

# **DAHLIA HEIGHTS ELEMENTARY SCHOOL**

**5063 Floristan Avenue  
Los Angeles CA 90041  
(323) 255-1419**



**Dahlia Elementary School Handbook  
2026-2027 School Year**

**Dear Parents/Guardians,**

Welcome to the 2026–2027 School Year!

I'm excited to partner with you in making this a successful and rewarding year for your child. Your support in reinforcing the importance of academics, consistent attendance, and positive behavior plays a vital role in their growth, learning, and overall well-being.

Please take a moment to review the key information provided and keep it handy for future reference.

Thank you for your continued dedication to your child's success—we look forward to a fantastic year ahead!

Sincerely,  
Jacqueline Jasso, Principal

### **Dahlia Heights Vision**

At Dahlia Heights Elementary School, our mission is to empower students to acquire, demonstrate, articulate, and value the knowledge and skills that will support them as lifelong learners. We are committed to preparing them to actively participate in and contribute to the global community while upholding our core values of respect, tolerance and inclusion, and excellence.

We strive to foster strong connections between our local community and the wider world, celebrating our diversity and cultural differences. Our goal is to encourage a collaborative partnership among families, the school, and the broader community.

This vision thrives in an environment of mutual respect, cooperation, collaboration, and communication, ensuring a positive and impactful educational experience for all our students.

### **Dahlia Heights Mission**

Dahlia Heights exists to:

- Educate students academically, culturally, socially, and emotionally
- Prepare students to be productive citizens
- Provide a safe and caring environment
- Provide an educational program centered on community engagement, the arts, and environmental awareness to nurture young global thinkers with vibrant and inventive minds

### **Los Angeles Unified School District Parent/Student Handbook**

The district handbook is available at

<https://schooloperations.lausd.org/apps/pages/parentstudenthandbook>

Hard copies available in the office. Please take a moment to review the handbook, read thoroughly and share with your child. It contains District policies and state mandates that further explains policies and procedures.

## **DAILY SCHEDULES**

| <b><u>GRADE LEVELS</u></b>               | <b><u>RECESS</u></b> | <b><u>LUNCH</u></b> | <b><u>DISMISSAL</u></b> |
|------------------------------------------|----------------------|---------------------|-------------------------|
| TK                                       | 10:00-10:20          | 12:20-1:05          | 2:38 PM                 |
| Grades K                                 | 9:40-10:00           | 11:45-12:30         | 2:38 PM                 |
| Grades 1 <sup>st</sup> , 2 <sup>nd</sup> | 10:00-10:20          | 11:45-12:30         | 2:38 PM                 |
| Grades 3 <sup>rd</sup> , 4 <sup>th</sup> | 10:20-10:40          | 12:20-1:05          | 2:38 PM                 |
| Grades 5 <sup>th</sup> , 6 <sup>th</sup> | 9:40-10:00           | 12:20-1:05          | 2:38 PM                 |

## **Lunch Schedule 45 minutes 20 min eat 25 min. play transition.**

| <b><u>Grade</u></b> | <b><u>Teacher</u></b> | <b><u>Email</u></b>                                                                |
|---------------------|-----------------------|------------------------------------------------------------------------------------|
| TK                  | Mr. Falcon            | <a href="mailto:sfb7060@lausd.net">sfb7060@lausd.net</a>                           |
| TK                  | Mrs. Ziegler          | <a href="mailto:kjz0365@lausd.net">kjz0365@lausd.net</a>                           |
| K                   | Ms. Miranda           | <a href="mailto:jennifer.miranda1@lausd.net">jennifer.miranda1@lausd.net</a>       |
| K                   | Ms. Guerra            | <a href="mailto:salma.guerra@lausd.net">salma.guerra@lausd.net</a>                 |
| K                   | Ms. Giang             | <a href="mailto:jxg9357@lausd.net">jxg9357@lausd.net</a>                           |
| 1                   | Ms. Folker            | <a href="mailto:clf4643@lausd.net">clf4643@lausd.net</a>                           |
| 1                   | Mr. Younger           | <a href="mailto:dhy9435@lausd.net">dhy9435@lausd.net</a>                           |
| 1                   | Ms. Gouzoubachian     | <a href="mailto:shakie.gouzoubachian@lausd.net">shakie.gouzoubachian@lausd.net</a> |
| 2                   | Ms. Gezalyan          | <a href="mailto:rxg8848@lausd.net">rxg8848@lausd.net</a>                           |
| 2                   | Ms. Lascano           | <a href="mailto:dsl7411@lausd.net">dsl7411@lausd.net</a>                           |
| 2                   | Ms. Dimola            | <a href="mailto:michele.dimola@lausd.net">michele.dimola@lausd.net</a>             |
| 3                   | Mr. George            | <a href="mailto:drg2995@lausd.net">drg2995@lausd.net</a>                           |
| 3                   | Ms. Santillan         | <a href="mailto:gxs1985@lausd.net">gxs1985@lausd.net</a>                           |
| 4                   | Ms. Codd              | <a href="mailto:sdc5912@lausd.net">sdc5912@lausd.net</a>                           |
| 4                   | Mr. Yorks             | <a href="mailto:matthew.yorks@lausd.net">matthew.yorks@lausd.net</a>               |
| 5                   | Mx. Reed              | <a href="mailto:heather.reed@lausd.net">heather.reed@lausd.net</a>                 |
| 5                   | Mr. Hangca            | <a href="mailto:njh4036@lausd.net">njh4036@lausd.net</a>                           |
| 6                   | Mrs. Markor           | <a href="mailto:kristin.tiffany@lausd.net">kristin.tiffany@lausd.net</a>           |
| TK-6 /RSP Inclusion | Ms. Santana           | <a href="mailto:josephine.santana@lausd.net">josephine.santana@lausd.net</a>       |
| TK-6 Inclusion RST  | Ms. Espinosa-Rydman   | <a href="mailto:ana.espinosarydman@lausd.net">ana.espinosarydman@lausd.net</a>     |
| Principal           | Ms. Jasso             | <a href="mailto:Jacqueline.jasso@lausd.net">Jacqueline.jasso@lausd.net</a>         |
| A.P.E.I.S.          | Ms. Burgos            | <a href="mailto:natasha.burgos@lausd.net">natasha.burgos@lausd.net</a>             |
| Counselor           | Mr. Gordon            | <a href="mailto:michael.gordon@lausd.net">michael.gordon@lausd.net</a>             |
| Librarian           | Ms. Chao              | <a href="mailto:chao.katie@lausd.net">chao.katie@lausd.net</a>                     |

