

**ALTA LOMA
ELEMENTARY SCHOOL**

**Parent/Student
Handbook**



Sue Chrismer - Principal

Dolly Bentley – Assistant Principal

7085 Amethyst Avenue
Alta Loma, California 91701
(909) 484-5000

Table of Contents

Mission Statement	2
Vision Statement	2
School Wide Goals	2
School Office Hours and Telephone Information	3
Breakfast and Lunch Information	3
Arrival and Dismissal Guidelines	4
Bike Riders	6
Signing Students Out	6
Changes in transportation	7
Attendance and Tardy Policy	7
A.L.E. Student “Guidelines for School Dress & School Success”	8
Messages from Parents/Items forgotten at home	10
Address/ Telephone Changes	10
Visitors/Closed Campus Policy	10
Parent Involvement	11
Volunteers	11
Cell Phones	13
School Rules	14
School Behavior	14
General Student Guidelines & Campus Rules	15
CHIEFTAINS DON'T BULLY	19

Alta Loma Elementary School

MISSION STATEMENT

At Alta Loma Elementary our students will become respectful, responsible, and resourceful citizens while demonstrating a passion for doing their best in a caring manner and contributing positively to society. The ALE community will read and learn everyday while striving to be lifelong learners.

VISION STATEMENT

Our school community will provide educational opportunities that actively engage and develop the whole child in a positive, mutually supportive, and safe environment. Student-centered education is essential to prepare children to be self-sufficient, lifetime learners who are able to contribute to their family, community, country and world.

SCHOOL WIDE GOALS

In order for the ALE students to become well-educated individuals, the following school wide goals will be emphasized:

- Teachers will utilize instructional techniques and strategies to develop concepts that will promote high levels of proficiency and a quality educational program for each student in all curricular areas.
- Parent input and involvement will be encouraged and ongoing communication will keep them apprised of their child's progress and opportunities within the educational plan.
- Staff members will have the opportunity to participate in a variety of activities designed to enhance their instructional skills and encourage professional growth to support the school's educational plan.
- A safe, cooperative, positive teaching/learning environment will be maintained to reflect rigorous state academic standards and behavioral expectations.
- An on-going assessment will occur to evaluate the overall effectiveness of the school's educational program; more specifically, it will help to monitor student learning and progress, provide instruction at the appropriate level of difficulty and provide assistance for identified students with special needs.
- All students will have the opportunity to participate in activities that develop self-worth, citizenship and an enthusiasm for learning while further developing their creative talents and abilities.

SCHOOL OFFICE HOURS AND TELEPHONE INFORMATION

Alta Loma Elementary School Office Hours: 7:30 a.m. – 4:30 p.m.

(Messages can be left on our answering machine during non-office hours)

The Alta Loma Elementary office staff works diligently at providing the best possible services for our students, parents, and staff. The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding the holidays noted in the school calendar.

The school office is the center of activities at the school and is busy at all times. The telephones are used for business and are not available to students. Students are not to use phones to call for homework, books, musical instruments, lunches, etc.

Telephone Numbers:

Alta Loma Elementary: (909) 484-5000

Alta Loma Elementary Child Care (909) 484-0566

Alta Loma School District Office: (909) 484-5151

ALSD Transportation: (909) 484-5190

BREAKFAST AND LUNCH INFORMATION

Alta Loma School District participates in the National School Lunch Program and School Breakfast Program. Meals are available daily and serving times are posted. Students are required to choose three items from the five food groups offered, including at least one fruit or vegetable serving, before they may pay for their meal. This is a federal school meal requirement. ***Please visit our district website for all current meal information and menus.***

Breakfast

Breakfast is served daily from 7:30 AM to 7:50 AM. Students eligible for the “Reduced lunch program” are also eligible for the breakfast program. Students will use the same number for breakfast and lunch. Breakfast service ends at 7:50am promptly since students must be able to finish eating their breakfast and be in line with their class by 7:55 am (1st -6th grade). Preppy K and Kinder students may eat breakfast with parent supervision only and must be walked by parent to their teacher’s line by 7:50am.

Recess Snacks

Students are encouraged to bring a light snack for morning recess. Water and other snacks are available for purchase in grades 1st-6th at the cost of \$0.25 - \$1.00.

Lunch

Students should bring lunch or buy lunch. “Dropping off” lunches during the school day is discouraged. For those lunches being dropped off by a parent, they must have the student’s name and room number clearly marked on them. To avoid interrupting classrooms, proctors will pick up the lunches and deliver them to the blue lunch tables. Classrooms cannot be interrupted for lunch delivery. It is the responsibility of the student to come to the blue lunch tables to check for their lunches.

