

# **La Madera Elementary**

## **Parent/Student Handbook**

### **Office Information**

**Staff:** Jennifer Gass, Principal; Shawwna Sharrar, Office Manager; Kimberly Duffy, Clerk II, Rosemary Noh, Special Education Clerk, Myrna Lopez-Lopez and Amy Nuelle, Health Aide

**Office Hours:** 7:30 a.m. - 3:30 p.m.

**Phone Numbers:** Phone #: (949) 770-1415 Fax #: (949) 770-0257

**Absence Line:** (949) 770-1415 & select option 1

### **Schedules**

#### **Daily Schedule:**

AM TK 8:00-11:20

PM TK 11:25-2:45

Grades K-6: 8:15 a.m. - 2:30 p.m.

#### **Grades K-6 Modified Day Schedule: Every Wednesday**

Grades K-6: 8:15 a.m. - 1:00 p.m.

### **Policies and Guidelines**

#### **Non-Discrimination and Harassment (BP 5145.3)**

La Madera Elementary School desires to provide a safe school environment that allows all students equal access to opportunities in the District's academic, extracurricular, and other educational support programs, services and activities. The Board prohibits, at any district or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or

gender expression or association with a person or group with one or more of these actual or perceived characteristics.

### **Lunch Program**

Hot lunches and milk free for all students in grades K-6. Current menus and information about lunches are available online by visiting the [Food Services website](#). Students may also choose to bring lunch from home. We ask that students do not bring anything from home in glass or breakable containers, and that all containers are clearly marked with the student's first and last name.

Free breakfast is available to all students during morning recess.

### **Illness / Absences / Tardy Policy**

In order to keep students safe, we verify student absences as early as possible each day. If your child will be absent from school, please call our 24-hour attendance line at 770-1415 to report the absence by 9:00 a.m. It is important that children be in attendance whenever possible. In addition to missing important classroom instruction, students are often frustrated by feelings of trying to catch up after an absence. As important as punctuality and attendance are to student achievement, children should not be sent to school ill. Children who come to the office with a temperature of 100 degrees or above will be sent home. On the third consecutive day of absence, homework may be requested by calling our office.

In order to foster student responsibility and minimize classroom interruptions students should arrive at school on time. If being late is unavoidable, please call the office and let us know that your child will be late. We have a formal tardy policy at La Madera. A student is considered tardy if they arrive anytime after class begins. A tardy is unexcused for any reason other than illness, medical appointment, or a late school bus. (AR5113)

### **Medication**

The Education Code allows school personnel to administer medications only if the following steps are taken:

- Physician's request form is completed and submitted to the office annually
- Parental release form is on file in the office
- The pharmacy container with the medicine is labeled with the name of the child, the name of the medicine, dosage requirements, and physician's name
- Medicine is brought to school or taken home only by the parent

- Students may not bring any medications to take on their own, including over the counter medications such as Tylenol and cough drops.

### **Early Dismissal / Parental Custody**

Children leaving campus early must be signed out by the parent, legal guardian, or other adults listed on the child's Emergency Card. Photo I.D. is required. Please come to the office to sign out your child. After you have identified yourself and signed your child out, we will call the classroom and have your child sent to the office. If there are specific limitations related to the release of a child to the custodial parent, please be advised that the most recent legal custody documents must be on file in the office. The custodial parent can sign out their child from school at any time, unless a court order signed by a judge is on file indicating otherwise. If your child has a medical appointment, please be sure to bring a note from the doctor's office the following day.

### **Classroom Interruptions**

The La Madera staff makes a concerted effort to establish a learning environment that is conducive to the development of good study habits and uninterrupted academic learning time. We seek your cooperation and assistance in this effort. You can help us by: Sending the teacher a note should you need to pick up your child early. Avoiding calling school and leaving messages for your child, unless it is an emergency. Bringing forgotten items (lunch, homework, books, instruments, etc.) to the school office please fill out the form provided and we will get it to your child at an appropriate time.