## **General Information**

### **OFFICE HOURS**

The office is open from 7:00 a.m. – 4:00 p.m. every school day.

### **SCHOOL HOURS**

|                     |                        |
|---------------------|------------------------|
| Regular School Day  | 8:05 a.m. – 2:38p.m.   |
| Banked Time Tuesday | 8:05 a.m. – 1:38 p.m.  |
| Minimum Day         | 8:05 a.m. – 12:48 p.m. |

## **MORNING DROP OFF**

School gate opens at 7:40 a.m.

Students may NOT be dropped off earlier than 7:40 a.m.

**PLEASE NOTE: THERE IS NO SUPERVISION OF STUDENTS UNTIL 7:40A.M.**

## **DAHLIA VALET ZONE**

The valet drop-off zone is located on Floristan and Waldron and is marked by orange cones in front of the school and on Waldron which is where our Kindergarten Valet takes place.

For the safety and welfare of all students, do not U-turn or double-park your vehicle.

Please do not CUT OFF other parents patiently waiting in line. We are setting an example for our children. If you would like to volunteer for Valet, please contact us in the office.

This is a loading and unloading zone only. The City of Los Angeles will issue citations for any car left unattended.

## **DAHLIA DISMISSAL/ PICK UP**

The dismissal bell rings at 2:38 p.m., except for the Banked Time Tuesdays 1:38 p.m.

Students will be dismissed through the following areas:

|                                         |                                               |
|-----------------------------------------|-----------------------------------------------|
| UTK, and Kindergarten                   | Kinder Gate on Waldron Dismissed at 2:35 p.m. |
| 1st – 3 <sup>rd</sup> Grade             | Main Gate on Floristan Dismissed at 2:35 p.m. |
| 4 <sup>th</sup> – 6 <sup>th</sup> Grade | Colorado Gate Dismissed at 2:38 p.m.          |

## **PUNCTUALITY DURING DROP OFF/PICK UP**

Please make sure students are dropped off and picked up on time daily. For your child's safety, only adults (18 years of age or older) who are designated on the Emergency Card will be permitted to pick up the student. Please be sure to bring a photo ID card.

UTK, Kinder and 1<sup>st</sup> grade students must be picked up immediately after dismissal if they are not attending an after-school program. After 2:45 p.m., students will remain in the office and will require a parent signature for sign out. Please note that the office team has a lot of duties and responsibilities and cannot supervise your children afterschool. Please make it a priority to pick up your child on time or make suitable arrangements to do so. If you are running late, please contact the office and let us know.

2nd– 6th grade will be sent to the afterschool Youth Services Program after 2:45 p.m.

### **DAHLIA SAFETY RULES**

You love your children. We love our students.

Having **Patience** during drop-offs and pick-ups are so important. Please be aware of students and families walking to and from school. Please remember there is **a STOP SIGN** on Floristan and Waldran, please make a complete stop and wait for our families and students to cross the street safely. Keep all students and families' safety in mind.

### **DAHLIA SAFE SCHOOL ROUTE**

Plan the safest route to and from school with your child and expect him/her to follow this routine daily. Cross all streets only at intersections and use crosswalk and signals whenever available. If you drive your children to school, be very careful when you drop them off or pick them up. It is dangerous and against the law to have the child cross the street in the middle of the block.

**DOUBLE PARKING AND U-TURNING IN FRONT OF A SCHOOL IS ILLEGAL.** Please arrange with your child about where they should meet you if you do not pick them up after school, especially on days of inclement weather or if you are late.

### **DAHLIA ATTENDANCE**

***School attendance is the law per California Education Code 48200. Los Angeles Municipal Code 45.04 expects students to be at school, on campus learning, unless it is for one of the five valid reasons listed below.***

**Any absence that exceeds three days must be excused with a doctor's note.**

**These are the only legal reasons for excused absence:**

- Illness
- Medical or Dental appointment (bring a note from the doctor)
- Death of an immediate relative
- Quarantine of the home – must be verified
- Immunization exclusion up to 5 days

In order to support student achievement, LAUSD has set an attendance goal for all students to maintain a Proficient/Advance attendance rate of 96% or higher throughout the school year. Use

this table to track your attendance progress to meet our goal of 96% or better!

| Instructional Days | Far Below Basic | Below Basic | Basic | Proficient | Advance |
|--------------------|-----------------|-------------|-------|------------|---------|
| 25                 | 4 or more       | 3           | 2     | 1          | 0       |
| 50                 | 7 or more       | 5-6         | 3-4   | 1-2        | 0       |
| 75                 | 10 or more      | 7-9         | 4-6   | 1-3        | 0       |
| 100                | 14 or more      | 9-13        | 5-8   | 1-4        | 0       |
| 125                | 17 or more      | 11-16       | 6-10  | 1-5        | 0       |
| 150                | 20 or more      | 13-19       | 7-12  | 1-6        | 0       |
| 175                | 23 or more      | 15-22       | 8-14  | 1-7        | 0       |
| 180                | 24 or more      | 15-23       | 8-14  | 1-7        | 0       |

It is important that your child is present at school every day and on time. Here are some suggestions to establish positive attendance habits:

- Create morning and evening routines
- Schedule all appointments for your child during non-school hours
- Post school calendar and schedules in a visible place
- Plan family vacations on non-school days
- Help your child develop a positive attitude towards school
- Communicate with your child's teacher on a regular basis

### **TARDIES**

Students are considered tardy if they arrive after 8:10 a.m. 8:11 is considered tardy.

