

**ALTA LOMA  
ELEMENTARY SCHOOL**

**Parent/Student**

**Handbook**

**2023-2024**



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# 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.

## **ALTA LOMA ELEMENTARY BELL SCHEDULES 2023-2024**

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
TK	8:10		10:30-11:15		12:15
K Early Bird	8:10		10:30-11:15		12:15
K Late Bird	9:50		10:30-11:15		1:55
1	8:10	9:30-9:48	11:15-12:00	1:00-1:15	2:40
2	8:10	9:30-9:48	11:15-12:00	1:00-1:15	2:40
3	8:10	9:50-10:08	11:45-12:30	1:15-1:30	2:40
4	8:10	9:50-10:08	11:45-12:30		2:40
5	8:10	10:10-10:28	12:15-1:00		2:40
6	8:10	10:10-10:28	12:15-1:00		2:40

Schedule for Wednesday

Grade	Start Time	AM Recess	Lunch	Dismissal
TK	8:10		10:30-11:15	12:15
K Early Bird	8:10		10:30-11:15	12:15
K Late Bird	9:50		10:30-11:15	1:55
1	8:10	9:30-9:43	11:15-12:00	1:10
2	8:10	9:30-9:43	11:15-12:00	1:10
3	8:10	9:50-10:03	11:45-12:30	1:10
4	8:10	9:50-10:03	11:45-12:30	1:10
5	8:10	10:10-10:23	12:15-1:00	1:10
6	8:10	10:10-10:23	12:15-1:00	1:10

## SCHOOL OFFICE HOURS AND CONTACT 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. Information can also be found on our website at [alsd.k12.ca.us](http://alsd.k12.ca.us) and by following the tabs to Alta Loma Elementary.

***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 School District Office:	(909) 484-5151
Alta Loma Elementary Child Care	(909) 484-0566	ALSD Transportation:	(909) 484-5190

### **BREAKFAST AND LUNCH INFORMATION**

Alta Loma School District continues to provide breakfast and lunch to students at no-charge for the 2023-2024 school year. Students are required to choose three items from the five food groups offered, including at least one fruit or vegetable serving, before they may take their meal. This is a federal school meal requirement. ***For menus, meal applications, and household income forms, please visit our district website at <https://www.alsd.k12.ca.us>.***

**Breakfast is served daily from 7:30 AM to 8:00 AM.** Breakfast service ends at 8:00 am promptly since students must be able to finish eating their breakfast and be in line with their class by 8:10 am (1st -6th grade). TK and Kinder students may eat breakfast with parent supervision only and must be walked by parent to their teacher's line by 8:10 am.

**Recess Snacks** – Students are encouraged to bring a light snack for morning recess.

**Lunch**– Students should bring lunch or get a school 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 written 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.

**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 Dismissal for TK and Kindergarten Students**

All TK and Kindergarten students (Early and Late Birds) will enter through the appropriate gate located at the front of the school. TK and Kindergarten students must be walked to the drop off area by an adult and delivered to their teacher. The adult bringing them to school needs to let the teacher know lunch plans (school lunch or bringing lunch) and the dismissal plans for the day.

#### **TK Arrival**

**TK students must be walked by an adult to the drop off area.** All TK students will enter the TK gate located at the front of the school. This gate opens directly into the TK classrooms. An adult will walk their child directly to their child’s classroom. The gate will open from 7:55-8:10 am. Explore staff will personally walk all TK students directly to/from their teacher at the appropriate start/dismissal times. Late arrivals will enter through the office.

#### **TK Dismissal**

**TK students will be picked up by an adult from the gate located at the front of the school at 12:15 pm (same location as drop off).** Please be prepared to show I.D until teachers know you personally.

#### **Kindergarten Arrival**

**Kindergarten students must be walked by an adult to the drop off area.** All Kindergarten students (Early and Late Birds) will enter the gate located at the front of the school next to the TK gate. This gate opens directly into the TK/K playground. Kindergarten teachers will be at the gate at 7:55-8:10 am to greet Kindergarten Early Bird students and 9:40-9:50 am for Late Bird students. Explore staff will personally walk all Kinder students directly to/from their teacher at the appropriate start/dismissal times. Late arrivals will enter through the office.