### **Campus Visitations**

Visitors are welcome at La Madera. In order to limit disruptions to our instructional day, all classroom visits will be limited to 20 minutes in length, and must be scheduled 24 hours in advance with the administration. In the interest of safety, we require all visitors to report to the office to check in at the time of their appointment. **A current Driver License is required at check-in.** Visitors will be issued a sticker to wear, indicating to the students and staff that they are authorized to be with on campus. The principal or principal's designee may refuse to allow a visit from anyone whose behavior or presence is judged to be disruptive to the normal operation of the school, threatens the health and safety of students or staff, or causes property damage. (California Penal Code 627.4).

## **Parent Volunteers**

We ask our parent volunteers to sign in and out at the office upon arrival and departure from school each day. Volunteers also wear a sticker to identify them as authorized to be on campus.

At the beginning of each year all classroom volunteers must fill out a Saddleback Valley Unified School District Volunteer Form I, which includes a photocopy of their CA Driver License. This form may be picked up from our office or from the classroom teacher.

## **Playground Supervision**

Playground supervision will begin at 8:00 a.m. After school supervision will end at 2:45 p.m. Students should not arrive on campus prior to 8:00 a.m., or stay later than 3:00 p.m. Students remaining on campus at 2:45 will be brought to the office. All students should leave campus at dismissal unless previous arrangements have been made with parents and teachers. No student will be kept after school without prior parent permission.

## **The Learning Connection**

The Learning Connection (TLC) is a positive alternative for working parents in need of child care. The La Madera Learning Connection is located in the portable buildings near Serrano. Hours are from 7:00 a.m. until 6:00 p.m. If you would like additional information, including fees, please call 768-4254.

## **Bus Transportation**

Due to budget cutbacks, home to school bus transportation has been significantly reduced. If you would like information regarding eligibility, bus routes, or fees, please check the SVUSD Web Site for current information.

## **To and From School / Parking**

Numbered spaces have been assigned to LME staff. Students should be dropped off and picked up at the curb in the area in front of the office. Students will NOT be allowed to walk through the parking lot without an adult. Parking is not allowed along any red or yellow curb in the parking lot, the bus loading zone. This means that parents may not leave their car next to any red or yellow curb, even for a short time. Yellow curbs are for loading and unloading only. Violations can result in tickets from local law enforcement. If your child will be walking or riding his/her bicycle to school, please discuss the safest route with your child. Bicycles and pedestrians are not to walk or cycle up the driveway, as there is no sidewalk. To ensure student safety, we ask that all parents use courtesy and caution when driving near our school campus. The posted speed limit when children are present is 25 MPH.

## **Textbooks / Library Books/Chromebooks**

Textbooks and library books are school property and are loaned to students. Students are responsible for their safekeeping. All hardcover textbooks must be covered. Students are responsible to pay for lost or damaged textbooks or Chromebooks.

## **Homework**

Homework is provided to review and practice concepts which have been introduced in class. Homework is to be assigned as stated in the district policy on the following basis:

- Grades 1-3 20 minutes to 1 hour
- Grades 4-6 1 hour to 1 1/2 hours

Homework is intended to be an independent activity. Parents are encouraged to contact their child's teacher if the amount of time typically spent on homework differs significantly from the above, or if your child requires a significant amount of assistance in order to complete his/her homework.

## **Positive Recognition Program**

The La Madera staff wants to publicly affirm appropriate student behavior and positive character development. We have a school-wide Positive Behavior Intervention System (PBIS) to encourage positive behavior on campus. Students earn CARES tickets for positive behaviors which can be redeemed for prizes at our PBIS store throughout the year. We welcome the opportunity to assist our parents in helping our students become happy, responsible, and productive citizens.

## **Academic Dishonesty**

Saddleback Valley Unified School District supports a strong Academic Dishonesty Policy, which deals with students who cheat on tests or plagiarize on assignments. All tests, quizzes, reports, assignments and any school related test (STAR Writing Assessments, etc.) are subject to this policy. Cheating includes looking at or copying another student's paper, talking during an exam, plagiarism, and using electronics to transmit images or information included on a test. Helping another student to cheat on an exam or assignment is also a violation of the Academic Dishonesty Policy if it has been made clear by the instructor that students are to work on their own. Violators of this policy are subject to the following consequences:

### **1st Offense**

1. Teacher contacts the parent with details of the offense and explains consequences.
2. Student sent to the principal and a referral is placed in the student file.