- 3 unexcused tardies is equivalent to 1 absence.
- 8:11 Tardy slip issued to student. Teacher will mark tardy on MiSiS.
- 8:31 and after- Report to the main office. Student will be issued a blue tardy slip and office staff will notate the arrival time and reason for tardiness.

### **ATTENDANCE INCENTIVE PROGRAM**

- **CLASSROOM ATTENDANCE AWARDS**
  - Classroom attendance incentives are given throughout the year to recognize classrooms with extraordinary attendance.

### **LEAVING EARLY**

Children may never go home early or leave school without being officially checked out by the office. If your child must leave school during school hours for any reason, the parent, or person on the emergency contact, must appear in person at the school office to pick up the child. **All adults MUST have a photo ID to check out a child early. Children may not be released to anyone not on the emergency contact list.** Remember, leaving early also counts towards your child's attendance as the expectation is that students remain on campus from 8:05 am - 2:38 pm on school days. *(3 early outs equates to 1 absence. This does count against your child for perfect attendance recognition purposes.)*

## ILLNESS

If your child is ill:

- Call the school the morning of the absence (323) 255-1419 or a send message to your child's teacher via Class Dojo or email.
- Let the school know if your child has a contagious disease, such as pink eye, lice, chicken pox or measles.
- Children are susceptible to colds and childhood disease, and for this reason parents are asked to cooperate in safeguarding other children from infections by keeping their own child at home if he or she has a cold, sore throat, cough, headache, nausea (vomiting), fever, etc.
- **Send a note when your child returns. Include your child's name, date and reasons for his/her absence and your signature. We have included some easy to fill out forms for you to submit on your return. See image below:**

Dear Teacher:  
Estimado/a Maestro/a:

My son/daughter \_\_\_\_\_ was absent on \_\_\_\_\_ because:

Mi hijo/a \_\_\_\_\_ estuvo ausente el \_\_\_\_\_ por razon de:

| EXCUSED ABSENCES<br><i>AUSENCIAS PERMITIDAS</i>                                     |                                                                                     |                                                                                      | UNEXCUSED ABSENCES<br><i>AUSENCIAS NO PERMITIDAS</i>                                  |                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  | <br>Write reason here<br><i>escriba razón aquí</i><br>_____<br>_____<br>_____ |
| Illness<br><i>Enfermedad</i>                                                        | Medical/Dental Visit<br><i>Cita médica o dental</i>                                 | Funeral<br>(Immediate Family)<br><i>Funeral<br/>(Pariente Inmediato)</i>             | Missed the Bus<br><i>No Alcanzó el<br/>autobús</i>                                    | Other Reason<br>(Specify)<br><i>Otras Razones<br/>(Especifique)</i>                                                                                                |

Parent/Guardian Signature  
*Firma Padres/Guardián*

# of days absent  
*# días ausente*

Today's Date  
*Fecha*

T. Khoury

## TRUANCY

**Any absences NOT CLEARED in MiSiS within 10 days becomes a TRUANCY on your child's record.** (C.C.R. Title 5, Section 306 and E.C. 48260)

\*\*\*If you are on a permit to attend Dahlia Heights, your PERMIT will NOT BE RENEWED for the coming school year if poor attendance is a factor. \*\*\*

## Birthday Celebrations



**A book donation to the class is highly recommended to recognize birthdays.**

If bringing a treat, please notify the teacher a minimum of 24 hours beforehand as the teacher's approval must be obtained. You may bring one small store purchased **individually packaged food item** or small goodie bags to share with your child's classmates during the last 10 minutes of the school day. **PLEASE DO NOT ARRIVE AT THE CLASSROOM UNANNOUNCED ON YOUR CHILD'S BIRTHDAY TO CELEBRATE OR VISIT WITHOUT HAVING MADE PRIOR ARRANGEMENTS WITH THE TEACHER.**

While your child's birthday is very important, so are the instructional minutes for all the students. **No home-made food** can be distributed. If making goodie bags, do not include candies, chips or anything with nuts. *Book donations, healthy snacks and/or school supplies are recommended. Always check with the classroom teacher for student food allergies.*

### In summary

- 24-hour's notice and pre-approval required
- store purchased, individually packaged goods only (beware of student allergies)
- **no celebration before school, during recess, lunch, or instructional day. Only the last 10 minutes of the day.**
- no pizza party
- no unpackaged or homemade cupcakes (they will be sent back home)
- NO BIRTHDAY INVITATIONS MAY BE GIVEN OUT AT SCHOOL

## **CELL PHONES**

**Usage of cell phones and or apple watches is prohibited by students on campus during normal school hours.** Upon arrival at school all devices must be turned off until the students leave campus. Any student caught utilizing a cell phone / apple watch will have the device confiscated and held until the end of the school day. A parent/guardian will have to retrieve it from the main office and/or school principal. Photographing, videotaping or otherwise recording individuals via a cellular phone without permission is strictly prohibited. Parents, please adhere to the school policy to avoid future legal actions. (The principal for purposes

relating to a student's documented health needs may grant Exceptions to this policy.) \* Cell Phone policy will be revised in January 2025 to reflect the new LAUSD guidelines.

