

# LOS PERALES ELEMENTARY

## PARENT HANDBOOK

Dear LP Students and Parents,

Welcome! The staff and I are looking forward to working with each of you throughout the school year! We are committed to providing a safe and educationally rich learning environment that meets the needs of all our students, and provides opportunities for every student to reach their greatest potential.

Our highly qualified, dedicated teachers and staff, involved parents, and motivated, hard-working students have provided the foundation for our outstanding school. This collaborative partnership is essential to the success of our students. I encourage you to continue this tradition of excellence through your support of LP. Whether you join the PTA, serve on one of our committees, and/or volunteer in your child's classroom, your time and support is very much appreciated and greatly needed by our students and staff.

This handbook has been prepared to provide parents and students with general information regarding various policies, procedures, and programs. Please take some time to review this handbook and keep it for future reference.

I look forward to working in partnership in order to provide a rewarding educational experience for your child.

Your partner in education,

Ms. Stephanie Richards  
Principal

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## MORAGA SCHOOL DISTRICT OFFICES

- District Office: 1540 School St., Moraga, CA 94556, Ph: (925) 376-5943  
Hours: 8:00am to 4:30pm, Open all year with the exception of usual holidays.
- Superintendent
- 
- Governing Board Members:  
Janelle Chng, President  
Richard Severy, Vice-president  
Heather  
Jon Nickens  
Larry Jacobs
- Governing Board Meetings  
TBD
- Los Perales School, 22 Wakefield Dr., Moraga, CA 94556  
Phone: (925) 631-0105 Fax: (925) 376-7452  
Attendance Line: (925) 377-4174  
Web page address: [lp.moraga.k12.ca.us](http://lp.moraga.k12.ca.us)  
Principal: Stephanie Richards

## LOS PERALES SCHOOL

Los Perales Elementary School is one of three elementary schools in the Moraga School District. The school was completed in 1965 and served kindergarten through 5<sup>th</sup> grades. Due to declining enrollment, Los Perales closed its doors in 1983. From 1983 to 1996 Los Perales housed the Moraga Playhouse and two private preschool programs. After experiencing consistent student growth, and in preparation for reducing class size in grades K-3, the Moraga School District utilized funding from a local bond measure to re-open Los Perales. Los Perales re-opened in 1997 after significant alterations to existing buildings and classrooms and the addition of a multi-use room.

Los Perales serves approximately 400 students in kindergarten through 5<sup>th</sup> grades. Students are grouped heterogeneously by classroom and combination classes are formed when enrollment requires them.

The school offers many programs in addition to its regular classroom offerings. There is a PE program, an art program and visual/performing arts program, an English Language Learner (ELL) Program, Differentiated Instruction, a Special Education Resource Program and Speech and Language services. All of these services are delivered by highly qualified, credentialed teachers.

In addition, students receive computer and library instruction. Students requiring extra support could potentially receive reading tutor, Great Leaps, or "Kids Connection". These services are delivered by classified personnel.

Our goal at Los Perales School is to maintain a tradition of providing a high quality education program. It is our belief that all students can learn and should be provided with an academic program, which is challenging, provides for individual success, and builds their self-esteem

### **ACCIDENTS & INJURIES**

The following procedures are followed when a child has an accident or injury:

1. Any student who complains of or sustains a back injury or blow to the head will have parents called and an accident report filed with the District Office.
2. Any student who receives a sprain or complains of internal pain in any limbs will have parents called and an accident report filed with the District Office.
3. Any student who receives a cut or an abrasion which may require a doctor's attention will have parents called and an accident report filed with the District Office.
4. Any student requiring the service of paramedics will have parents called and an accident report filed with the District Office.
5. Any student who has an above normal temperature will have parents called to pick up the child.
6. Minor cuts, abrasions, etc will be treated by staff and may be logged by office staff.
7. In all cases not covered by the above, the principal or designee will make a judgment in regard to parents being called and/or filing an accident report with the District Office.

### **ATTENDANCE & ABSENCES**

Regular attendance is very important to the success of all students. In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child's education. Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

**Dear Parent/Guardian,**

**This year, the Moraga School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in transitional kindergarten or kindergarten so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in middle school, high school, college, and at work.**

**DID YOU KNOW?**

- **Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.**
- **Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.**
- **Students can still fall behind if they miss just a day or two days every few weeks.**
- **Being late to school may lead to poor attendance.**
- **Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.**
- **By 6th grade, absenteeism is one of three signs that a student may drop out of high school.**
- **By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.**
- **Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.**
- **By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.**

**WHAT WE NEED FROM YOU** We miss your student when he/she is gone and we value his/her contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your student's teacher or principal.

**OUR PROMISE TO YOU** We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our schools prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class,

communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

**SCHOOL POLICIES AND STATE LAWS** It is important that you understand our school policies and procedures, as well as California State Law, to ensure your child is successful in school. State law for mandatory attendance requires children from age 6 to 18 to attend a public school, private school, or a home school program. There are exemptions for students age 16-18. For more information, see the California Education Code, §§48200, et seq.; 48400; 48293.

Moraga School District has responsibilities related to monitoring attendance and notifying families of absences at certain thresholds:

- California Education Code §48260 defines a truant as any student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. The Moraga School District is required to notify families upon a student's initial classification as a truant (§48260.5).
- California Education Code §48263.6 defines a chronic truant as a student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date. The District is required to hold at least one conference with the student's parent or guardian (§48262).
- After a student has been reported as a truant three or more times in one school year and after the District has held at least one meeting with the family, the student is deemed a habitual truant (§48262). At this time, the student may be referred to a School Attendance Review Board (SARB).

#### **IF YOUR CHILD IS ABSENT**

- Please call your student's School Attendance Line every time your child is tardy or absent. Please call the attendance line even if you have already informed your student's teacher.
- Excused absences include: illness, quarantine under the direction of a health officer, medical appointment, funeral services for a member of the immediate family (limited to 1 day in state and 3 days out of state); court appearances, observance of a religious holiday, up to 5 absences for employment in the entertain industry, religious retreat (4 hours per semester)
- *Trips and vacations are not deemed to be excused absences.*
- If your student's school does not hear from you, we call to let you know your child is absent and to determine the reason for the absence.

## WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Do not let your student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and vacation/trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 2 days a month could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

**Bruce K. Burns Superintendent**

If your child is ill, or will be late to school for any reason, **please call the Attendance Line at (925) 377-4174 by 9:00 a.m.** Attendance will be taken each morning in each classroom and given to the office for input into the database. It is extremely important for the office to know as soon as possible if your child is not going to be attending that day. In addition, an unexcused absence can be used in the truancy review process.

Please do not leave homework requests on the Attendance Line. After the third day of absence, homework may be requested by calling the school office (631-0105). Prior to the third day, students should contact another student in their class to obtain assignments.

Please be aware that excused absences do not count for apportionment in California and all absences, both excused and unexcused, now result in a loss of funding.

If your child will be absent from school five days or more for reasons other than illness, please inform the teacher, and an independent study form will be prepared to provide educational activities which your child can carry out during his/her absence. This provides a continuing program for your child and avoids a financial loss for the school. Please request an Independent Study form at least seven days prior to the absence. Staff may not be able to fulfill Independent Study requests with just a few days notice. Independent study is due the 1<sup>st</sup> day the student returns to school.