School lunches are available for purchase and include milk. Milk may also be purchased separately. Lunches may be purchased by prepaying in the mailbox hung on the south wall of the cafeteria. Please make checks payable to **Alta Loma School District**. You may also use our **online payment service, EZSchool**

Pay to make prepayments to your child's meal account using your Visa or MasterCard (credit or debit). To access this service go to www.EZSchoolPay.com. **(Reduced cost available)**

Meal/Snack Seating

At ALE we provide **allergy free seating** for students with food restrictions; these students may invite a friend to join them at the "allergy free" table if their friend's food also meets all allergy free requirements at the table. Student friends must show food & labeling to Proctor prior to seating. **Adults are not permitted to eat with students at school.** For a special occasion (Birthday lunch), please request a "lunch visit" in advance from the office, and alternate seating will be provided to allow a parent to share lunch with their child that day. In an effort to support/protect the healthy choices of others, and prevent sharing non-compliant foods at school, "fast food" lunch drop-offs at school are strongly discouraged and will also require alternate/separate student seating.

ARRIVAL AND DISMISSAL GUIDELINES

Morning Arrival and Drop Off

1. **Walking:** All Students are expected to come directly to school by the safest route possible and must leave campus and go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner. The school is responsible for student safety and behavior on the way to and from school. Students in 1st/2nd/3rd grade may walk to and from school if accompanied by a responsible 4th/5th/6th grade student or adult, or when alternate walking arrangements have been coordinated with parent, teacher, and the front office in advance.
2. **Arrival times:** Students are not allowed on campus early unless participating in: 1) Child Care program for all ages which opens at 6:30am, 2) Breakfast program beginning at 7:30am, and/or 3) "Walk & Talk Program" for 1st-6th grade beginning at 7:45 a.m. Alta Loma School District Child Care is located on our school site and available for ALE students who need to arrive before these times, or need after school care. Applications are available in our front office.

There are two ways to drop off 1st through 6th Grade students:

a) **Car Drop Off** - Parents who drive and wish to remain in their cars for 1st through 6th grade children to/from school enter the south driveway and drive through the "turnaround" just past the Media Center. A proctor will be available for supervision and assistance with drop-off beginning at 7:30am. During inclement weather, students may stay warm/dry in the Media Center as soon as they exit their parent's car. From the car, students should exit onto the sidewalk. CHILDREN MAY NOT WALK ACROSS THE DRIVEWAY! Dropping off/picking up 1st-6th grade students by car allows parents to remain in their vehicle for a supervised drop off and pick up process. **Note: Please make sure your child knows to meet you at the "car-turnaround" at the end of the school day too!**

b) MPR Breakfast - 1st through 6th Grade Students eating breakfast at school enter through the North MPR Walk-In gate. Breakfast is served from 7:30-7:50 am only. 1st-6th Grade students will join the Walk & Talk Program at 7:45am following their breakfast. Preppy-K and Kinder students are welcome to Breakfast only if supervised by a parent. The last meal is served at 7:50 am to ensure all students are in class on time!

c) Morning Arrival for Preppy K and Kindergarten Students:

Kindergarten and Preppy K students must be walked in, by an adult, and delivered directly to their teacher! The adult bringing them to school needs to let the teacher know lunch plans (buying or brought lunch that day) and dismissal plans for the day! Locations are as follows:

- **All Kindergarten students (Early Birds & Late Birds) will enter with an adult and delivered directly to the teacher by walking through the small Walk In GATE on the west side of the "Playground Area" for arrival at their appropriate class start times (Early Birds @ 7:45-7:55 am, Late Birds @ 9:25-9:35 am) unless they participate in the Child Care program. Child Care staff personally walks all Kinder students directly to/from their teacher at the appropriate start/dismissal times. Note: All Kinder students will be dismissed from the Walking Gate on the north side of Rooms 1 & 2. Late arrivals must enter through the office.**
- **AM (Morning) Preppy-K students will enter with an adult and be personally delivered to the teacher at the Walk-In GATE on the North side of rooms 1 & 2 during arrival (7:45-7:55 am) unless they participate in the Child Care program. Child Care staff personally walks all Preppy K students to meet their teacher directly at the appropriate times. AM Preppy K students will Exit from the Walking Gate on the north side of Room 1 & 2. Late arrivals must enter through the office.**
- **PM (Afternoon) Preppy-K students will enter with an adult and be personally delivered to the teacher through the west side of the small Preppy-K "Playground Area" Walk-In Gate for drop-off (10:20-10:30 am) unless they participate in the Child Care Program. Child Care staff personally walks all Preppy K students directly to/from their teacher at the appropriate start/dismissal times. All Preppy K students will Exit from the Walking Gate on the north side of Room 1 & 2.**

After School Pick-Up

Caution: Please do not ever allow students to leave campus and go to "the rocks" just north of campus to wait for a ride. That area is privately owned property, unsupervised, with heavy auto and pedestrian traffic. The local police have been contacted to cite and remove loitering and unsupervised students who fail to walk directly home. Students are not authorized to wait for rides on or near the rocks, nor along Amethyst Ave. street due to safety concerns. (See the authorized driving pickup location for student below)

1. **Car Pick-up 1st – 6th grade students being picked up by car will exit the school at the Media Center**