3. Citizenship grade may be lowered for this term on the report card.

### **2nd Offense (same year as first offense)**

1. Student citizenship and work habits grade lowered again.
2. Referral placed in student discipline file.
3. Parent conference with administrator, student, and teacher.
4. Student removed from elected or appointed positions.
5. Student will be assigned to one day of in-school suspension.

### **3rd Offense (same year)**

1. Referral placed in student discipline file.
  2. Student suspended at home for 1 day.
  3. Parent conference with administrator, student, and teacher.
- Additional consequences as deemed appropriate at the meeting.

## **Behavior Management**

The La Madera staff believes that all children, with proper guidance and reinforcement, can behave appropriately at school. Thus, we have implemented some simple school rules to accomplish this. These rules are based on the following beliefs we hold regarding discipline and character development:

- Character development is as important as intellectual development.
- Self control and self discipline are learned behaviors. Thus, if a child violates a rule, it is our responsibility to teach the appropriate behavior and if necessary administer appropriate consequences and interventions.
- Disciplining students should be done privately, whenever possible. We do not practice public humiliation.

The La Madera Behavior Expectations, which are posted in every classroom, are based on our core values of respect, responsibility, and integrity, as well as safety.

## **Positive Recognition Program**

Our La Madera staff wants to affirm appropriate student behavior and positive character development. We have a school-wide Positive Behavior Intervention System (PBIS) to encourage positive behavior on campus. Students earn CARES coupons for positive behavior which can be redeemed for prizes at our "KoalaMart Store" throughout the year. We welcome the opportunity to assist our parents in helping our students become happy, responsible, and productive citizens.

## **La Madera Behavior Expectations (CARES)**

At La Madera we expect each student to contribute to a **C**ommunity of Respect, **A**ct with Integrity, be **R**esponsible, **E**ngaged in Learning, and show that they are **S**afe and Self Controlled.

Types of conduct which are **prohibited** at school and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission.
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages).
10. Retaliating against someone for complaining that they have been bullied.
11. Possible consequences for infractions of these La Madera School Rules may include a verbal warning, recess restriction, loss of privileges, alternative service, parent contact, parent conference, suspension from class and/or suspension from school.

## **Dress Code**

We have found that there is a correlation between a student's behavior and attitude, and his/her manner of dress. There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending La Madera wear clothing that is comfortable, clean, and appropriate for an elementary school. Because our instructional program includes active play, students must wear clothing that allows them to run and jump. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. All popular fashions may not be appropriate for an elementary school.

Inappropriate dress includes but is not limited to:

- Clothing that does not fit reasonably

- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, or profanity. This includes clothing with phrases or pictures that have double meanings.
- Clothing that is revealing such as tops that expose bare midriff or undergarments. Examples include halter tops, bathing suits, sports bras, tube tops, razor back tops, spaghetti straps, and low cut tops.
- Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh.
- Earrings, chains, jewelry that dangles and could be dangerous when playing
- Any make-up or adornment that causes a distraction in the classroom or on the playground
- Hair that is distracting or extreme
- Shoes with open toes or excessive heels
- Hats worn indoors or incorrectly
- Any combination of clothing or specific items or apparel that law enforcement considers to currently be gang-related is prohibited. As trends change, this may change over time.

School personnel reserve the right to determine the appropriateness of hair, clothing, and make-up. With the support and cooperation of our students, parents, and staff, La Madera will be a positive and productive learning environment.

### **Cell Phone, Smart Watch and Electronic Device Policy**

Student possession and use of cell phones or electronic devices on school grounds, at school sponsored activities, and while under supervision of school district employees is permitted under the specific circumstances listed below:

- These devices must be turned off and kept out of sight during the school day (including recess and lunch), unless the student is otherwise directed by the teacher.
- This includes smart watches with texting and calling features and data plans. Texting, calling, and data must be off during the school day. If it is not possible to turn off these features, smart watches should be left at home.
- Unauthorized use will result in confiscation of the device by the staff. Items will be secured in the office and must be picked up from the office at the end of the day. Any subsequent offenses will require a parent to pick up the item from school. Even if confiscated, the school or district is



not responsible for lost, stolen, or damaged cell phones or devices brought to campus. (BP 5131.8)

### **Campus Safety and Emergencies**

To ensure the safety of our students in the event of an emergency, fire, earthquake shelter in place, and lockdown drills will be practiced on a regular basis. Students are taught to respond quickly and are prepared to act appropriately during an emergency. The La Madera Staff has a formal site disaster plan in place and has practiced carrying out specific tasks during an emergency.