### **Illness**

Children will be affected by illness from time to time – from the common cold or flu to communicable diseases that may affect your child as well as other children (and adults).



Although we encourage student attendance for academic reasons, we do not encourage or expect a child to come to school when they are ill. Children should not attend school if:

- They have a fever of 100 or higher. Students may return to school when they are fever-free for 24 hours without the use of fever reducing medicine.
- They are vomiting.
- They have a communicable disease (chicken pox, strep, pink eye, lice, whooping cough, slap cheek, German measles, hand/foot/mouth disease, mumps, scabies, shingles, ringworm, pinworm). Parents must notify the school if their child is diagnosed with a communicable disease. The child must stay home until they are no longer contagious.
- Any child sick enough to need medication is sick enough to stay home.

We want all the children to be healthy enough to thrive academically and also enjoy social time with friends. We ask for your assistance in helping us keep LP as germ-free as possible. If you have any questions about school or district policies regarding health issues, please contact the school office.

See also: Lice

### **Tardies**

If your child is late to school for any reason, he/she must report to the school office. For an “excused tardy” (medical appointment, etc.), the parent must accompany the child to the office and sign them in. Students who are ten minutes or later to school for any reason must have their parent sign them in and obtain a pass to class.

### **Leaving School During The Day**

Please schedule appointments during non-school hours. We strongly discourage students leaving during school hours, as they may miss important lessons, and disrupt instructional time for the class and the teacher. If your child must leave school during the day, please send a note to his/her teacher indicating when your child will be leaving class. Please come to the office and sign out your child and one of the secretaries will call the classroom. Please do not go to the classroom to pick up the child. If someone other than a parent is to pick up your child, please make sure you have him or her listed on the emergency card on file in the office. For their safety, children are to be picked up and are not allowed to walk home during the day.

## BELL SCHEDULE

### Monday, Tuesday, Thursday, Friday

### Wednesdays

TK	(Early)	8:25 a.m. – 12:02 p.m.	same
	(Late)	9:25 a.m. – 1:02 p.m.	same
K, 1 <sup>st</sup> , 2 <sup>nd</sup>	(Early)	8:25 a.m. – 1:55 p.m.	8:25 a.m. – 1:50 p.m.
	(Late)	9:25 a.m. – 3:05 p.m.	8:25 a.m. – 1:50 p.m.
3 <sup>rd</sup> – 5 <sup>th</sup>		8:25 a.m. – 3:05 p.m.	8:25 a.m. – 1:50 p.m.

Playground supervision begins at 8:10 a.m. for TK-2 early birds and all 3<sup>rd</sup>-5<sup>th</sup> graders; and 9:10 a.m. for all K-2 PM students.

**Students may not arrive at school before that time as there is no adult supervision and students will not be supervised until 8:10.**

**Students that are not picked up by 3:15pm will be sent to Panther Club. Panther charges a significant drop in fee.**

## BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLERBLADES

Students may ride bicycles to school. The rules are explained to students at the beginning of the year. These include walking bikes on and off the school grounds, wearing helmets and locking their bikes. Skateboards are also permitted but must be carried on the school grounds. Students are not permitted to ride bikes, scooters, skateboard, roller blades or wear "wheelies" (shoes with wheels) on the playground at any time.

## BUS EXPECTATIONS

The following school bus rules are issued by the Moraga School District. These rules apply to both home-to-school-to-home transportation and to bus field trips.

- Remain in seat while bus is in motion.
- Be respectful to the bus driver.
- No scuffling, horseplay, or leaving your seat on the bus.
- Keep head and limbs inside the bus (not out the windows).
- Do not throw objects in or out of the bus.
- No unnecessary noise, abusive language or gestures.
- No eating or drinking on the school bus.

- Do not litter or damage the school bus.
- Never walk behind the bus. Cross the street in front of the bus with an adult chaperone.

Any action that provides a distraction to the bus driver is considered a safety hazard.

### **CELL PHONES/WATCHES WITH CELL PHONE CAPABILITIES**

Students are discouraged from bringing cell phones/watches with cell phone capabilities to school. Cell phones/watches with cell phone capabilities that are brought to school must remain “OFF” and in backpacks and may not be used during the school day.

First offense: Warning

Second Offense: Staff will confiscate cell phones if used during the day or if they are disrupting the educational process. Cell phones will be returned at the end of the school day.

Third offense: Phone/Watch will be confiscated and turned into the office. Parent/Guardian must pick up phone

See also: Phone Use

### **CLASSROOM PLACEMENT**

The process of making up classes begins in May. Our goals are to achieve academic, behavior, and gender balance of classes, to make up satisfactory combination classes and to provide for individual student needs. Parents frequently have information concerning their children, which they wish to have considered during the placement process. Parents with such information are asked to write to the school principal by May 1, explaining their child’s special needs. Parents can request a meeting with the principal if concerned about student placement. No changes will be made before the first 20 days of school.

### **CLASSROOM VISITS**

Parents are welcome to visit school or their child’s classroom. Classroom visits can be very helpful in providing parents with an understanding of their child’s program. Here are a few guidelines for school visits:

- Please make an appointment with your child’s teacher prior to your visit.
- Please sign in at the school office when you begin your visit.
- If you are interested in a specific subject, you may want to find out what is scheduled for your child’s class.
- Visits are limited to twenty minutes.
- Please do not communicate with teachers during visits. If you feel a need for a conference with a teacher, please make an appointment to call or visit later.

- Please check in with the principal at the end of your visit to discuss any questions you may have.
- An additional school staff member may be present during a classroom visit.

## CLOTHING

Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. Students' clothing should be safe for themselves and for the children around them. Shoes should be safe and appropriate for recess and PE. Flip-flops, sandals, shoes without a heel strap, "wheelies", dress shoes or shoes with high heels are not safe. Supportive, lace-up tennis or athletic shoes are most appropriate to wear to school every day, both for recess and PE. Beach attire (such as halter or spaghetti-strap tops), bare midriffs, strapless shirts or dresses, spaghetti-strap dresses, see-through clothing, off the shoulder blouses and short skirts/shorts are not appropriate for school. Tank tops must meet the "two-finger rule" – straps must be at least two finger widths wide. Remember also that long pants protect knees better than shorts do. In hot weather, students may wear shorts (or skirts) that are at least mid-thigh in length. Pants and shorts must be worn at the waistline and must not expose undergarments. Clothing which displays vulgar language or symbols, or promotes drugs, alcohol or other inappropriate or illegal messages are not permitted. Bracelets and other dangling jewelry can tangle in play equipment and cause injury. Before they walk out the door, please make sure your child is wearing appropriate clothing for an elementary school. Parents may be called or students may be sent home to change clothing if their attire is inappropriate or disruptive to the educational setting. ***Please label all clothing with your child's name.***

## COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal. The school number is (925) 631-0105.

The school uses these methods to communicate with you:

- E-mail (all staff are first initial, last name @moraga.k12.ca.us)
- Report cards and parent conferences
- Newsletters and/or letters from teachers to parents
- Sending home student work
- Back-to-School Night and Open House
- Weekly LP School & PTA Newsletter, "Pawprints"
- Our web site: lp.moraga.k12.ca.us

Remember that we welcome your questions, comments, and concerns at any time.