#### **Kindergarten Dismissal**

**Kindergarten students must be picked up by an adult from the gate located at the front of the school off the TK/Kindergarten playground (same location as drop off).** Early Bird dismissal is at 12:15 pm and Late Bird dismissal is at 1:55 pm. Please be prepared to show I.D until teachers know you personally.

### **Morning Arrival and Drop Off for 1st through 6th Grade Students**

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 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> grade may walk to and from school if accompanied by a responsible 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> 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 before 7:55 am unless participating in: 1) Explore program for all ages which opens at 6:30 am, and/or 2) Breakfast program beginning at 7:30 am. All other students can arrive at 7:55 am for “Walk & Talk Program” for 1<sup>st</sup>-6<sup>th</sup>. Alta Loma School District Explore program is located on our school site and available for ALE students who need to arrive before these times, or need after school care. The Explore program registration can be found on our district website at <https://www.alsd.k12.ca.us/Page/2902>

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

**1) Car Drop Off** - Parents who drive and wish to remain in their cars for 1<sup>st</sup> through 6<sup>th</sup> grade children to/from school enter the south driveway and drive through the “car turnaround” just past the Media Center. A proctor will be available for supervision and assistance with drop-off beginning at 7:55 am. 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 1<sup>st</sup>-6<sup>th</sup> 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.**

**2) MPR Breakfast** - 1st through 6th Grade Students eating breakfast at school enter through the North MPR Walk-In gate. Breakfast is served from 7:30-8:00 am only. 1st-6th Grade students will join the Walk & Talk Program at 7:55 am following their breakfast. TK and Kinder students are welcome to Breakfast only if supervised by a parent. The last meal is served at 8:00 am to ensure all students are in class on time! Students who are not eating breakfast at school may not arrive to campus before 7:55 am.

### **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** 1<sup>st</sup> – 6<sup>th</sup> 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 or leave your unattended car in the car-turn-around loading zone. Students will only be released 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 1<sup>st</sup> – 6<sup>th</sup> grade students at dismissal time should wait at the designated walking GATE, at the front of the school. Staff will be there to assist with dismissal. If your child is in grades 4-6th, they will exit the north GATE to walk home. If your child is in 1st-3rd, they may walk home with an older sibling or if you have arranged for them to walk home with an upper grade student. 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.

**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 TK and Kindergarten parents for drop-off/pick-up purposes only.**

## **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.

## **MESSAGES FROM PARENTS/CHANGES IN TRANSPORTATION/ITEMS FORGOTTEN AT HOME**

To prevent disruptions to instructional time, it is important that students are prepared when they leave 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. **Classrooms will not be interrupted to relay messages.**



## **ALSD STUDENT RELEASE POLICY**

**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 via:

- [infoale@alsd.org](mailto:infoale@alsd.org)
- written note to the front office

This is regardless if the person is listed as an authorized Student Emergency pickup. All individuals will be expected to show photo identification. ***Office staff cannot receive parent permission over the phone. There will be no exceptions 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.

## **ATTENDANCE AND TARDY POLICY**

**At Alta Loma Elementary we Strive for Five...no more than 5 absences, days tardy, or early pickups for the entire year!**

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, you can **contact us by email at [dmangold@alsd.org](mailto:dmangold@alsd.org) or a note sent from the parent/guardian can 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 3:00 PM- 4:30 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 hard on 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.*
- ✓ **Independent Study Contracts-** If you are planning on having your student(s) out of school for three (3) or more days, please stop by the office and fill out a Short-Term Independent Study contract. The district requires seven (7) day notice ahead of any planned time off so that the teacher can compile work for the students. The contract will be signed by the student, parent, and principal to ensure that the work prepared and sent with the student will be completed and turned-in on the day the student returns to campus. Please stop by the school office or call the school at 909-484-5000 and speak with our attendance clerk.