**Any cell phone lost or stolen will not be investigated.** The Los Angeles Unified School District does not provide insurance for loss of or damage to personal property of students. Due to privacy laws: Parents/Guardians/Guests on or off campus may NOT photograph or video tape children that are not theirs at any time.

*"The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees." (Ed Code 48901.5)*



### EMERGENCY CARDS

- Parents must **completely fill out** the emergency cards.
- You must provide all information required as well as three working telephone numbers.
- If there are any changes during the school year, please inform the office and ask to update your emergency card.
- **Students will only be released to contacts listed on the emergency card.**  
**Photo ID is required for early check out. Please refrain from asking staff members or other parents to identify you. They may know who you are but not know of any custody/restraining orders or other issues or concerns.** This rule is in place for the safety of your child.  
Please immediately submit any update or renewal of any court orders. Do not attempt to pick up your child early if the court order stipulates "after school."

In emergency cases, and required by state law, when we are unable to contact anyone listed on the card, we may call for emergency assistance from an approved list of facilities.

**Please return your emergency cards to your child's teacher within the first week of school.**

Download, fill out, print and return any of the hyperlinked forms below. They are available in English and Spanish. If you need another language, please notify the office.

### **FIELD TRIPS**

Each student's parent/guardian MUST provide written permission for a field trip, authorization of medical care, and a personal health history for those students with health issues/medical conditions. Parents are responsible to provide all necessary medications, supplies, and equipment needed for the field trip 5 days before the field trip date.

1. The field trip form MUST be **filled out completely** in order for your child to attend the class field trip. There are two required signatures.
2. **(If your child's teacher does not have the signed field trip slip in his/her possession on the day of the trip, your child will NOT be allowed to go on the trip and will remain at school to complete his/her instructional day in another classroom.**
3. Students will not be allowed to call home for oral permission, as the signed trip slip is a required legal document of consent due to emergency care authorization. **No exceptions will be made.**

**FIELD TRIP CHAPERONES – Must be cleared as volunteers via LAUSD. Please contact Adan Penate in the office for information about volunteering.**

If you would like to be a chaperone for a class field trip, please inform your child's teacher as soon as you receive the trip slip. Know that due to rules (adult to student ratios) of each trip site, the number of allowed chaperones may be limited. Teachers will inform you prior to the trip if you have been selected as a chaperone. **In order for there to be equity, the same parents might not be selected for multiple trips unless there are limited parents available to attend.**

The role of a chaperone is to support the teacher and support all the students or the students assigned to your group and not just your own child. Chaperones will ride the school bus with the class. Chaperones may not bring other children not enrolled in the class. **Chaperones must be parent/legal guardian of a Dahlia Heights student.** Extended family is reserved for on-demand safety volunteer @ the discretion of Principal.

***If you have not been selected as a chaperone and choose to visit the public facility on your own, you may not join the student group due to safety rules and regulations. If you have been cleared as an LAUSD volunteer, you still must be selected as a chaperone. All chaperones will be screened on the Megan's Law database and must be cleared before attending trip.***

## **OVERNIGHT FIELD TRIP CHAPERONES**

In addition to the above, overnight chaperones must also be cleared with LAUSD Volunteered portal and by submitting fingerprints for background check. The clearance (once completed at the district) is valid for 5 years. This process may take 4-6 weeks. Please plan accordingly to allow for adequate processing time. **Please contact Adan Penate in the office for information about overnight chaperones.**

## **VISITOR ENTRANCE**

Our visitor entrance is on Floristan. It is monitored by two video cameras that record and transmit audio. When visiting our campus, you will be buzzed in at our main gate. You must then proceed directly to our campus aide and/or the main office to sign in and inform us of the

reason for your visit. ALL visitors, including district personnel, **must sign in and out** at the main office.

## **AFTER SCHOOL PROGRAMS**

### **Woodcraft Rangers –TK-6<sup>th</sup> Grade**

#### **E3 – TK-6<sup>th</sup> Grade**

All Parents picking up students from the after school program will pick them up through the main gate. Each has a different procedure so please be aware of their pickup policy at the main entrance gate.

## **EMERGENCY GATES**

In the event of an emergency such as an earthquake, parents can request children for early release at our REQUEST GATE on Colorado and receive your children at our REUNION GATE on Floristan

The same rules apply for emergency release. Your name must be listed on the emergency card for us to legally release the child to you. Please do not ask for exceptions. Bring an ID.

## **Health**



If your child needs to take medicine at school, the office needs to have a complete medication form from your doctor and all medications must be in the original prescription bottle. **DO NOT SEND MEDICINE IN YOUR CHILD'S POCKET OR BACKPACK.**

- If a child is wearing a cast/brace, or crutches, or has stitches, the school must have a note from THE DOCTOR STATING THAT IT IS SAFE for the child to attend school and or participate in recess/lunch/PE play. A note from parent(s) authorizing full participation and play is not accepted without a doctor's note stating that there are no limitations and/or restrictions.
- Please notify the school nurse if your child has a special health need, allergies, or medical condition such as asthma.
- Please also note this on the emergency card.

## **MEDICATION AT SCHOOL**

Students may not carry or use medication on campus without a doctor's written consent; this includes over the counter medicine. A student who needs to take medication during school hours must have a completed "Request for Medication to be Taken during School Hours" on file at the school, signed by the prescribing physician and the parent/guardian. The medication must be brought in its original box with the original label affixed to the box. The required forms are available from the school nurse or office staff.

### **COMMUNICABLE DISEASE PREVENTION (CA Code of Regulations, Title 5, §202)**

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school district, the state Department of Health and the Department of Education. Guidance in addressing communicable diseases also comes from the Center of Disease Control and Prevention. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to: pink eye, impetigo, strep throat, chickenpox, measles, scabies, head lice, whooping cough, and hand/foot/mouth disease.