Teachers conference with all parents during conference days. Conferences can be arranged at any other time during the year when they are necessary.

Teachers will send home information (weekly work, school flyers, report cards, etc.) with students.

## **CONFERENCES**

Parent-Teacher conferences for 1<sup>st</sup> through 5<sup>th</sup> grades are scheduled for November 14, 16 and 17. Teachers will arrange conference dates and times with parents. Kindergarten teachers will arrange conferences two to three times during the year. If you wish to meet with your child's teacher outside of scheduled conference times, please call and arrange an appointment. While unscheduled conferences do occasionally occur, we respectfully ask that every effort be made to arrange a conference appointment ahead of time. Unscheduled conferences may disrupt or interfere with the very limited time teachers have to prepare lessons.

## **CURRICULUM**

The basic curriculum is similar to that provided in elementary schools throughout the state. Students spend the majority of their time studying reading, math, and language arts. Lesser, but significant time is spent on science and social studies. Art and PE are taught both by classroom teachers and an art teacher. A music teacher teaches music and performing arts.

The staff has developed a program that attempts to teach students basic academic skills, challenge their intellect, foster cooperation with others and encourage students to develop productive study habits. All teachers include in their program activities designed to develop individual responsibility and important character attributes (see "Lifeskills").

Detailed outlines of the curriculum are available for your review. Please call the school to arrange to view the curriculum guides if you are interested. You may also find the California State curriculum framework via the MSD website: [www.moraga.k12.ca.us](http://www.moraga.k12.ca.us).

## **DIFFERENTIATED INSTRUCTION**

Differentiated Instruction is used within the classroom to address the various student learning styles and needs. Please contact the classroom teacher or the principal for more detailed information.

## **DRUGS, TOBACCO and ALCOHOL**

### Drug Use and Abuse

The administration of the Moraga School District shall practice the following procedures relative to student drug use and abuse on school property or wherever the student is under the jurisdiction of the District.

1. No internal medication is to be administered by school personnel except as prescribed by a doctor (cf.5141.21, Administering Medication).
2. Dangerous and narcotic drugs, which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, must be in their original containers and kept in the school office.
3. Whenever any staff member has reason to believe that a student may be under a drug influence, that staff member shall immediately notify the principal, and the principal, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home or to a physician or to a medical facility.

In severe cases, if the parent cannot or will not come to the school, the principal is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.

Upon reasonable evidence of drug use, the student will be suspended from school until such time as a doctor authorizes the student's return to school under stated conditions as recommended by the doctor.

The following procedures will be followed when there is reason to believe that a student is selling or is in possession of drugs improperly:

1. The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will make the decision as to whether they or the school will notify the parents.
2. The school administrator will take the student to the school office, where the administrator will confront the student with the suspicion, or the administrator may notify the police before taking the student to the office. Only a school administrator should remove the student from a classroom in a drug case.

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of indigents in the school involving the possession, sale, and /or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, glue, alcohol and barbiturates.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel so long as such inspections are conducted in accordance with constitutional requirements of applicable state law relating to searches and seizures.

The professional staff shall become expert in recognition of the symptoms of such use, and shall emphasize the dangers of such use wherever appropriate in the health education program and in other contexts.

The Governing Board desires that full cooperation with community agencies be given wherever such cooperation can work to the advantage of Moraga School District students.

## **EMERGENCY FORMS**

The school's emergency forms are very important as they provide information for each child that might be needed in case of any emergency. Parents fill out a new form on line at the start of each school year. Please contact the office with any changes or updates occurring during school year as a result of moves, job changes, changes in physicians, etc.

Parents should list at least three contact names. It is best to list people who are available locally, should your child become ill or injured and need to be picked up. Blank forms are available in the school office.

## **EMERGENCY PLAN**

In addition to conducting fire, earthquake and intruder drills, all schools in the Moraga School District have prepared plans for dealing with a major community emergency. At Los Perales, we have developed a plan which will ensure your children are cared for in the event of an emergency or disaster. The school has a high priority for receiving emergency services. This means that the children will be in the best situation possible. We request that in an emergency, parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to those listed on the emergency card.

## **FIELD TRIPS**

When a class field trip is planned, the teacher will send home a field trip permission slip. The student must return the signed slip in order to participate. It is required that when parents use their vehicles to transport children on field trips, they have the minimum coverage as outlined on the Use of Cars Form, as well as have the signed form and copy of proof of insurance on file with the school office.

Field trip donation letters will be sent home to parents twice during the school year.

Parents are encouraged to carry their cell phone on field trips, however we ask that chaperones refrain from using cell phones unless absolutely necessary. Chaperones are required to be vigilant of students under their care. Cell phone numbers will be requested by the teacher coordinating the field trip. Cell phone numbers will be forwarded to the office and utilized only when it is necessary or in an emergency.

## **FOOD ALLERGIES**

Some LP students are severely allergic to peanuts, tree nuts, dairy and/or egg products. While we have plans in place to address the needs of these students, it is important that our entire school community be aware of what we can do to prevent allergic reactions. Please let us know

if you have questions about our school policies and practices. Our goal is for all students to feel safe and protected in all situations at school. We encourage parents to help us communicate the following messages to children:

1. Do not take food allergies lightly. Joking about it, teasing or tricking someone into eating food is inappropriate and can be dangerous.
2. Do not share food or accept food from other students.
3. Wash hands after eating. Touching certain foods can cause an allergic reaction in some students. Therefore, it's a good practice to wash up after eating to remove all food remnants – and you'll probably get fewer colds too.
4. Consider alternatives for foods containing nut or nut products for snacks, lunch, parties and special events.
5. If someone becomes ill, get help from an adult immediately! Symptoms may include swelling of the face and lips, vomiting, difficulty breathing, coughing, sneezing, bumpy or red skin.

### **FORGOTTEN ITEMS**

Parents may not take forgotten items to the classroom. All items must be brought to the school office. This includes, but is not limited to, lunches, homework, clothing, instruments. A student messenger will deliver “green notes” to classrooms at approximately 11:45 and 2:45. Students who receive a green note may come to the office during recess and lunch times only – they may not leave class unless it is urgent.

### **HOMEWORK**

The District believes that homework should be meaningful.

Homework should contribute toward building lifelong learning habits and directly influence students’ ability to meet state and district subject area content standards.

Homework generally includes daily reading, completing unfinished classwork, reinforcement of previously taught skills, and some long term projects.