Gate, south driveway, at the back of the school in the car-turnaround lot. Students will wait on the sidewalk under the supervision of staff. Parents will enter the south driveway by car and keep to the right. Pull up to the curb; students will load into cars as they pull forward in line and meet staff. Please do not park nor leave your unattended car in the car-turn-around loading zone. Students will only be release to enter your vehicle when you pull up to the curb. **CHILDREN MUST STAY ON THE SIDEWALK AT ALL TIMES, AND MAY NOT WALK ACROSS THE DRIVEWAY.**

2. **Walking Pick-up:** Parents walking to pick-up 1st – 6th grade students at dismissal time should wait at the southwest walking GATE, near Room 1 classroom door, at the front of the school. Staff will be there to assist with dismissal. Be prepared to show I.D. to school staff.

Parents of students who have been authorized to walk home alone, please notify the teacher and the office staff and ensure students walk directly home.

c) Preppy-K and Kinder parents/guardians will walk to dismissal gate and wait to receive their child directly from the teacher. (Southwest GATE near room 1). Please be prepared to show I.D until teachers know you personally.

CAUTION: Front Parking Lot & Street Safety concerns: Please walk on sidewalks and crosswalks. Students should not walk across/through our front car driveways, nor walk through our parking lots nor cross streets outside of the cross walks. Please teach your children to hold hands, look both ways twice, and then cross at the crosswalks only! **Adult staff members are located at both dismissal locations with radios.** Should your child go to the wrong location, simply ask an adult to radio the other location and your child will be moved to meet you. **The front parking lot is utilized by Kinder and Preppy-K parents for drop-off/pick-up purposes only. We have delayed start/end times for these grade levels as an additional safety precaution.**

BIKE RIDERS

Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be approved by the teacher and the principal, and be on file in the office, PRIOR to riding a bike to school. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times. Permission must be obtained each school year.

SIGNING STUDENTS OUT

We care, therefore we card...Alta Loma School District strives to keep all our students safe. ALE would like to remind parents that students will **ONLY** be released from class during the school day to a parent/guardian. If the parent is requesting another individual pick up their student, during the school day, it must be in writing (note or email); regardless if the person is listed on the white Student Emergency cards located in the school office. All individuals will be expected to show photo identification. **Office staff cannot receive parent permission over the phone. There will be no exception to this policy.** These procedures are in place for the safety of your child, and our goal is to make our partnership in your child's education both safe and convenient.

CHANGES IN TRANSPORTATION

Please discuss drop-off and pick-up arrangements with students prior to the school day. This will reassure your child about plans and will also minimize attempts to try to notify a teacher at the last minute regarding changing plans. **Classrooms will not be interrupted to relay messages.**

ATTENDANCE AND TARDY POLICY

We expect our students to attend school regularly and promptly. Good attendance is essential for school success.

- ✓ **Absences** - Parent/guardian is asked to call on the first day of the absence. An answering machine is available before/after school hours (909) 484-5000. If this is not convenient, a **note from the parent/guardian should accompany the student when he/she returns to school.** Any absence without a valid excuse will be recorded as truancy. State law mandates that absences are excused only if the child is ill, has a medical appointment, or there is a death in the family. All other absences are unexcused. Many families are unaware that “family emergencies/family business” is an unexcused absence, as is going out of town, vacation and personal necessity. Please be aware that it is our district’s policy that we may require a doctor’s note for five consecutive days of reported illness. If your child is absent excessively (over 10% of the days enrolled), we can require a doctor’s note for every absence that follows. *The SARB (School Attendance Review Board) process may begin after three unexcused absences, or three tardies over one-half hour.*
- ✓ **Homework Requests** - Parent/guardian requests for homework may be made by calling the school prior to 9:00 AM. Assignments may be picked up in the office between 3:30 PM- 4:00 PM. Please call the school to verify that work has been left in the office prior to arriving.
- ✓ **Leaving School Early** - Whenever possible, a student should inform his teacher of a doctor/dental appointment before the absence. If you have a medical appointment during the day, a parent/guardian must sign the student out and back in again when they return, at the school office. Early pickups impact school programs, disturbs an entire classroom, and are asked to be kept to a minimum throughout the school year. **An early pick-up is considered a tardy and recorded as such.**
- ✓ **Tardy Policy** - The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. **When a pupil is tardy, he/she is to report directly to the office** with a note signed by his/her parent/guardian. If the student does not have a note, please have an adult accompany any tardy student into the office for late check-in. When a pupil is tardy less than 30 minutes, he/she is to report directly to the office to receive a **Tardy Slip. Students arriving 30 minutes or more after the start of the school day, must be signed in by a parent, guardian, or adult.** Frequent, recurring tardies are a significant intrusion into the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children especially need to be responsible to get the student to school on time. Students should have no more than three (3) tardies in a trimester. *The School*

Attendance Review Team (S.A.R.T) process may begin after three tardies over one-half hour.