### **FEVER/FLU-LIKE SYMPTOMS**

If your child has a temperature of 100 degrees or higher and/or flu-like symptoms, you will be contacted to come and take your child home. ***IT IS NOT AN OPTION TO LEAVE YOUR CHILD AT SCHOOL. If you cannot come, your emergency contacts will be called to pick up your child.***

Any student excluded from school with flu-like symptoms and/or fever of 100 degrees or greater MUST be free from symptoms or fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

### **PHONE CALLS**

Not all health/office referrals warrant a phone call home. If your child does get injured/hurt above the shoulders, you will receive a phone call.

### **IMMUNIZATION**

New students **will not be enrolled unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up-to-date.** There are new requirements for Hepatitis B and Measles-Mumps-Rubella vaccines (MMR) immunization for new enrollees entering Pre-school and Kindergarten.

Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to the District or transfer students within the District must show that they have received all currently required immunizations in order to be enrolled.

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.

## **PHYSICAL EXAMINATION**

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines is required for all first grade students within 18 months prior to entry or up to 3 months after admission to the first grade. A CHDP or equivalent examination may be done by a private physician, by a health department clinic, or, in some instances, by the District CHDP staff. A blood test to determine lead level is part of this examination. If help is needed in meeting the requirement for a CHDP examination, please contact your school nurse.

## **VISION AND HEARING**

Screening of vision and hearing will be done on first admission to school, and thereafter in accordance with State mandates. Parents/guardians will be notified of any conditions requiring further attention.

## **LIBRARY**

All students will have an opportunity to visit our school library and check out books if you sign and return the consent and responsibility form. Please make sure that all borrowed books are kept in good condition and returned on time. A student may not borrow a new book if he/she left the old one at home on the day of the library visit.

You and your student are solely responsible for any book he/she checks out. Encourage your student **not** to lend the book to others. If the book is damaged or lost, he/she, as the person who checked it out, is responsible for the book, **not** the other person.

If your child has an overdue book, fine, lost, or damaged book the circulation system will automatically block him/her from checking out any more books until the matter is resolved. Because the LAUSD circulation system is centralized, the record of any unresolved fines, lost, or damaged books at **any** LAUSD school will follow your child wherever he/she goes in LAUSD. A school is authorized to suspend library privileges, withhold grades, diploma, and transcripts until the book issue is resolved (CA Ed Code 48904). Overdue books and fines from another school may be taken care of at our school library with our library aide. However, issues with other schools about returned or missing books have to be resolved at that school by the parent/guardian and the child.

*The District's minimum charge for a lost book or damaged book is \$20.00. (CLAS Policies LAUSD)*

## **Making an Appointment**

### **TEACHERS**

If you would like to meet with your child's teacher in regards to any concerns or to check on his/her academic progress, please make an appointment 24 hours prior to ensure that the teacher is available to accommodate your request. Please do not stop teachers en-route to class or on their way to meetings on Tuesday as we want to ensure that you are provided with adequate time and space to have a conversation. Appointments may happen in person or via ZOOM.

**If you have a concern or question about something happening in the classroom, please speak to your child and his/her teacher first before calling the administrators as they may have first-hand knowledge of the situation.**

All administrators are working in tandem to support the students, parents, and staff. They will support in the implementation of the School-Wide Positive Behavior Intervention Support plan, attendance, and supervision of instruction. If you need to meet with any of the administrators for any reason, please contact the main office to schedule an appointment face-to-face, via phone call, or by Zoom at 323-255-1419

### **CLASSROOM VISITS**

Parents are welcome to visit the classroom for up to 20 minutes, unless special arrangements have been made with an administrator. Please schedule an appointment in advance and sign in at the front office. A visitor's pass must be worn at all times during your visit. Observations only are permitted; please refrain from speaking to your child or other students. Photo, audio, or video recording is not allowed. Children who are not enrolled at Dahlia Heights or are absent from school cannot accompany you. Visits are also prohibited during testing periods.

For visits longer than 20 minutes, please arrange and receive approval for your appointment from the principal at least one day in advance.

### **BREAKFAST**

Breakfast is served from 7:40-8:00 a.m. at the beginning of the school day. Our cafeteria will serve a light snack at recess for students who are hungry. Kindergarten students will eat breakfast from 8:10 a.m. – 8:30 a.m.

### **NUTRITION**

- Your child may bring a small healthy snack, such as cheese, fruit, yogurt, vegetables, raisins, pretzels, crackers etc.
- Please remind your child that there is no sharing of snacks/food. Please do not send value or giant size snacks.
- **Do not send cake, doughnuts, soda, taki's, or fast food.**
- **Healthy personal size chips without food coloring are permissible.**
- **CANDY or GUM is NOT allowed in school; before, during, or after.**

- **All candies, gum, chips, etc. will be collected and trashed if brought to school.**
- On special occasions, (Halloween and/or Valentine's etc) candy may be brought for exchange but not to be consumed on campus.

## **LUNCH**

If you pack a lunch for your child, or he/she forgets his/her lunch, you may drop it off at the main office, you may not order lunch for your child and have it delivered per LAUSD policy. Lunch will be given to your child at recess or lunch. The office staff will not be responsible for any lunches not picked up. **Please do not drop off fast food (ie McDonalds, Subway, Jack in the Box, etc.)**

## **HOT BEVERAGES**

Please do not send students with Starbucks, hot chocolate, tea, etc. students will be instructed to throw them away as they enter campus.

## **RECESS**

Students receive a recess break for 20 minutes daily. Students will be assigned to outdoor play areas with a supervisor for the area. If there are any incidents and/or concerns with any interactions with any students during recess, students must report to the supervisor assigned to the area. Students must adhere to safe play following proper rules and regulations. Students should also utilize this time to use the restroom facilities.

## **LUNCH**

After students have their lunch at the lunch area, they will be allowed time to play at their designated areas.