To ensure that homework is an effective part of the educational process, we believe that open communication among teachers, parents, and students is critical. Below are listed ways in which teachers, parents, and students can best support this collaborative effort:

#### **Suggested Guidelines for Teachers to Support Student Success:**

- Share specific classroom expectations for homework with both students and parents early in the school year
- Design homework assignments that directly relate to the classroom instruction and consists of clear, purposeful, and engaging activities
- Teach skills necessary for the students to complete the homework and become successful independent learners
- Provide appropriate and timely feedback regarding homework completion



- Encourage a partnership between home and school that supports families in the homework process

### **Suggested Guidelines for Parents to Support Student Success:**

- Provide a quiet, well-lighted study area with a desk or table and chair.
- Keep a supply of “study tools” available: pencils, pen, paper, ruler, and dictionary.
- Establish a regular time for homework during which the child can work with a minimum of interruptions.
- Provide a healthy balance between homework, extra and co-curricular activities, and family commitments
- Encourage student responsibility and independence
- Contact the teacher if a child is not consistently able to do the homework within the time guidelines, or if challenges or questions arise

### **Suggested Guidelines for Students to be Successful:**

- Make sure you are aware of assignments and corresponding due dates
- Make sure you understand the homework assignment before leaving school
- Ask for clarification from your teacher if you have questions
- Bring home all necessary materials
- Do your best to stay focused and manage your time
- Put forth your best effort to produce quality work

### **Homework During Illness:**

If you wish to request homework for a child who is ill, please contact the school office by 9:00 a.m. on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child’s assignments, which may be picked up in the office after 3:15 p.m. on the day that you phone and every day thereafter throughout the duration of the illness.

## **INDIVIDUAL RESPONSIBILITY**

One goal of the school is to develop students who are independent learners. To achieve this goal, all students are expected to take increasing responsibility for independent work and for their social relations. Specific grade level objectives include listening attentively for 10 minutes in kindergarten, increasing to 25 minutes in 3<sup>rd</sup> grade, and working independently for 15 minutes in kindergarten to long-term projects with 10 days between teacher checks for 5<sup>th</sup> graders. The also includes expecting students to ask for help, listen to directions, complete work on time and make choices.

On the playground, students are encouraged to first try to solve problems themselves by talking, then to ask for help to talk over disagreements, rather than arguing or fighting.

Parents can help by giving your child increasing responsibilities at home, by only giving directions once, and by helping to develop organized study habits.

### **INTRA & INTER DISTRICT TRANSFER REQUESTS**

Families that move out of their school's attendance boundary within Moraga must submit an Intra District Transfer Request. It is the parents' responsibility to contact the school office as soon as you know you will be relocating. Notification regarding new requests will be made in August once it is determined if there is space available at the requested school. Continuing intra district students will receive notice by July 1 if they will be displaced the subsequent year. Priority of available spaces will be determined by Moraga School District Policy. Contact the school office for more information.

### **LICE**

Although lice do not carry disease, they are tenacious, bothersome and easily spread from one person to another. Help your child to avoid coming into contact with lice by encouraging them not to share combs, hats, hair ribbons or other personal items. If lice or eggs ("nits") are found on a student, parents are notified and the child is sent home with information regarding treatment. Siblings are also checked, and if two or more students from one class have lice, all students in the class are checked for infestation. Following detection of lice or nits, a notice is sent home with all students in the class alerting parents to the possibility of infestation (Ed. Code 48213). Students must be re-checked by school personnel before re-admittance to school.

### **LIFESKILLS**

The Lifeskills Program provides opportunities for all students to practice specific lifeskills through a direct, systematic and positive focus. The goal of the program is to empower students to become positive and productive members of their school and community by improving social relationships, fostering mutual cooperation, and developing a sense to make healthy life choices. The 16 lifeskills of this program are: respect, integrity, initiative, flexibility, perseverance, organization, sense of humor, effort, common sense, problem solving, responsibility, patience, friendship, curiosity, cooperation and caring.

### **MEDICATION AT SCHOOL/ALLERGIES**

Student medication is discouraged at school. Medication can often be administered at home just before and after school. If it is necessary for your child to take medication during the school day, please follow the following District guidelines. Medication may only be kept in the school office and will be administered by office staff. **For more severe allergies (such as a peanut allergy), please contact the school office for further information.**

A parent/guardian must deliver any type of medication to the school office. Students are not allowed to bring or keep any medications with them.

### Over the Counter (OTC) Medicines

These include, but are not limited to, acetaminophen, eye drops, cough drops, antacids, ointments, etc. OTC medicines must be in the original package. A Permission To Administer Over the Counter Medication Form must be completed by the parent/guardian when the medication is delivered to the office. Forms are available at the school office, or you can download the form from the LP website (lp.moraga.k12.ca.us) by clicking on the following: *“Forms”*; *under School Downloads choose “Over the Counter Medication Form.”*

### Prescription Medicines (RX)

A Prescription Medication Form must be completed by the doctor for any doctor prescribed medication. This form may be obtained from the school office or website and must be submitted to the office before medicine can be administered. Prescription medications must be in the original container with the pharmacy label, showing the name and phone number of the pharmacy, the student's name, the name of the physician, the dosage, frequency and method of administration. You can download the form from the LP website (lp.moraga.k12.ca.us) by clicking on the following: *“Forms”*; *under School Downloads choose “Prescription Medication Form”*.

To ensure your child's health and safety, medication cannot be administered unless the proper paperwork is on file in the school office.

If a child suffers from any sort of allergies, please inform the office and be sure to indicate all allergy information on emergency forms. Please include proactive and reactive measures the school may take.

## **MINIMUM DAYS and CONFERENCE DAYS**

When a **minimum day** is scheduled, all kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> graders arrive at 8:25 a.m. Minimum day bell schedule is:

TK	8:25 a.m. – 11:50 a.m.
Grades K – 5	8:25 a.m. – 12:12 p.m.

On **conference days**, all K – 5<sup>th</sup> grades arrive at 8:25 a.m. Dismissal is at 11:25 a.m. for TK- classes, and at 11:45 a.m. for K – 5<sup>th</sup> grade classes



## MORAGA EDUCATION FOUNDATION (MEF)

MEF raises over two million dollars each year for Moraga's three elementary schools, intermediate school, and Campolindo High School through its annual community-wide fundraising campaign.

**Donations to MEF fund key programs and services that other school districts have had to cut due to shortfalls in state funding.**

In the Moraga School District (grades K-8), MEF has been funding:

- 100% of the district's music program, including weekly music classes for all K-5 students and elective chorus, band, and orchestra programs
- 100% of the district's art instruction program (grades K-5)
- 50% of the district's library program, including salaries for the librarians, books, software, and database subscriptions
- 30% of the district's technology budget, including computer instruction and equipment upgrades
- A wide variety of other programs and services to enhance the curriculum at each grade level, such as Writer's Workshop

All families are asked to make an annual donation to MEF. Families that can give more are encouraged to join MEF's Leadership Circle. Donation forms are available in each school office and on MEF's website.

For more information about MEF:

- Visit the MEF website: [www.mef.moraga.k12.ca.us](http://www.mef.moraga.k12.ca.us)
- Call the MEF Office: 376-0934
- Talk to one of your school's MEF/PTA Liaisons
- Pick up MEF information in your school office

## OFFICE HOURS

The office hours at Los Perales are 7:30 a.m. to 4:00 p.m. Our phone number is 925-631-0105, our FAX number is 925-376-7452 and the Attendance Line number is 925-377-4174. Our web site address is [lp.moraga.k12.ca.us](http://lp.moraga.k12.ca.us). Refrigerator magnets with these numbers can be obtained from the school office.