A.L.E. STUDENT “GUIDELINES FOR SCHOOL DRESS & SCHOOL SUCCESS”

At ALE, our students range in ages from 4 years to 12 years old and our “GUIDELINES FOR SCHOOL DRESS & SCHOOL SUCCESS” are appropriate for all ages of students on our campus. We encourage families to call the office for clarification, in advance of wearing any questionable article of clothing, accessory, or footwear. Our goal is to keep students safe at all times and dressed for success!

The goal of student dress guidelines is to:

(1) Maintain uninterrupted instruction with minimal/no distractions at all times by preserving a culture of safe, conservative, and non revealing attire

(2) Ensure student clothing is safe at all times when learning, playing, and/or while using school equipment

(3) Ensure students are dressed appropriately and safely for their daily Physical Education and also during all types of strenuous physical exertion here at school (recess, learning games, fitness challenges, etc.)

Please note: If a student arrives to school wearing any attire, hat, or hair which is inconsistent with our “Guidelines for School Dress & School Success”, a loaner t-shirt and/or loaner basketball style shorts will be provided (whenever available) to students in an effort to minimize lost instructional time. It is requested that parents wash and return any loaner items as soon as possible. In the event loaner attire is not available, parents will be contacted to provide alternate attire, and/or to bring alternate shoes, and/or to correct hair distractions.

School Dress Requirements:

1. **Hats, Hair, and/or Distractions** - To maintain conservative dress guidelines, a focus on learning, and minimize distractions while at school, only baseball style hats may be worn for sun protection when outside with bills forward and may not be worn indoors. Hats with any logo determined to be inappropriate, will be kept in the office and a phone call home will be made. Hair nets, bandanas, or other types of seasonal or distracting head coverings, unusually distracting colored hair, unusually distracting hairstyles, makeup, henna tattoos, or other body colorings disrupting the learning environment are not allowed.
2. **Clothing** -
 - **Student Safety** - Attire worn to school should be appropriate for working in the classroom and/or climbing on equipment, jumping, running, skipping, etc. Attire should be free from holes, tears, loose dangling cloth, dangling or loose cords, strings, straps, or any other items that could entangle or entrap or catch on any playground, classroom, or physical

education equipment. Items such as designer style holes in jeans/shorts/tops are not appropriate at school and considered to be unsafe.

- **“Short” Attire** - Any student attire which is extremely brief or short, such as low or high-cut garments, strapless or off the shoulder tops, revealing of bare midriffs, tops with thin straps (less than 2" wide when measured), boys/mens/ladies/girls sleeveless tees or tank tops with oversized arm openings, short shorts, or short skirts/dresses are not allowed at school.

“Short” articles of clothing are determined as follows:

- (a) While standing or sitting, student extends both hands far above their head, reaching for the sky, (with no midriff showing),
- (b) While standing, student extends hands/arms down towards their feet with arms/hands on their thighs; clothing must be long enough to reach the ends of student fingertips with arms and hands straight and fully extended downward toward floor,
- (c) While seated with legs crossed on the floor, and while raising one hand above head, clothing continues to maintain conservative and unrevealing coverage of body.
- (d) “Layering” clothing by wearing leggings, bicycle or gymnastic type shorts, and/or fitness attire underneath “short” attire that might not otherwise comply, may be an acceptable alternative, as long as student attire meets all other requirements.

- Attire that advocates or advertises any type of alcohol, drugs, weapons, cigarettes, smoking, or is suggestive of acts that are illegal, obscene, sexually suggestive, or hazardous to one's health is/are not allowed. Attire or jewelry that pictures any sexual activity, or depicts any sexually suggestive or explicit scenes, is not allowed. Attire that pictures or is suggestive of violent activity/image is not allowed.
- Attire that is worn or altered in such a way to identify students with clubs or gangs is not allowed. For example, but not limited to: tattoos (temporary or permanent), jackets, pajama pants, sagging pants, cut-off shorts with knee high socks, hanging belts, chains of any kind, suspenders off the shoulders, gang related initials on belt buckles, wristbands, sweatbands, etc.
- Baggy or oversized pants or shirts are not allowed. Pant waists are not to be worn below the hips and underwear is not to be showing.

3. **Shoes & Physical Education** - All students in California are required to participate in PE (Physical Education), up to 200 minutes per two week period, for grades 1st through 6th. **For safety reasons, only footwear “appropriate for running and exercising” must be worn at school each day so that teachers can ensure these fitness requirements are being met**

throughout each day/week. Flip-flops, open toed shoes, sandals, and slippers are not safe for running, nor appropriate for physical education activities. **Only shoes appropriate for running are allowed at school.** “Dress style shoes or boots”, with a maximum of a 2 inch heel, may be worn for “special events” (such as Honors Assemblies and/or Promotion ceremonies and Western Days); however students must wear appropriate running/exercising shoes after the ceremony and for the remainder of the day. **Shoes with wheels in the sole are not allowed.**