### **DRESS CODE**

The following are district guidelines for clothing selection:

- Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn facing forward.
- Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
- Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: Jackets, "sag and bag" style of pants or shorts, hanging belts or items hanging from pockets, suspenders off the shoulders, clothing that depicts tagging or spraying of graffiti, bandanas, and gang related initials on belt buckles or more than one buckle on a belt.
- Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through, tops with thin straps (less than 2" wide), shorts or skirts exposing posterior or that do not cover undergarments is not allowed.
- Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles or slippers are allowed. Sandals may not be worn during physical education. Shoes with wheels in the sole are not allowed.

- Although make-up is greatly discouraged at the elementary school level, all make-up, hair styles, and dress cannot be disruptive to the learning process.
- Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. at the discretion of the teacher.
- Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out
- Have other clothing brought from home
- Repeated violations will be address by school administration as they see necessary

### **SHOES & PHYSICAL EDUCATION**

All schools 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.**

### **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 utilizes 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](http://www.raptortech.com). If you have any questions, please contact Josh Jauss.

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.**

While visiting or volunteering on campus, permission from the classroom teacher and/or administrator is required to take photos or videos of students. If photo permission is granted, parents/guardians may only take pictures or video of their own child and are prohibited from taking pictures or video of any child other than their own.

Classroom visits are welcomed, classroom visits must be pre-arranged (23-hour notice) with the teacher/administration and by signing in at the school office. This is for your child's protection, as well as ours, since we do not allow unauthorized persons on the school grounds at any time. Visits are limited to thirty minutes and may be accompanied by administration. Student visitors are not allowed. All school visitors must report to the office before coming on campus.

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 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. 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.

- **All volunteers are asked to read and carefully abide by our “Parent Volunteer Guidelines and Handbook”. A signed Acknowledgement/Agreement form 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.**

### CLASSROOM CELEBRATIONS

We strongly encourage compliance with SB12 regarding healthy food selections for classroom parties ([cde.ca.gov](http://cde.ca.gov)). Before sending items to school, please contact your child's teacher in advance for grade-level appropriate guidelines and specific dietary restrictions and food allergies. Classrooms cannot be interrupted for deliveries. Balloons are not permitted due to the prevalence of latex allergies and often cause a distraction. These types of classroom celebrations will take place after lunch, during the last portion of the instructional day.

### 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 ACCOUNTABILITY REPORT CARD (SARC)

Copies of the Alta Loma Elementary School Accountability Report Card (SARC) are available at our school site office and at the District Support Center. Copies are available for parents/guardians upon request and

are free of charge.

### **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.

### **TITLE 1, PART A SCHOOL -LEVEL PARENT AND FAMILY ENGAGEMENT POLICY**

This policy describes the means for carrying out designated Title 1, Part A Parent and family engagement requirements pursuant to ESSA Section 1116(c).

To involve parents in the Title 1, Part A programs, the following practices have been established:

- Joining the school's parent organizations (PTA, SSC, Watch D.O.G.S., etc.)
- Volunteering in classrooms, Library, Learning Lab, and the Volunteer room as needed
- Attending Back to School night, Open House, and parent/teacher conferences
- Contacting teachers to discuss status of their child
- Attending ALSD Board meetings on a regular basis
- Reading all communication sent home from the school
- Reinforcing study skills and checking homework for quality work
- Signing documentation the school has developed to assure that your child is working toward high standards (e.g. Report cards, Reminder binders, assignment journals, etc.)
- Attending parenting workshops
- Attending Dine Out nights
- Consistent Classroom Contact (Class Dojo, Remind, progress reports, etc.)
- Parent Portal support meetings
- Attend awards assemblies (when possible)
- Read school bulletin boards and school informational postings
- Listen to Global Connect calls
- Attend monthly Chieftain Pride Assemblies
- Parent Volunteer with PTA
- Individual goal setting
- Attending District Parent University

The school convenes an annual meeting to inform parents about Title 1, Part A requirements and about the right of parents to be involved in the Title 1, Part A program (ESSA Section 1116[c][1]).

