedures

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

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

RELACIONES COMUNITARIAS

Office of the Superintendent
Brian Jacobs, Ed.D.

Relaciones Comunitarias

Visitas a las escuelas

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

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

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

Procedimientos para las visitas a la escuela

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

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