- **Physical Activity Restrictions: Students who are medically restricted from Physical Education (PE) activities due to recent injuries or illnesses will also be restricted from physical activities during recess.** Parents may write an excuse note for three days of restricted activities; a physician’s note is required beyond three days. Parents are requested to escort students to the office prior to school to discuss restrictions with the office staff. Students will be provided with alternate indoor “quiet” activities, or parents may sign an “Electronic Use” permission/release form, to request use of a personal electronic device for student use during recess times in lieu of physical activities for any physical restrictions requiring a physician’s note.
- **Students who come to school with injuries (protective wraps, splints, casts, stitches, medical boot, crutches, etc.) or who show signs of injury, fever, or other illness, will be sent to the Health office and parents will be contacted.**

MESSAGES FROM PARENTS/ITEMS FORGOTTEN AT HOME

In order to accomplish uninterrupted quality learning time, it is important that students are prepared when leaving from home. Since interruptions disrupt the instructional program for all students, classrooms will not be interrupted for non-emergency reasons. Please discuss lunch, program, appointments, arrangements for pick-up, and all other after school arrangements before your child goes to school. Please make sure that they have their homework, money, band instrument, library book or other items before they leave home. We do realize that children may forget items or emergencies do occur, and change is required. If items are brought to the office, they will be placed in the teacher’s box and picked up at the child’s recess time. Every attempt will be made to deliver non-emergency messages in a timely manner, but only when it will not disrupt the classroom. Remember there is movement of classes during the day and depending on the time of day, delivery of messages may take time. Last minute or end of the day messages are difficult to deliver, so please limit last minute calls to true emergencies.

ADDRESS/ TELEPHONE CHANGES

Please keep the school informed! Notify the school immediately if there is a change in your child’s information such as: home address, parents’ home, work, or cell phone numbers, address, daycare provider, legal custody, or emergency contacts. This information is especially important in case your child becomes ill or injured during the school day or in an emergency or disaster.

VISITORS/CLOSED CAMPUS POLICY

For our students' safety, Alta Loma Elementary School is a closed campus. Students may not leave the

grounds at any time during the school day except in the company of a parent or authorized adult. The parent must sign the student out at the school office when leaving and sign them in upon return to school. Please be prepared to show identification, upon request, to maintain the safety of our students. Please do not go to a classroom to drop off items before signing in at the office. All visitors are asked to avoid cell phone use on campus.

Alta Loma Elementary is pleased to announce that we are utilizing the Raptor Visitor Management System in our school. Alta Loma Elementary uses the Raptor System to track visitors, contractors and volunteers in our school, providing a safer environment for our students and staff.

Upon entering the school office, visitors will be asked to present a valid state-issued identification, which will be scanned into the system. The Raptor System evaluates scanned information to ensure individuals registered under California Megan's Law and all related national databases are not entering our school. Please note that the Raptor System only scans the **visitor's name, date of birth and photo** for comparison with a national database of criminal registrants. Additional visitor data from the ID is neither gathered nor accessible by staff, and the system is not connected to any other organization such as the Department of Motor Vehicles.

Once entry is approved, Raptor will issue a badge that identifies the visitor, date and purpose of the visit. A visitor badge will not be necessary for those who visit our school office simply to drop off an item or pick up paperwork.

If you are interested in learning more about the Raptor System, please visit Raptor Technologies website at www.raptortech.com. If you have any questions, please contact Sue Chrismer.

The safety of students is our highest priority, and the Raptor System provides a consistent way to aid in keeping away people who may present a danger to our students. All visitors to the school must be scanned into the system and obtain a visitor badge, so **please remember to bring your ID when visiting our school.**

No siblings are allowed with visitors, this includes celebrations, child of the week, or a specially requested visit. **Adult volunteers may not interact with students outside of their teacher's presence/direct supervision. Thus, adult volunteers/guests may not attend recess or other student activities without teacher being presence, or without prior appointment/authorization when accompanied by school administration.**

PARENT INVOLVEMENT

VOLUNTEERS

Alta Loma Elementary needs parents and grandparents and school community members to volunteer to help our students. Through the classroom teachers volunteers may be scheduled to help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student's instructional program. Volunteers

are also welcome in our Library or Computer Lab. Please contact your child's teacher to volunteer to help our children. The classroom teacher makes all decisions regarding the number of volunteers needed and plans the schedule. Volunteers are also needed to help in our Volunteer room preparing classroom materials. If you are interested in volunteering outside of the classroom, please contact our Volunteer Coordinator to schedule a time you may be needed to assist her.

- **All volunteers are asked to read and carefully abide by our “Parent Volunteer Guidelines and Handbook”. Volunteers must carefully read and abide by our volunteer agreement. A signed Acknowledgement/Agreement form (found at the back of the Volunteer Handbook) must be on file prior to Volunteering.** Volunteers should always defer any concerns or discipline issues to the classroom teacher and to remember that confidentiality is crucial. All volunteers are expected to preserve the integrity of the classroom and protect the privacy rights of every student. It is also important for **all volunteers to turn OFF their cell phones and refrain from any cell phone use** while on campus.
- **Please note that because of school district policies and insurance requirements, siblings are not allowed in the classroom, workroom, or parent volunteer room. Please arrange for childcare during your volunteer time.**

Alta Loma Elementary PTA

We encourage your membership and involvement in our school-based parent PTA group. The purpose of this group is to support and enrich students and school programs through assemblies, art, recognition awards, and volunteering to support student needs. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join!