## PANTHER CLUB

The Panther Club is a recreational extended day program. The Panther Club is run by paid Moraga School District staff who supervise students in various activities. It is open from 7:00 a.m. to 9:25 a.m. and from 12:02 p.m. to 6:00 p.m. Students may attend on a regularly scheduled or drop-in basis. An initial registration fee is charged. For information, please call 377-7465. Registration is online.

## PARENT TEACHER ASSOCIATION

Each of the four schools in the Moraga School District has a PTA. The PTA is an integral part of our school and has contributed significantly to the variety of opportunities experienced by our students. The PTA's success is a result of countless hours volunteered by parents in numerous programs. For more information about our PTA, please visit our website at [lpes-msd-ca.schoolloop.com](http://lpes-msd-ca.schoolloop.com).

## PARKING AND STUDENT DROP-OFF/PICK-UP

Please see last page for map of drop-off & pick-up plan.

The parking lot is reserved for school staff from 7:30 a.m. to 4:00 p.m. Please do not park in an open space as a staff member may have left campus briefly, or a substitute may have been approved for their spot. Do not park in red zones. Do not park in handicap spaces unless your handicap placard or license plate is visible. Do not park any longer than 15 minutes in the 15 Minute Parking spot. Thank you for your cooperation.

### **Drop Off and Pick-Up Procedures**

Supervision does not begin until 8:10 a.m. (for students starting at 8:25 a.m.) or 9:10 a.m. (for students starting at 9:25 a.m.). Students arriving prior to supervised times will be kept in the office or sent to Panther Club (which may result in a charge). ***There is no supervision before 8:10 a.m.***

Students not picked up after dismissal will be brought to the school office. Any student not picked up within 20 minutes after dismissal will be sent to Panther Club (which may result in a charge).

**Before school begins, please remind your child where they should go at dismissal time (specific pick-up location, after-school program, etc).**

### **Wakefield Entrance/Exit Area**

- Vehicles may not park on Wakefield Drive between 8:00 a.m. and 4:00 p.m. Sections of Corliss Drive also have restricted parking between 8:00 a.m. and 4:00 p.m. Please observe posted signage on Corliss and Wakefield Drives.
- The "No Parking Area" will be used by vehicles lining up to drop off and pick up students (see map at back of handbook).
- Arrive at school with time to spare in the event the area is congested or a bus arrives late.
- Prepare students for a quick and safe exit from your vehicle. Lunches and backpacks should be ready when it is time to exit the vehicle.
- Please do not get out of your vehicle.
- Do not pull out and go around vehicles in front of you. Stay in line. Drive 5 MPH.
- Please do not make U-turns in the school parking lot.
- Please do not leave your car and hold conversations.
- Students may be dropped off or picked up in designated areas only at front of school by center walkway – see map on back of this handbook.

- Vehicles must drive forward to this area to pick up and drop off students. STUDENTS MAY NOT BE PICKED UP OR DROPPED OFF AT ANY OTHER LOCATION (except the Camino Ricardo entrance/exit) – UNLESS ESCORTED BY AN ADULT. Only students identified as “walkers” will be permitted to leave campus at the front of school.
- At dismissal time students will be located in designated areas, by grade level. Younger siblings and students carpooling should line up with the eldest sibling or student.
- Parents are to show the student’s first and last name (written on placard) through the vehicle windshield. Write the name of the eldest child on the placard. Placards are available in the school office.
- If children are not in sight, drive around the parking lot to keep the line of cars moving.
- It is illegal to park in the handicapped parking place unless you have the proper disabled person signage.
- If you have business at school, park your car on Corliss Drive. The school parking lot is for school personnel only.
- This plan is in effect rain or shine.

### **Camino Ricardo Entrance/Exit Area**

- Students may be dropped off or picked up at the Camino Ricardo entrance/exit.
- This area is recommended for pick up and drop off as it is usually less congested.
- Students in grades 1 – 2 should be escorted by older students when walking from Camino Ricardo to school and vice versa.
- The Camino Ricardo entrance/exit is supervised once a day at 3:05 p.m., and Wednesdays at 1:50 p.m. There is no supervision for the 1:55 p.m. dismissal (M, T, Th, F). 1<sup>st</sup> and 2<sup>nd</sup> graders are discouraged from going to Camino Ricardo to be picked up at this time.
- Students waiting to be picked up at Camino Ricardo are reminded that they must wait at the entrance/exit alleyway and on the sidewalk. They may not congregate on neighbors' lawns or in neighbors' bushes. Students should not go to the corner of Camino Ricardo and Corliss to wait for parents, as the supervisor is not always able to see them.
- Students are not allowed to cross Camino Ricardo alone - they must be escorted across the street by a parent.

Traffic congestion can be greatly reduced by students walking, biking, carpooling or riding a school bus to school. Bike racks are placed throughout Los Perales to secure bicycles. Parents with students in grades K – 3 may option to have a 4<sup>th</sup> or 5<sup>th</sup> grade student walk their child to and from school when possible. It is recommended school business occur outside peak traffic hours.

## **PARTIES & PARTY INVITATIONS**

There are two room-parent sponsored classroom parties during the school year (Winter and End-of-Year). Parties are no longer than 90 minutes and are coordinated with and approved by the classroom teacher. Parents should not bring non-school aged children to school when they volunteer (for a party or to work in the classroom).

When planning a birthday party for your child, to spare the feelings of those not invited, party invitations are not to be distributed at school.

## Fun and Healthy Celebrations at School

From birthdays to holiday parties, there are many celebrations at school. The fun often comes along with less than healthy foods. Offering so many treats so often can contribute to unhealthy eating habits and affect academic performance. It is important that all celebrations at school be in alignment with the Moraga School District Board Policy 3550, which values good nutrition, an active lifestyle, and the overall health and wellbeing of our students. All Moraga schools are taking steps to reduce the amount of unhealthy snacks served to students, with a particular focus on reducing sugary foods and/or snacks in the classroom. Therefore, as a school district, all four MSD schools are implementing school practices that include “alternatives to food” for birthday celebrations in school. With a few easy changes, we can shift the focus of school celebrations to healthy fun.

**Birthday Celebrations** Your child’s birthday is important to us, and all students should have the chance to be recognized and honored on their special day. Birthday celebrations can be lots of fun without the need for treats (food and non-food alike), to save time and money as well as to avoid complications with food allergies.

In honor of your child’s birthday, below is a list of fun alternatives we recommend. Please discuss your child’s preference with your teacher. Parents are welcome to join in the fun, but please be assured all students will be honored whether you are able to attend or not.

- Bring in a favorite book to be read to the class by your child, your child’s teacher, or a parent. If you would like to donate a copy of the book to your class, please sign it with your name so everyone will know that it was from you.
- Bring in your child’s favorite song for a dance party or special activity.
- Child shares his or her favorite item with the class (i.e., a toy, picture, and souvenir).
- Class goes on a short nature walk.
- Child shares one of his or her talents with the class (i.e., singing, instrument, poem, magic).
- Class plays your child’s favorite game.