Lunch and lunch play is scheduled for 45 minutes daily. We have increased our lunchtime this year from 20 minutes eat/ 25 play to reflect the additional minutes of play that the state requires. Students must adhere to safe play following proper rules and regulations. Students should also utilize this time to use the restroom facilities.

***Exception: Inclement Weather will restrict our outdoor playtime.***

## **PHYSICAL EDUCATION**

Per Ed Code, students in grades 1<sup>st</sup> – 6<sup>th</sup> must participate in 100 minutes of PE every 2 weeks. PE is instructional time and NOT free play. During this time, teachers will teach students various sports, activities, and how to stretch properly. .

TK and K will participate in PE however; there are no required minimum minutes.

## **STUDENT DRESS CODE**

Clothing must fit well, be appropriate for school and the season, and must not distract from instruction.

- No spaghetti straps, tight tanks, bare midriffs, shirts must cover your stomach, low waist baggy pants or short shorts, shorts that have been rolled up are allowed. Pants/shorts must be worn at the waist. Pants/shorts must be able to stay on the waist
- Shoes must have closed toes. No sandals, flip-flops, crocs or high heels are allowed.
- At no time may students wear clothing that promotes violence, hatred, intolerance, drugs or alcohol, profanity or inappropriate symbols on clothes.
- T-shirts with derogatory or sarcastically humorous messages are not allowed

## **EXCLUSION**

Students may not participate in outdoor play/learning if there is an active doctor's note stipulating exclusion due to temporary or permanent disability.

## **PARENT COMMUNICATION**

### **CONNECT-ED**

Please make sure that we have the most updated phone numbers and email address for you. Blackboard Connect-Ed is a platform that allows us to send families messages via phone calls, email, and text messages. We can let you know if there is an emergency on campus, if there are upcoming school events/activities, and reminders for early dismissals, etc. All email will say Dalia Heights Elementary School as the sender.

Please note that the district WILL send you many messages. If you opt out of their messages, you are also opting out of ours. There is no way to separate the two.

*Parents wanting to opt back in should call 855 502-7867 from the phone on which they were previously receiving calls. To opt back in to receive text messages, text "START LAUSD" to 23177.*

### **CLASS DOJO**

Teachers often post reminders, announcements, and pictures on Class Dojo. **For issues that may center on behavior, family issues etc please do not use class dojo but rather your child's teacher's email.** If you have not joined Dahlia Heights Elementary group, please do so as well as your teachers class dojo. This is not a required form of communication and it is each individual teacher's choice to use it. Please do not send teachers messages in Class Dojo as teachers will not be checking Dojo and responding during school hours. If something is urgent, call the main office and leave a message. The best way to get ahold of any staff member is via email. (See directory at the beginning of this handbook)

### **WEEKLY UPDATES**

**Each weekend you will receive, a weekly update from the principal via connect ed.**

### **EMAILS**

All emails sent to staff will receive a response within 24-48 hours. Please be aware that sending multiple messages daily can take time away from planning and supporting our students. While we aim to address your needs and concerns, some answers may be provided through Class Dojo posts, emails from the Principal, or text messages from Connected Ed. Be sure to read all posts and communications thoroughly. For urgent matters, please send a handwritten note or call the main office.

## **VOLUNTEERS**

Parents are always welcomed to volunteer. We need volunteers to work with children in their learning activities and to help prepare instructional materials. To ensure the safety of our students, all **on-site volunteers** are required by LAUSD to submit an application and may not start volunteering until they have been cleared to do so. You may submit your application online at this website: <https://volunteerapp.lausd.net/Default?ReturnUrl=%2f>

NOTE - This is not a Dahlia Policy. This is a LAUSD policy.

Parents may also support teachers with projects from home. This does not require the online application.

## **PARENT COUNCILS**

Our school offers many ways for parents to participate in school decisions. Membership in any council requires parents to attend all monthly meetings on a regular basis.

- **School Site Council (SSC):** This council develops and assesses the Targeted School Population (TSP) and assists in budget and school making decisions.

## **SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (SWPBIS)**

### **SWPBIS**

Dahlia Heights Elementary promotes a positive behavior support approach to handling behavioral errors. We have a team that includes, the principal, parents, students, teachers and classified personnel who have worked collaboratively to design our school policy in alignment with the Los Angeles Unified School District.

We use the Second Step & Harmony Programs to teach anger management and problem solving. In addition, we are also implementing Restorative Justice.

Teachers will teach the rules of the playground area before they are assigned to the area. New games will be played to offer more diversity and increase student interest. Teachers and staff will learn updated classroom management and behavior management techniques.

**Your support is required for consistency.**

## POSITIVE INCENTIVES

When extrinsic motivation is used, we reward good behavior in the following way:

- Dahlia All-Star tickets given to students caught being good, names announced on Friday at the end of the day every month.
- Dahlia All-Star tickets given to entire class for collaborative exemplary behavior. Incremental class prizes.