School Site Council

The School Site Council is a group of parents and staff members who meet to plan, implement, and evaluate our school program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date.

Super Spirit Assemblies

Monthly Super Spirit assemblies are typically held on the first Friday of each month. Assemblies start at 8:00 a.m. and are generally held on the blacktop or in the Multipurpose Room (separating upper and primary grades) for inclement weather. Parents and family members are encouraged to attend, please confirm day/time with front office!

Field Trips

1. Students attending a school field trip will go and return to their destination on the school transportation provided. Children will only be released in case of an emergency.
2. All parent chaperones are to assist with maintaining the safety of students in their group.
3. Students are expected to leave from and return to school when on field trips. Parents, please do not plan on taking your children away from an off-school activity site. This causes a lot of confusion and makes it extremely difficult to monitor.

Parent Chaperones

Throughout the school year there may be an opportunity for parents/guardians to reap the benefits of chaperoning a class field trip. It's an opportunity for parents/guardians and children to share an off campus school experience, further the bond between school and community, share in the focus of the educational experience, partner with your child's teacher in sharing supervision responsibilities, and reap the rewards of children making the connection between the importance of school and their parents spending time helping out in the school community.

Chaperone Guidelines

- A chaperone must read and comply with the **"Parent Volunteer Guidelines and Handbook"**
- A chaperone is one who attends or accompanies students to assist in monitoring behavior, supervising activity, and assisting the teacher.
- Appropriate and conservative clothing must follow guidelines of A.L.S.D. student dress code.
- No alcohol or smoking at any off-campus facility.
- No cell phone use when in Chaperone status, unless specifically requested by teacher in charge.
- Obey guidelines/rules of school and facility. All directions must be followed.
- No siblings or other children, who are not classroom students, may participate.
- Parents may be asked to provide transportation for themselves if the bus is full.
- Some field trips will have a limited number of chaperones, and an equal opportunity will be provided for parents to participate. Teachers will determine how many chaperones they need. Names will be accepted for those who wish to be chaperones, although no guarantees can be given.
- If you are having trouble managing a child, please see the teacher for assistance immediately.
- Please model appropriate language and polite conservative behaviors at all times.
- If possible, wear a watch in order to keep to the field trip timeline.
- All timelines must be followed. Always return to the bus at the scheduled time.
- Please do not purchase food or souvenirs for students in your group. Due to food allergies and parent right to approve, students should eat their own food only.
- All chaperone duties will begin and end at school.

CELL PHONES

Cell phones may not be carried by a student during the school day. If it is essential for a child to carry a cell phone for after school purposes, then the cell phone must remain “powered off” during the school day and remain out of sight, or checked into the school office for afterschool pickup. The school is not responsible for any personal property that may be lost, stolen, or damaged.

NOTE: If a student cell phone is seen or heard, it will be confiscated and a responsible adult will be required to pick it up from the office.

Possession/Use of Cellular Phones and Other Mobile Communication Devices - No student shall be prohibited from possessing or using an electronic signaling device **that is determined by a licensed physician or surgeon to be essential for health** of the pupil and use of which is related to the health of the pupil. (Education Code 48901.5)

Students may possess personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it to the office for adult pick-up at the end of the class period or school day.

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

(cf.5145.12 - Search and Seizure)

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

SCHOOL RULES

Alta Loma Elementary School is a “Positive Behavior Interventions and Support” (PBIS) school. We strive for a campus environment that is safe, orderly and productive. Alta Loma Elementary School staff members work together to teach appropriate behaviors for educational settings and to support and reinforce student development of these skills.

SCHOOL BEHAVIOR

A.L.E. Philosophy - “Respect”, “Responsibility”, and “Resourcefulness” are expected of every student at all times. Student behavior will be instructed and students are expected to model appropriate behavior at all times.

A.L.E. Basic School Rules: “Respect, Responsibility, Resourcefulness”

1. Keep your hands and feet to yourself at all times, show **respect** for property and others!
2. Follow directions and be courteous, use **ONLY** academic language at school, be **responsible!**
3. Work with peers or ask an adult for help if you are having a problem, be **resourceful!**