**Classroom Holiday Parties and Other Celebrations** All other classroom holiday parties and celebrations should follow suit and focus on fun activities, such as games, crafts, and music with a focus on healthy food choices. Our goal is to set a good example for our students, as well as promote good health and academic performance.

Thank you for your valued cooperation. We look forward to a year of happy and healthy celebrations at school!

## **PETS ON CAMPUS**

Pets are not allowed on campus during school hours as this creates a potential liability. We understand that many students like to share their pet with classmates or meet them at the end of the day with mom or dad, but this could result in a problem if a student or staff member is allergic and/or gets bitten or nipped. Even though your pet may be well-behaved and loveable there is always the possibility that something could spook the pet and cause an unexpected reaction.

## **PHONE USE**

Office phones can be used with office staff permission. As a way of teaching responsibility, students are discouraged from phoning home for forgotten items, for making transportation arrangements, or for making social engagements

## **PLAYGROUND EQUIPMENT RULES**

Playground equipment has been provided for students to play upon. Help us take care of them by not abusing the equipment and playing safely. Rules include: No running or playing tag in tanbark areas. Jumping on or off of any apparatus is not allowed. Play is not allowed when equipment is wet or icy.



## PLAYGROUND/OAK ROOM EXPECTATIONS

At the beginning of each year the following rules are presented to students:

### Playground

1. Students will not play rough in the playground, **No play fighting, pushing, gymnastics, or tackle games permitted!**
2. Students will not throw rocks, sticks, tan bark or other dangerous objects found on the playground
3. Students are not to loiter in the bathroom
4. Students are to walk to and from the playground
5. Students may not play with or bounce balls in the hallway or indoors
6. If a ball rolls off playground boundaries, students must ask supervisor for permission to retrieve balls
7. Balls or recess play equipment may not be brought from home
8. Students will show pride in their school by keeping the building and grounds free of litter
9. Knives, weapons, imitation weapons and other dangerous or perceived dangerous objects may not be brought to school. Please refer to Board Policy

### Oak Room Lunch Procedures

1. Students are not permitted out of their seats with food and food is not to be taken from the cafeteria.
2. Students are to walk inside the cafeteria
3. Students may only use the bathroom or get water after asking permission
4. Students may not get up for any reason without raising their hand
5. Students may only clean up or throw out trash when dismissed
6. Students must line up and stay in cafeteria until dismissed

1. Students are to play on the playground or field areas only.

2. Students are not to play on the hillside adjacent to the school, nor are students to play in front of the school.
3. Students are to use only approved playground equipment and are to obey all equipment rules. Generally, this means equipment which can be checked out from the ballroom at school.
4. Students are not to bring tennis balls or racquetballs to school.
5. Students may chase or play tag only on the field area.
6. Students are not to tackle, wrestle, hit or kick others.
7. Appropriate language is expected at all times.
8. Students are not to play in or around the bathrooms.
9. Students are to follow the recess supervisor's directions upon the first request.
10. Students are to be kind and respectful to one another.
11. Knives, weapons, imitation weapons and other dangerous or perceived dangerous objects may not be brought to school. Please refer to Board Policy
12. Use common sense when no rule seems to apply. When in doubt, do the safe thing.

## **RULES AND CONSEQUENCES (School & Classroom)**

### **Positive School Environment**

The school and its classrooms have in place a code of conduct that is conducive to learning and is consistent and mutually agreed upon by staff, students and their families. Adults at the school model appropriate behavior, which both demonstrates and creates an enjoyable, positive climate for learning. Discipline is reasonable and appropriate.

School rules and procedures are reviewed periodically through the year so that expectations are clear. Student and teachers are aware that an underlying attitude of "Respect" should inform all codes of conduct.

### **General School Rules**

#### **Unacceptable Behavior:**

Violation of playground rules

Disruption to teaching or learning

Fighting

Discourtesy or defiance of school adults

Abusive language towards others

Abusive physical actions towards others

**Possible Consequences:**

Classroom consequence (according to individual classroom system)

Office Referral

Conference with principal

Parent Contact

Denial of privilege or individual assignment

Behavior contract

Suspension by Principal (in accordance with Ed Code 48900)

**Classroom Rules:**

The staff uses assertive discipline guidelines in order to maintain an appropriate classroom learning environments. Specific rules and expectations may vary according to the grade level behavioral expectations and will be explained to parents at Back to School Night.

**SCHOOL SITE COUNCIL**

The Site Council's purpose is to develop, implement and monitor the Single School Plan with educational goals and action steps.

The Site Council is composed of equal representation from the faculty and the parent community, and meets throughout the school year (generally, after school on a Tuesday) for the planning and review of programs sponsored by the Single School Plan.

Parents are invited and encouraged to attend any of the Site Council meetings. Further inquiries about the program are always welcome.

## **SCHOOL BOARD MEETINGS**

The Moraga School District Governing Board meetings are generally held at 7:00 p.m. on the second Tuesday of the month in the Joaquin Moraga Intermediate Library unless otherwise noted on the posted agenda. Agendas are posted at each school site, the Post Office, the District Office, and school and district websites, at least forty-eight hours in advance of the meeting.

Board packets are available for review prior to the meeting by visiting the District website at [www.moraga.k12.ca.us](http://www.moraga.k12.ca.us), at the District Office, and at the back of the room at School Board meetings. Packets and/or minutes may be ordered in advance for a nominal fee to cover labor and printing costs.

Public input is an important part of the District's decision-making process. To facilitate public comment and input and the orderly conduct of business at school board meetings, the Governing Board has adopted the following procedural policies, all of which are within the guidelines of the Education Code and the Brown Act.

### **BOARD MEETING PROCEDURES**

#### **A. Procedure for Handling Public Input**

1. The public may address agenda items "as they come up" during the meeting. In order to assure orderly decision-making and fair access for all members of the public, the Board President may, when deemed appropriate by the President, take some or all of the following actions:
  - a. Specify times during the discussion of an item when public input will be permitted.
  - b. Limit the time allowed each speaker.
  - c. Limit the number of times a speaker may comment on a particular agenda item.
  - d. Limit comments to the item being considered.
  - e. Limit the total time of discussion of an item.
  - f. Require "Request to Speak" forms be submitted. If required, the form will be provided for the public to fill out and be given to the Board secretary. The President will recognize only those speakers who have submitted a "Request to Speak" form.

#### **B. Procedures for Placing an Item on the Agenda**

1. The annual agenda calendar is developed by the Superintendent and the Board in January.

The President or Vice President and the Superintendent will attempt to confer at least three working days prior to the next Board meeting. The agenda is scheduled using the annual agenda calendar and input from the administration, staff, board members and the community.

  - a. A request by the public for an item directly related to school

district business to be placed on the agenda should be made in writing to the Superintendent at least ten (10) working days prior to the next Board meeting. The Superintendent and the President will determine if the item is agendaized or more appropriate for a curriculum or business administrative meeting.

C. **Procedure for Subcommittee Appointment**

1. The President may appoint a subcommittee consisting of less than a quorum of Board members as needed to investigate or study a topic and report back to the Board.