## SWPBIS SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (SWPBIS).

### Progressive Discipline Plan

We implement progressive discipline; this plan ranges from a warning and discussion to formal consequences.

| Behavior                         | Addressed by School Staff                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | Level I<br>(Low Severity)                                                                                                                                                                                                                                     | Level II<br>(Moderate Severity)                                                                                                                                                                                                                            | Level III<br>(Severe)                                                                                                                                                                                                                                                                                                                                            |
|                                  |                                                                                                                                                                                                                                                               | <i>Frequent repeat of Level I Behavior</i>                                                                                                                                                                                                                 | <i>Frequent repeat of Level II Behavior</i>                                                                                                                                                                                                                                                                                                                      |
| Inappropriate Language           | <ul style="list-style-type: none"> <li>o Hurtful words (stupid, shut up)</li> </ul>                                                                                                                                                                           | <ul style="list-style-type: none"> <li>o Name calling</li> <li>o Non-directed profanity</li> </ul>                                                                                                                                                         | <ul style="list-style-type: none"> <li>o Vulgar language</li> <li>o Directed Profanity</li> <li>o Ethnic or hateful slur(s)</li> </ul>                                                                                                                                                                                                                           |
| Disrespectful to adults/peers    | <ul style="list-style-type: none"> <li>o Poor manners</li> <li>o Gross behaviors</li> <li>o Irritating others</li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>o Giving the finger (isolated incident)</li> <li>o Taking other's belongings (including food)</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>o Opening/touching own privates</li> <li>o Gestures involving any sexual behavior</li> </ul>                                                                                                                                                                                                                              |
| Physical Contact/Aggressive Play | <ul style="list-style-type: none"> <li>o Impulsive touching</li> <li>o Playful contact</li> <li>o Aggressive play in context of recess games</li> </ul>                                                                                                       | <ul style="list-style-type: none"> <li>o Pushing with intent</li> <li>o Hitting</li> <li>o Kicking</li> <li>o Pinching</li> <li>o Throwing objects randomly</li> <li>o Spitting (random)</li> <li>o Misuse of property</li> <li>o Play fighting</li> </ul> | <ul style="list-style-type: none"> <li>o Violent outburst</li> <li>o Fighting</li> <li>o Throwing object with intent to injure</li> <li>o Spitting at a person</li> <li>o Biting</li> <li>o Self-inflicting wounds</li> <li>o Touching another student inappropriately</li> <li>o Causing or attempting to cause a serious physical injury to another</li> </ul> |
| Defiance/Uncooperative Behavior  | <ul style="list-style-type: none"> <li>o Rolling eyes</li> <li>o Situational refusal to follow directions</li> <li>o Posturing with body</li> <li>o Talking back to an adult</li> <li>o Not completing assignments</li> <li>o Out of assigned area</li> </ul> | <ul style="list-style-type: none"> <li>o Refusing to follow directions on a regular basis</li> <li>o Passive aggressive behavior</li> <li>o Arguing with adults</li> <li>o Crying and yelling</li> </ul>                                                   | <ul style="list-style-type: none"> <li>o Refusing to leave or enter a room, moving to a different seat, etc.</li> <li>o Walking/running out of classroom or away from adult supervision</li> </ul>                                                                                                                                                               |
| Disruptive Behavior              | <ul style="list-style-type: none"> <li>o Talking at inappropriate times</li> <li>o Off task</li> <li>o Noise making</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>o Shouting in class</li> <li>o Outbursts</li> <li>o Lack of personal boundaries</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>o Violent outbursts or tantrum</li> <li>o Explosive behavior</li> <li>o Running/leaving designated area</li> </ul>                                                                                                                                                                                                        |

|                     |                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |                                                                                                                                                                                                                   |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <ul style="list-style-type: none"> <li>○ Inappropriate noises</li> <li>○ Out of seat</li> </ul>                                                                                                                      |                                                                                                                                                                                                                      |                                                                                                                                                                                                                   |
| Harassment/Bullying | <ul style="list-style-type: none"> <li>○ Teasing</li> <li>○ Passive participation in hurtful activities</li> <li>○ Divisiveness (gossip, cliques)</li> <li>○ Repeating (3<sup>rd</sup> party) information</li> </ul> | <ul style="list-style-type: none"> <li>○ Initial bullying behavior</li> <li>○ Hurtful acts or words against others</li> <li>○ Initiating or spreading rumors</li> <li>○ Intimidation</li> </ul>                      | <ul style="list-style-type: none"> <li>○ Sexual harassment</li> <li>○ Cyber bullying or harassment</li> <li>○ Gestures involving any sexual behavior</li> </ul>                                                   |
| Tardiness/Truancy   | <ul style="list-style-type: none"> <li>○ 3 Tardies</li> <li>○ 5 Absences</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>○ 4 - 8 tardies</li> <li>○ 6 – 9 absences</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>○ 9 or more tardies</li> <li>○ 10 or more absences</li> </ul>                                                                                                              |
| Vandalism/Graffiti  | <ul style="list-style-type: none"> <li>○ Writing on another's property using a pencil.</li> </ul>                                                                                                                    | <ul style="list-style-type: none"> <li>○ Writing on another's property in pen/marker</li> <li>○ Carving name/initials/words into another's property</li> <li>○ Destroying another's property (repairable)</li> </ul> | <ul style="list-style-type: none"> <li>○ Writing on another's property in permanent marker</li> <li>○ Carving name/initials/profanity into another's property</li> <li>○ Destroying another's property</li> </ul> |
| Dishonesty          | <ul style="list-style-type: none"> <li>○ Lying to avoid punishment</li> </ul>                                                                                                                                        | <ul style="list-style-type: none"> <li>○ Stealing (low value items)</li> <li>○ Cheating</li> <li>○ Lying</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>○ Stealing (high value items)</li> <li>○ Forging parent signature</li> <li>○ Lying</li> </ul>                                                                              |

### Level 1

- Teacher will handle in the classroom
- Student will complete a reflection of behavior
- Parent will be contacted and notified of consequences
- Intervention will be documented in MiSiS

### Level 2

- Student is sent to main office
- Student will complete a reflection of behavior
- Parent will be contacted and notified of consequences
- Incident will be documented in MiSiS

### Level 3

- Student is sent to main office
- Student will complete a reflection of behavior
- Parent will be contacted and notified of consequences that may include suspension via progressive discipline or office of student discipline.
- Incident will be documented on MiSiS and ISTAR (as needed)

### **BANKED TUESDAY SCHEDULE AKA TEACHER MEETINGS:**

Banked Tuesday allows teachers to meet as a group and collaborate as well as get professional development to support and/or enhance classroom instruction. This school year, banked Tuesday is every single Tuesday from the first week of school until the last. Please mark your calendars and coordinate for timely pick-up at 1:38 p.m. All after-school programs begin immediately following dismissal.