***All students will learn and follow behavior PBIS matrices at ALE!**

GENERAL STUDENT GUIDELINES & CAMPUS RULES

1. When in the halls, always walk quietly, in an orderly and safe manner--quiet zone.
2. No children are allowed to loiter in the hallways during lunch, recess, P.E., before or after school. There is to be no loitering or playing in hallways or quiet zones.
3. Students leaving class, during class time, to go to the restroom, office or some other place, **must have a classroom pass**. Students leaving the playground area **must have a pass issued by supervisory staff**. Students going to the office **must have a pass**.
4. No pushing, hitting, fighting, kicking, chasing games or tag, rough-play, spitting, teasing, biting, gum chewing, or inappropriate language will be tolerated on school grounds.
5. Follow all school staff directions while at school
6. Absolutely no talking, running or playing during fire, earthquake, disaster, or other drills. Follow directions given by the teacher/staff/proctors and/or school administrators. Students are expected to remain silent during practice drills as that will be expected during a true emergency as well.
7. Nothing is to be thrown at school except playground balls in appropriate locations.
8. No selling or trading of anything to other students.
9. Skates, roller blades, shoes with wheels in the soles, and skateboards are not permitted on campus at any time. Bikes may be walked onto campus and locked by permitted bike riders only (4th, 5th, or 6th). Permit must be on file in office prior to bike riding.
10. No radios, iPods, iPads, MP3 players, electronic games, toys, etc. should be brought to school without parent permission AND signed electronic permission forms on file with teacher and office.
11. All students will follow district adopted and A.L.E. student guidelines for school attire/shoes.
12. Non-school items may not be sold on campus at any time.

ABSOLUTELY NO DANGEROUS OR ILLEGAL ITEMS

It is against the law to bring dangerous or illegal objects to school or to school-related activities. Do **NOT** bring the following items to school for any reason:

- Bean, pea, or wad-type shooters, slingshots, and rubber bands.
- Aerosol or spray cans. Permanent markers such as Sharpie’s.
- Prank toys such as stink bombs and/or shocking devices*
- Knives*, razors*, sharp blades* and look-alikes* **of any kind regardless of size or purpose.* This includes pocket knives.**
- Guns* or pistols* or bullets of any type (pellet, real, cap, toy, squirt, water, etc.) or other objects of danger.*
- Alcohol, drugs* and/or drug look alike*, drug paraphernalia*, Cigarettes, lighter and/or matches*, Explosives*, or ropes*.

****Possession of dangerous objects/weapons can result in suspension and recommendation for expulsion from school.***

Severe Weather Conditions:

1. Under flooding conditions, students will not be allowed to walk across Amethyst. Parents are to arrange transportation.

Cafeteria/Lunch Area Rules

1. Always walk in the cafeteria.
2. Put equipment in designated area.
3. Do not ever offer someone else your food, or eat someone else's food.
4. Students will use a quiet voices in the cafeteria and normal talking volume voices in the outdoor eating area. Shouting and/or screaming will not be tolerated. Students must be able to hear adults.
5. No food throwing or playing with food.
6. Students must immediately quiet and give undivided attention to any staff member.
7. Students must sit on the lunch bench, facing the table, with both legs under the table and feet on the floor. Proper manners are expected at all times.
8. Sit at assigned tables, the allergy free table, or as designated by staff. Do not leave or change your seat without permission.
9. Students must clean up all trash in their area (floor and table) before being excused. Each person is responsible for cleaning up his/her own trash. Additional help for staff members is greatly appreciated too.

REMEMBER TO WALK QUIETLY TO PLAYGROUND USING ASSIGNED HALLWAY

PLAYGROUND RULES

1. Do not disrupt others' games on field, blacktop, etc. Newcomers to a game may not interfere or dominate established games. There is to be no locking of games or saving places.
2. Students need to have an office pass in hand when going to the office. Friends are not needed to accompany injured students unless directed by a proctor.
3. Do not play or run in restricted areas. These include but are not limited to classrooms, MPR, library, bathrooms, any wet area, lunch area, and hallways, etc. Students may not go behind portables or out of staff sight at any time.
4. Eat snacks only in designated area where trash cans are present during snack recess. Dispose of wrappers and trash properly. Do not bring (sugary Kool-Aid type) powders to school.
5. At the sound of the whistle, all students must **walk** promptly to their class line. All playground equipment needs to be returned to the ball container.
6. At their class line, students must line up in a safe and orderly manner, following staff directions, keeping hands and feet to themselves at all times.
7. Students may not interrupt classrooms in session to "help" unless requested/assigned by teacher in advance.
8. No personal sports equipment or toys should be brought to school. If student attends before or

after-school Childcare program, authorized child care items may be kept in backpack as long as they are not seen or heard during the school day.

9. Students are to use all playground equipment correctly, safely, and as instructed.
10. Students are reminded to use the "Zone" when needed to calm down or be left alone.
11. Approach a staff member if you need additional help while at lunch/recess.

Equipment Rules

Ball Wall:

1. Soft rubber balls only
2. Hitting or throwing of ball only, no kicking!
3. Line up on outside border.
4. No small balls (tennis, etc.).
5. No kicking balls on blacktop area, against trailers, small retaining walls or wood chip area.
6. No bottoms up.

Jungle Gym:

1. Climbing only. No jumping.
2. No hanging upside down.
3. No pushing or dangerous games, i.e. Marco Polo.
4. Feet first, always.