- Title 1 Welcome Information Meeting
- Back to School Night
- Open House

The school offers a flexible number of meetings for Title 1, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- Title 1 - Welcome Informational Meeting (evening)
- Title 1 - Back to School Night (evening event)
- Title 1 District "Parent University" (evening event)
- Global Connect Calls (as needed)
- School-wide Open House (evening event)

The school involves parents of Title 1, Part A students in an organized, ongoing, and timely way, in the planning, review and improvement of the school's Title 1, Part A programs and the Title 1 Part A parent involvement policy, such as meetings in the morning or evening (ESSA Section 1116[c][3]).

Parents jointly participate in feedback opportunities during the welcome informational meetings. The Title 1 School-Parent Compact and the Title 1 Parent and Family Engagement Policy are reviewed and approved. Learning Lab eligibility, curriculum and program design are explained and reviewed.

The school provides parents of Title 1, Part A students with timely information about Title 1, Part A programs (ESSA Section 1116[c)(4)[A]).

- Title 1 Parent Global Connect calls
- Title 1 School-Parent Compact
- Title 1 School-Level Parent and Family Engagement Policy
- Back to School Night
- Open House Night
- ALSD Parent University
- Family Engagement Liaison Communication
- Monthly Parent Leadership District Meetings

The school provides parents of Title 1, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

- Title 1 Information Meeting
- Assessments & Progress Tracking: Fountas and Pinnell and I ready
- California State Standards

If requested by parents of Title 1, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

- Parent-teacher conference opportunities
- Student Study Team Meetings as requested

- Title 1 Parent Surveys- ongoing

This School-Level Parent and Family Engagement Policy has been developed jointly with updated periodically, and agreed on with parents of children participating in Title 1, Part A programs, as evidence by:

- First Trimester - Title 1 Parent Information Meeting

### **Chieftain Pride Assemblies**

Monthly Chieftain Pride assemblies are typically held on the first Friday of each month. Assemblies start at 8:20 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 the 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 the 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 parents' right to approve, students should eat their own food only.
- All chaperone duties will begin and end at school.

## CELL PHONES AND OTHER MOBILE COMMUNICATION DEVICES

**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 the 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, cellular/digital telephones, iPads, smart watches, 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. Electronic Device Permission Form must be completed and on file in the school office. NO phones or watch devices (example: Apple watch) may be used to take pictures, video, text, or call home during the school day. 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.

**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, checked into the school office, or checked in with their teacher for after-school 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 their child’s teacher or the office.**

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. 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.
2. 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**.
3. 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.
4. Follow all school staff directions while at school
5. Absolutely no talking, running, or playing during fire, earthquake, disaster, or other drills. Follow directions given by teachers, 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.
6. Nothing is to be thrown at school except playground balls in appropriate locations.
7. No selling or trading of anything to other students.
8. 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 (4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup>). Permission must be on file in the office prior to bike riding.
9. 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.
10. All students will follow district adopted and A.L.E. student guidelines for school attire/shoes.

11. Non-school items may not be sold on campus at any time.
12. **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 space to do "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.
13. **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.**

## **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 alikes\*, 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 areas.
3. Do not ever offer someone else your food, or eat someone else's food.
4. Students will use a quiet voice 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 areas 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 **freeze**, wait for the whistle and 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, and keeping hands and feet to themselves at all times.
7. Students may not interrupt classrooms in session to "help" unless requested/assigned by the teacher in advance.
8. No personal sports equipment or toys should be brought to school. If a student attends the before or after-school Childcare program, authorized child care items may be kept in a 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. Approach a staff member if you need additional help while at lunch/recess.

## **Equipment Rules**

**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
  - c. Three students maximum in restrooms at one time.
  - d. One student per stall at a time.

## **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 an office referral due to failure to follow classroom, school, or playground rules. Office referrals may be recorded in administrative records, and will be used to inform parent/guardian of infraction. Office Referrals, if necessary 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 a 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 period 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.