### **PARENT CONFERENCES**

Parent Conferences are a perfect opportunity for you to meet and discuss any questions or academic concerns you might have for your child. Mark your calendar now in anticipation of the Fall and Spring parent conferences schedule and reach out to our teachers if there is a specific time and date you wish to secure.

#### **FALL CONFERENCES:**

November 9: Minimum Day Dismissal @ 12:58 pm

November 10: Bank Time PD for teachers

November 11: No School

November 12: Minimum Day Dismissal @ 12:58 pm

November 13: Minimum Day Dismissal @ 12:58 pm

#### **SPRING CONFERENCES:**

March 8: Regular Day Dismissal 2:38 pm

March 9: Banked Tuesday Dismissal @ 1:38 pm

March 10: Minimum Day Dismissal @ 12:58 pm

March 11: Minimum Day Dismissal @ 12:58 pm

March 12: Minimum Day Dismissal @ 12:58 pm

### **VISITOR POLICY**

BULLETIN-6492.2

Per our district bulletin, Dahlia Heights Elementary is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Dahlia is a closed-campus school. This policy is in place to ensure that everyone who is on our campus has a reason to be on our campus. All visitors must enter through our main gate on Floristan.

### **BEFORE SCHOOL**

If you need to come onto campus, you must obtain a yellow sticker.

State Full Name, Reason of Visit

Wear YELLOW visitor's sticker, Return sticker when exiting

Note that this information will be recorded on our visitor's log.

### **DURING SCHOOL**

If you are visiting during school hours, you will be buzzed in from our main gate. Proceed to the campus aide seated at the table or directly to the main office to sign our visitor's book. You will let us know the reason for your visit and be issued a sticker if you are going to other parts of the campus other than the office. If you are volunteering for the day, please stay at the area for which you are assigned. Classroom instructional time may not be interrupted for any reason. When leaving the school, please sign out at the main office.

### **SCHOOL-WIDE EVENTS**

In the event of school-wide activities and/or performances, we will not be issuing yellow stickers. Let us know the reason for your visit and you will be given a pre-made sticker specifically for that event.

### **DISRUPTIVE PARENTS/VISITORS**

Per board rule 1265 and 2002 parents must follow our code of conduct when on campus. Any parent who willfully interferes with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person may be banned from our campus by the school principal. Visitors who defy the school administrator's authority can be reported to the appropriate police agencies and may be subject to criminal charges under California Penal Code Sections 626.6 and 626.8 or Los Angeles Municipal Code Section 63.94.

### **What NOT to Bring to School**

Please remind your child that the following listed items are not allowed on campus as they are distractors to learning. The school provides sufficient items for children to play with for both indoor and outdoor recesses. In the event the student does bring one of the items listed below, **the theft or loss of such item will not be investigated by school personnel.** Neither the school nor the district will be held liable for any damage or loss incurred. Please note that these items are also not allowed on campus during the after-school program.

- Valuable items such as electronic games, computers, tablets, smart phones, smart watches etc.
- No stuffed animals unless it is associated with a teacher event in the classroom or a spirit day.
- Balls (We have balls students can use while on campus.)
- Toys (i.e., marbles, Tazos, Pogs, hot wheels, dolls, etc.)
- Skateboards, scooters, heelys (shoes with wheels)
- Trading cards (i.e., Pokémon, Magic, World of Craft, Duel Masters, Cardfight, etc.)

- Chewing gum is never allowed
- Candy (May be allowed on specific occasions, i.e. Halloween and Valentine's).

## **WEAPONS POLICY**

The Board of Education has adopted a very strict policy regarding students possessing dangerous weapons such as guns, knives, explosive devices, etc. The policy states that “any student found with a dangerous weapon in his/her possession either on or off campus shall be recommended to the Los Angeles Board of Education for immediate expulsion from school.” This policy applies to students of any age or grade level bringing any weapon to school. All types of guns (stun guns, air guns and replica guns) are included in this policy. Please discuss this policy with your child on a regular basis.

## **MONEY**

Last year we had a lot of money that was brought to school that was lost or “mishandled.” If for whatever reason you are sending your child to school with money, please make sure they are keeping it in a safe place, giving it to whomever they need to give it to, and are NOT passing it along to a friend.

## **E3 and Woodcraft Rangers:**

### **AFTER-SCHOOL PROGRAMS**

We have afterschool programs that run from school dismissal until 6:00 pm daily when school is in session. Parents must sign an agreement prior to their child being eligible to participate. This is not a child-care program. It is a “permissive” recreation program. Participation is a privilege. Students must conduct themselves in a manner that is consistent with the rules and regulations of the school and playground. This means that our rules for the regular school day also applies to after school while on campus. Students who have difficulty adhering to the rules will be removed after the 3<sup>rd</sup> notice/conference.

When picking up your child, please come through the main gate on Floristan and follow the instructions that each of the programs provide for picking up your child:

**For all programs, supper will be provided with time to eat 20 minutes after school dismissal.**

### **Woodcraft Rangers WCR –**

- Enrollment TK-6
- Checked in with Coaches –TK & Kindergarten are picked up from the TK/K yard
- Parents must come to the desk to check out their child from the program. Students are encouraged to stay until 5:30 p.m.
- Components include:
  - Homework Assistance

- Dance
- Sports
- Jr. Rangers (TK/K)
- STEM, Visual Arts & more!

**E3 –**

- Fee based, please visit their website
- Enrollment is for grades UTK-6
- Four structure rotation:
  - Homework Assistance
  - Arts and Craft
  - Academic Enrichment
  - Recreation