The Public Comment section of the Board meeting is the appropriate time for the public to speak to items not on the agenda. The statements must be related to school district business. The Board is not required to respond to public comment. The Board's intent is to answer in appreciation for the input and, if possible, to direct the speaker to the person best qualified to respond at a more appropriate time.

Personnel performance and evaluation will not be placed on the open session agenda or discussed during the open session of the meeting. A closed session meeting to discuss problems regarding personnel will be held if all other administrative avenues have failed.

We hope that this information will clarify any questions regarding school board meetings and procedures. If you have any questions or concerns, please do not hesitate to contact a Board member or write a letter. Community support and input are most appreciated.

**SEXUAL HARASSMENT- SUMMARY OF BOARD POLICY 5145.7**

It shall be the policy of the Moraga School District that sexual harassment is deemed unacceptable conduct and will not be tolerated. This policy shall include anyone engaging in a school sponsored activity or engaged in an activity on school grounds.

All individuals are entitled to work and academic environments free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal, physical or visual. Sexual harassment does not refer to occasional complement of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, which lowers morale and, therefore, interferes with work or academic effectiveness.

**Complaints and Resolutions – Students**

Step One: Students who feel aggrieved because of conduct that may constitute sexual harassment should, if the offender is a student, directly inform the person engaging in such conduct that such conduct is offensive and must stop. If the student does not feel comfortable

doing this or is unable to do so, or if the other individual involved is an adult, he or she should proceed directly to Step Two below. A parent may register a complaint on behalf of his/her child.

Step Two: If the offensive behavior does not stop, students alleging sexual harassment shall make their concerns known to a school counselor, assistant principal, or the principal, or other certificated employee.

If a report is made to someone other than a principal, assistant principal, or counselor, the report will be immediately presented to one of them.

The school counselor, assistant principal, or principal shall consult the Superintendent and notify parents about the complaint and the results of the investigation prior to taking any corrective action.

### **The Superintendent**

If the complaint is not resolved at Step Two above, it shall be so stated in writing within ten (10) school days of the decision rendered at Step Two, signed by the complainant and submitted to the Superintendent as part of this procedure.

The Superintendent shall hear the complaint within ten (10) school days after receipt of any written complaint properly filed with the Superintendent's office and shall render a decision in writing within ten (10) school days after such hearing. The decision shall contain the findings and disposition of the complaint, including corrective action, if any, the rationale for such disposition, notice of complainant's right to appeal the decision, and procedure to be followed for initiating an appeal to the State Department of Education.

Both complainant and the accused shall be afforded a full and fair opportunity to present relevant to the facts and to the issues raised by the complainant and may be represented at the hearing.

### **State Department of Education**

A complainant who is dissatisfied with the decision of the Superintendent may appeal her/his decision to the State Department of Education within fifteen (15) school days of the decision.

Copies of the complete Board Policy 5145.7 are available at the school offices.

## **SPECIAL EDUCATION**

Special education services are provided for all students meeting state qualifying criteria. Qualifying student receive special help on a regular scheduled basis, according to his/her Individualized Education Plan (IEP).

## **SPLIT SCHEDULE (Morning Scholars/Afternoon Scholars )**

All TK – 2 classes at Los Perales are on a split schedule. This schedule has the effect of reducing class size since it allows the teacher to spend the first hour of the day with half the class (AM) and the last hour of the day with the other half (PM).

For approximately the first two-three weeks of school, all TK, K, 1<sup>st</sup> & 2<sup>nd</sup> grade students come at 8:25 a.m. to allow the teacher to determine the most appropriate groupings. Students are in mixed ability groups in order to support the most valuable learning opportunities. Parents are notified when the early/late schedule is ready to start.

## **STANDARDIZED TESTING**

The California Assessment of Student Performance and Progress (CAASPP) include the Smarter Balanced system of assessments for Mathematics and English-Language Arts for students in grades 3<sup>rd</sup>-5<sup>th</sup> and for Science in grade 5. More information regarding these assessments is available at <http://www.cde.ca.gov/ta/tg/ca/>.

## **STUDENT COUNCIL**

Each 4<sup>th</sup> and 5<sup>th</sup> grade class elects Student Council representatives who meet periodically. The Student Council performs a number of service functions which may include promoting donation drives, managing the school recycling program, promoting spirit, and serving as a student advisory group to the principal.

## **STUDENT OF THE WEEK**

In an effort to build self-esteem we recognize students during the year, for example, as a Student of the Week, in his or her classroom. Typically, you will be asked to prepare a poster of pictures about your child for display in their classroom during their week. Further details and a schedule for your child's week will be covered by your child's teacher at Back-to-School Night.

## **STUDENT SUCCESS TEAM**

When a student experiences continuing difficulties in class or at school, his/her teacher may decide to refer him/her to the Student Study Team. After conferring with the principal, a meeting will be held to develop plans for assisting the student. The members of the Student Study Team include the student's teacher, one or two classroom teachers, the student's parents, the psychologist and the principal. See the section on Special Education for more information.

## **SUPERVISION BEFORE AND AFTER SCHOOL**

Supervision before school does not begin until 8:10 a.m. (for students starting at 8:25 a.m.) or 9:10 a.m. (for students starting at 9:25 a.m.). Students arriving prior to supervised times will be brought to the office or sent the Panther Club (which may result in a charge). There is no supervision before 8:10 a.m.

Supervision after school is provided for 15 minutes after the dismissal bell rings (see Bell Schedule for dismissal times). Students not picked up within 15 minutes will be brought to the school office. Any student not picked up within 20 minutes after their dismissal will be sent to Panther Club (which may result in a charge). See also Traffic and Parking Procedures.

## **VISITOR GUIDELINES**

Visitors **MUST** check in at the front office before going to classrooms or playgrounds. All visitors will be identified by staff and students by wearing "Visitor Pass". Adults not wearing these passes will be asked by school personnel to check in at the office or leave campus.

## **VOLUNTEERS**

Volunteers are needed on a regular basis in many areas. These include classroom help, computers, Hot Lunch Program, field trips, special projects and fund-raising. Many parents and community members also enrich the school program by sharing their own expertise as a guest speaker. We welcome the help and encourage you to volunteer.

The Moraga School District has instituted the following guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school or at a school program. The process, watching a video and filling out a form, takes no more than 15 minutes. All volunteers must complete this process in order to volunteer at school.

**VOLUNTEER INFORMATION NOTICE – NEW for 2018-2019**

Please Read Before Volunteering.

The process of volunteering has changed.



The Moraga School District has instituted the following guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school or at a school program.