Jump Ropes:

1. Jumping only.
2. Jump only on blacktop.
3. No twirling.
4. No tying ropes together.

Balls:

1. No kicking soft rubber balls.
2. No hard balls.
3. No balls are to be brought to school.
4. Kick balls on field only.
5. No touch football.

Basketball: Half courts only

Chasing: No chasing games are allowed at school at anytime.

Tetherball:

1. Do not sit or hang on tetherball.
2. Wait quietly in line for your turn.

Students must remain under the supervision of school staff. Thus, the students may not go in areas such as, but not limited to, the areas listed below:

Examples of "Off Limit Areas at School":

- Behind classrooms (north of Rooms 16-22),
- Behind Portables (north of Rooms 27-30, including south storage bins)
- All fences and backstops
- Between and/or behind tall trees, support columns, or on fences/gates.
- Hallways and patios during recess times
- Office area unless sent with a pass
- Lunch areas except during supervised lunch periods

- Restrooms -
 - a. Upper Grade students (4th, 5th, & 6th) are limited to using only upper grade restrooms and may not enter Primary restrooms
 - b. Primary students (K, 1st, 2nd, & 3rd) grade students use only Primary restrooms and may not enter the Upper grade restrooms

DISCIPLINE POLICY/CODE OF CONDUCT

Disciplinary Actions

Students who become involved in areas of inappropriate behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by the school officials. The action(s) taken will be in accordance with A.L.S.D Board policies, California Education Codes, and State laws.

- ✓ **Citations-** A student may receive a citation due to failure to follow classroom, school, or playground rules. Citations may be recorded in administrative record, and will be used to inform parent/guardian of infraction. Citations are to be returned to school with parent and student signatures.
- ✓ **Detention** - Following a 24-hour notification of parents, students may be detained in school for disciplinary or other reasons after the close of the school day (30 minutes for students in grades one through three and one hour for students in grades four through six) .
- ✓ **Behavior Reflection / Discipline Counseling** - A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. Recorded in administrative record.
- ✓ **Expulsion** - The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/District Superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. Recorded in student file.
- ✓ **In-School Suspension** - A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted.
- ✓ **Loss of Privileges** - Students are prohibited from attending or participating in student activities for a designated period of time.

Parent Conference - A formal conference (phone and/or in person) is held between the student, parent, and one or more school official(s). Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Police Contacted** - The police will be contacted if drugs, alcohol, or weapons are brought onto the campus, serious threats, serious physical altercation incidents, or at principal's discretion regarding any serious student/campus concern.
- ✓ **Removal from Class(es)** - The student is removed from one or more classes, but remains at school during the class periods.
- ✓ **Request Parent Attendance** - Parents/guardians may be requested to escort/attend class with their child.

- ✓ **Restitution** - Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **SARB** - School Attendance Review Board.
- ✓ **SART** - School Attendance Review Team (site based).
- ✓ **Student Success Team (SST) Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process inviting parents to participate also. Ideally, parents participate in each step of the SST process. Occasionally other qualified staff members may be invited to attend as well.
- ✓ **Suspension** - The student is informed that he/she is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.
- ✓ **Systematic Exclusion** - Readjustment of student schedule to a modified day.

CHIEFTAINS DON'T BULLY

Alta Loma Elementary actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.** We will foster respect for self, as well as others.

What is bullying?

Bullying is a form of antisocial behavior that has no place at A.L.E. **Per the Ed Code 48900, bullying is defined as severe or pervasive physical or verbal act or conduct committed by a pupil or group of pupils (typically includes threatening/intimidating behavior repeated over a period of extended time).**

It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), indirect actions (gossiping, spreading rumors, communication through writing or electronically, and exclusion from groups).

Bullying has common features:

- It is **deliberate**, hurtful behavior
- It is **repeated often** over an **extended periods of time**
- The person who bullies exercises **threatening/intimidating** power over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the “Chieftains Don’t Bully Contract”.

CHIEFTAINS DON’T BULLY CONTRACT

Everyone has the right to feel safe at school. I will do everything I can to help make sure that ALE is a safe place where we can focus on learning. **I agree to the following:**

- ✓ I will **be respectful** to everyone at my school, even if I don’t want to be friends with them.
- ✓ I will **not** stand by and **watch someone be teased, threatened, or hurt.**
- ✓ **If I feel that I am being bullied** or I see someone else being bullied, I will respectfully **ask the bully to stop.** I will also tell an adult immediately at school or fill out a blue **“Bully Slip.”**
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, **I will talk to them respectfully and tell them how I feel.** I won’t try to get back at them. **If this doesn’t work, I will talk to an adult at school to help me problem-solve.**
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person, in writing, or through technology.
- ✓ I will control my emotions **when I am upset**, and I will **ask for help from a trusted adult at school** if I have trouble doing this.

All students will be expected to adhere to this contract and to report any potential bullying immediately to an adult at school. Any person suspected of bullying will be investigated, counseled, and placed on a progressive discipline and consequence plan.