Given the increased concern for campus safety in recent years, it is important that parents understand the differences between a shelter in place and a lockdown. Both of these events require students and staff to remain in classrooms with doors locked, however a shelter in place is typically a precaution in response to something that does not present an immediate threat to students. During shelter in place, classroom instruction continues as usual. A lockdown is typically a response to a more serious situation that may present a threat to students. During a lockdown, instruction will typically not continue until the threat has been resolved. Both a shelter in place and a lockdown may be initiated by either school staff or law enforcement.

In the event of an emergency, our first priority will always be ensuring student safety. School staff will communicate with parents via ParentSquare as soon as it is safe to do so. Please be sure to keep your child's emergency contact information up to date in the Aeries Family Portal so that you receive these important communications and so that we know who is authorized to pick up your child in the event of an emergency.

### **Bicycles and E-Bikes**

All students who plan to ride e-bikes or bicycles to school must apply for a permit. This involves completing an application form with a parent/guardian, reviewing a safety PowerPoint presentation, and passing an assessment with 100% accuracy. Upon successful completion, students will receive a parking permit sticker that must be prominently displayed on their mode of transportation. This certification process will

need to be completed on a yearly basis. Once completed, the permit issued will only be good for one mode of transportation. If a student obtains a new e-bike or bicycle, they must obtain a new permit. Permits are not transferable. Resources to apply for a permit can be found on the [www.svusd.org](http://www.svusd.org) website under Departments - Student Support Services - Student Services - [E-Bikes](#). The permit process aims to educate students and parents/guardians about safety. By following these measures, we can ensure a safe and enjoyable experience for all students using these modes of transportation.

Any modified e-bike or bicycle will not be permitted on campus. School staff in conjunction with School Resource Officers will monitor the bicycle racks to ensure compliance. Any e-bike or bicycle without a permit or that has been deemed to be modified, may be confiscated to ensure compliance and safety.

Helmet use is mandatory, and students must walk their mode of transportation while on school grounds and adjacent sidewalks. Children and parents/guardians are expected to follow all traffic laws when going to and from school. It is highly encouraged that all students below grade 3 are accompanied by an adult when traveling to and from school. Each student's bicycle must be equipped with a lock and parked only in the designated bicycle racks. Local law enforcement and parents/guardians will be notified if a student rides unsafely and/or does not follow the traffic and/or district guidelines.

Students are not allowed to ride scooters, skateboards, "Heelies," or roller blades to school or on the school grounds before, during, or after school, or at school-sponsored events.

It is important to understand that possessing a permit is a privilege, not a right. Failure to adhere to the safety rules and behavior expectations may result in consequences outlined in our three-step approach:

**Violation 1:** A verbal warning will be issued by site administration, and parental contact will be made.

**Violation 2:** Loss of permit for 1 week.

**Violation 3:** Loss of permit for 60 days. Students will be required to retake the educational component and assessment before the permit can be reissued.

**Personal Toys and Electronic Devices**

Personal play equipment, such as toys, balls, games, and devices, such as iPods, MP3 players, CD players, hand-held games, etc. should not be brought to school unless special permission has been granted by the teacher or principal. These items will be collected and held in the office until after school.

**Pets**

Pets should not be on campus unless special permission has been granted by the administration. Once permission has been granted, all pets must remain in an appropriate cage or enclosure so that both the pets and our students are kept safe from injury or allergic reactions. Please be aware that, pursuant to Orange County Ordinance 41.46, dogs, except service animals, are not to be on school grounds at any time. Should you choose to bring your dog when walking your child to and from school, please wait for your child outside the gate, off school grounds.

**Go KOALAS!**