The district expects that all volunteers follow the guidelines below:

- All volunteers will register at the school their student(s) attend. Parent/guardian registration requires an official form of identification, such as a driver's license, state identification or passport be presented to school office staff prior to volunteering.
- In order to volunteer, a student's parent/guardian must also sign-off or check that this notice has been read via the annual parent registration process. This notice is also available in the school office.
- All volunteers will check in at the office and wear school-issued identification before going on to campus. Sign out when leaving.
- All volunteers are expected to practice professionalism by arriving on time, turning off cell phones, dressing appropriately, and finding a substitute if not able to volunteer at an assigned time.
- In order to ensure safety and minimize distractions to the learning environment, please do not bring non-registered children to school.
- All volunteers are requested to only use staff restrooms.
- Confidentiality of information obtained through your volunteer efforts must be maintained.
- Respect the privacy of everyone in the classroom. This includes materials you may see on students' or the teacher's desk. This includes test scores, grade books, notes, etc.
- When addressing student behavior, politely ask the student(s) to stop the inappropriate behavior. If the student(s) do not comply, inform the classroom teacher.
- All volunteers will adhere to the specific guidelines for individual schools.
- The school reserves the right to revoke volunteer privileges at any time.
- Volunteers are expected to report suspicion of child abuse to Child Family Services. The definition of suspicion of child abuse, reporting procedures and contact information can be found on the Moraga School District Web site > District>Student Safety.
- In the event of a student injury, remain with the student and contact the office for help via cell phone or student runner.
- In the event of an emergency, follow the direction of a school employee.

Below are listed guidelines and helpful hints for classroom volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the classroom as a whole. The following suggestions are the result of guidance

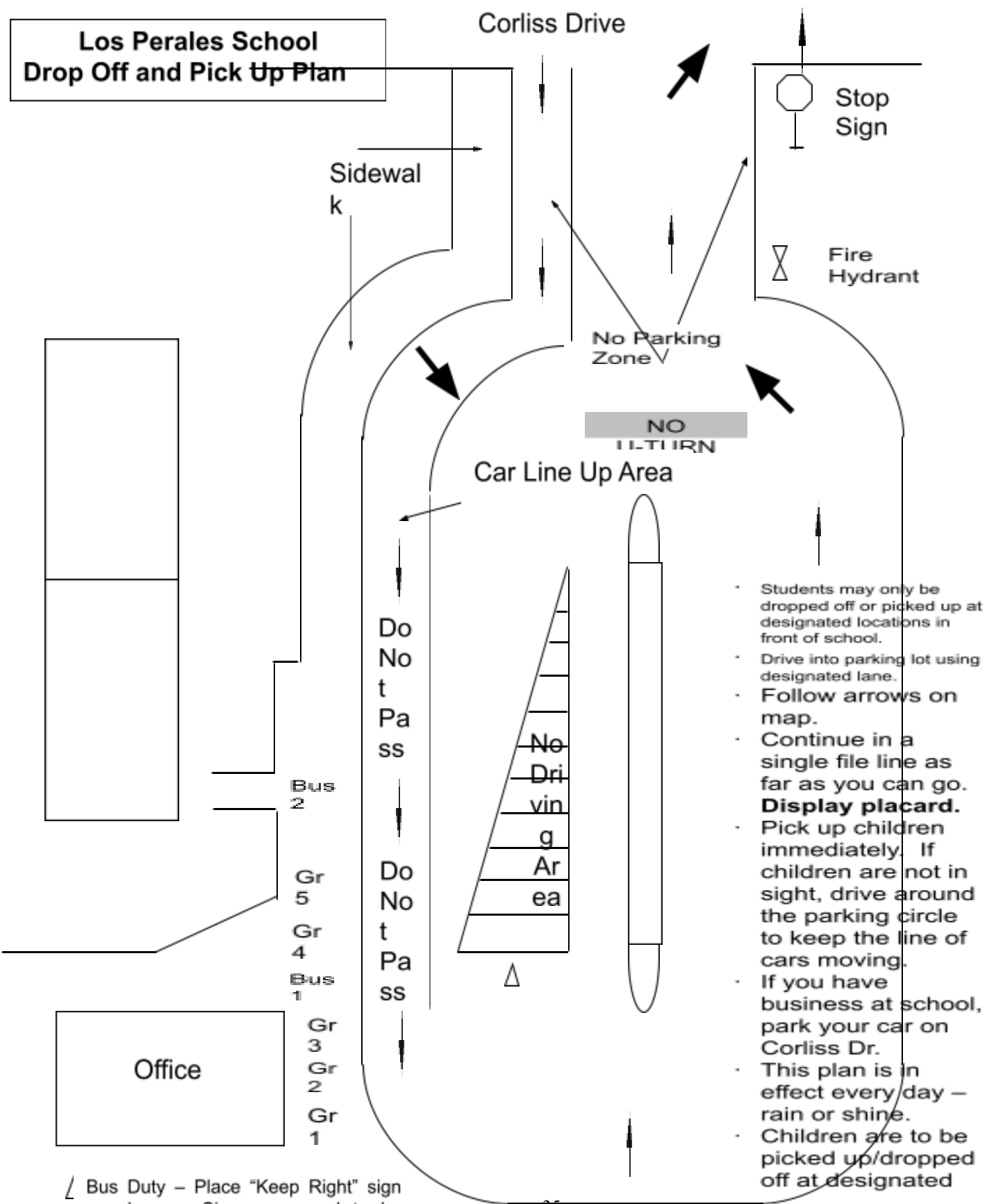
from parents and staff. Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks!

When serving as a classroom volunteer, please:

- **Sign in** using Raptor at the office when working at school. The first time that you sign in, you will need your license.
- **Wear a volunteer sticker while on campus.** Raptor stickers are available at the office and must be worn by all visiting adults as a safety measure. You must acquire a sticker every time that you are on the Los Perales campus.
- **Arrive on time** to the classroom. Therefore, give yourself a few extra minutes to check-in at the office. Your scheduled time indicates the time you are expected *in the classroom*.
- **Find a substitute** if something has come up (as things do). Most teachers have provided lists of other parents who are available to volunteer. Finding a substitute allows the classroom activity to proceed as planned.
- **Make alternate arrangements for preschool siblings.** Parents should not bring non-school age children to school when they volunteer. It's best that your hands and attention are free to interact with the students in the class. Many parents "swap" babysitting so they can fully enjoy special time in their child's classroom.
- **Use the cell phone golden rule...** Turn it to off or on "vibrate" when you are working in the classroom.
- **Model "problem-solving"** for the students. Handle unexpected situations with common sense and good judgment. However, we recognize that some situations require teacher intervention. When in doubt, defer to the teacher.
- **Model school rules and procedures** – including stopping and listening while the teacher is speaking.
- **"Clean up" before leaving.** This facilitates transitions between activities and better and more effective classroom management—thereby creating a better learning atmosphere!
- **Have fun!** Enjoying yourself while in the classroom *also* facilitates a safe and nurturing learning environment for all students.
- **Remember to sign-out and to put your badge away** when leaving campus.

The entire staff at LP appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at LP.

# Los Perales School Drop Off and Pick Up Plan



- Students may only be dropped off or picked up at designated locations in front of school.
- Drive into parking lot using designated lane.
- Follow arrows on map.
- Continue in a single file line as far as you can go. **Display placard.**
- Pick up children immediately. If children are not in sight, drive around the parking circle to keep the line of cars moving.
- If you have business at school, park your car on Corliss Dr.
- This plan is in effect every day – rain or shine.
- Children are to be picked up/dropped off at designated

∟ Bus Duty – Place “Keep Right” sign as shown. Sign may need to be moved for bus access.