

# Courreges Elementary School



**PAW POWER!**

**Positive**

**Respectful**

**Responsible**

**Safe**

**Kind**

## Handbook 2024 - 2025

**Our Mission:** We, at Courreges Elementary School, are building a community of lifetime learners committed to achieving, growing, and becoming good citizens at school, in our community, and in the digital environment. We promise to be positive, respectful, responsible, safe, and kind.

	Hallways	Classroom/Library	Playground	Lunch/Snack	Restrooms
<b>Positive</b>	<ul style="list-style-type: none"> <li>*Smile as a greeting</li> <li>*Walk quickly and safely</li> </ul>	<ul style="list-style-type: none"> <li>*Practice good manners and use kind words</li> <li>*Work together</li> <li>*Actively participate</li> <li>*Have a growth mindset</li> </ul>	<ul style="list-style-type: none"> <li>*Follow game rules/play fair</li> <li>*Use equipment appropriately</li> <li>*Follow after bell procedures</li> </ul>	<ul style="list-style-type: none"> <li>*Practice good manners</li> <li>*Take your time</li> <li>*Enjoy your food</li> </ul>	<ul style="list-style-type: none"> <li>*Give others privacy</li> <li>*Report any problems to an adult</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>*Respect personal space</li> <li>*Hands off bulletin boards</li> <li>*Walk quietly to destination</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Use indoor voice</li> <li>*Follow classroom rules</li> <li>*Listen politely to others</li> <li>*Use academic language</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in personal space</li> <li>*Treat others as you would like to be treated</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to noon supervisors</li> <li>*Raise hand if you need help</li> <li>*Use appropriate volume and language</li> </ul>	<ul style="list-style-type: none"> <li>*Honor privacy</li> <li>*No crawling or peeking</li> <li>*No playing</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>*Straight to destination</li> <li>*Quiet</li> <li>*Backpacks zipped and on hooks</li> </ul>	<ul style="list-style-type: none"> <li>*Be prepared for learning with supplies, homework and belongings</li> <li>*Academic honesty</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Work together to solve problems</li> <li>*Put away equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Keep food on tray</li> <li>*Clean up your area</li> <li>*Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands</li> <li>*Put trash away</li> <li>*Flush once</li> <li>*Go back to class immediately</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>*Use an inside voice</li> <li>*Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite and use kind words</li> <li>*Hold the door for others</li> <li>*Be a helper</li> </ul>	<ul style="list-style-type: none"> <li>*Include others/share</li> <li>*Listen to supervisors</li> <li>*Good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite and use kind words</li> <li>*Patiently wait for your turn in line</li> <li>*Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up after yourself</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>*Walk directly to destination</li> <li>*Hands and feet to self</li> <li>*Stay with class</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Use classroom materials appropriately</li> <li>*No running</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Use equipment appropriately</li> <li>*Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in seat until dismissed</li> <li>*Walk to areas</li> <li>*Don't share food</li> </ul>	<ul style="list-style-type: none"> <li>*Use for intended purpose only</li> <li>*Make safe choices</li> </ul>

# The ABC's of Courreges

## Absences

When your child is absent from school, please email the school office **each day of absence(s)** no later than 10:00 am. Please include the child's name, teacher's name, date of absence, reason for absence and relationship to the child. Please do not send your child to school if they are ill. Children should be kept home for 24 hours after a fever goes down without medication. Automated messages will be sent out on any unverified absences. Please verify your child's absence within 48 hours.

## Arrival and Dismissal

Please be courteous, patient, and cautious when dropping off or picking up your student. Please be aware of the pedestrian crosswalk in front of the school. **DO NOT park** in the parking lot from 7:45 - 8:30 am so students are not walking through the parking lot. If you drive into the parking lot for drop off, pull forward and remember drivers need to STAY in their cars and have **students exit the car on the sidewalk side only**. Safety is a priority, please be aware and be kind!

## Attendance

Regular attendance is very important for a quality education. Please ensure your child arrives at school on time everyday. **Tardiness** is a disruption to the classroom and to learning. Late arrivals **must** check in to the office with a parent to get a tardy slip before going to class. Students who are excessively absent or tardy will be referred to the School Attendance Review Team and Board.

## Awards

Student effort, academic achievement, and citizenship is valued and recognized each month at our flag ceremony. Student citizenship is also recognized weekly at the flag ceremony.

## Bell Schedule (including Modified Days)

Students follow a modified schedule every Thursday as well as special days throughout the year. Bell Schedule is included at the end of this handbook.

## Bicycles, Scooters, Skateboards, Rollerblades, etc.

3rd - 5th grade students may ride their bicycles or scooters independently to school. Students must wear a helmet and lock their bike in the designated racks. The school is not responsible for damages or stolen items. Bicycles, skateboards, roller skates/blades, scooters, or shoes with wheels are not allowed on campus.

## **Birthdays**

Birthdays: In accordance with the FVSD Wellness Policy, parents are allowed to bring NON-food items for birthday celebrations (FVSD Board Policy 5030). Please notify your student's teacher in advance if bringing items (pencils, stickers, erasers, books, etc.) Please refrain from bringing flower bouquets, balloons, food, or party invitations, as these items can be disruptive to the learning environment.

## **Breakfast and Lunch**

Breakfast and lunch are available to all students. Breakfast will be served at recess. For further information, please contact the food service department directly at 714.843.3242 or email [browns@fvsd.us](mailto:browns@fvsd.us). If bringing sack lunches and snacks, students are to eat their own food. Food trading is not allowed. If a student forgets their lunch, they will be sent through the lunch line.

## **Campus Times**

Students are allowed to be on campus 15 minutes before the start of the school day at 7:45 am. There is NO supervision prior to that time. At 7:45 am, students may walk through their grade level gates and sit at their classroom area, designated by a cone. (This is not a recess time.) Primary students are dismissed at 1:50 pm. ALL parents and primary students must leave campus, away from the upper grade playground and classrooms. All playground structures are closed until campus reopens to the public at 3:00 pm.

- Please be prompt in picking up your student at dismissal times. Students who are on different schedules may not wait for siblings. There is no after school supervision. If you are late to pick up your child, you must go to the office and sign out your student. Only those listed on your student's emergency card can sign out a student.

## **Campus Safety and Behavior**

Students will show their pride by being positive, respectful, responsible, safe, and kind. (See matrix on page one.)

## **Cell Phones (and Smart Watches)**

Students may possess cell phones but **are restricted** to using them only before and after school for emergencies only. Phones (and watches) must be turned off and kept in their backpack during the day so students can focus on learning. Vibrate/silent mode is not considered off. Any cell phone (including smart watches) that is visible or heard by staff during the day must be picked up after school in the office. Courreges cannot be responsible for lost or damaged phones.

## **Closed Campus**

All schools in FVSD have a closed campus policy. Any persons coming to campus must check in at the office and obtain proper clearance for being on campus. No exceptions.

## **Conferences and Report Cards**

Report cards are issued every trimester. Parent teacher conferences are held at the end of October and February. These conferences center on reporting a child's progress and discussing goals. If a student is not achieving at a satisfactory level, a progress report will be sent to parents mid-trimester.

## **Dress Code**

The purpose of the following dress standards is to ensure the maximum safety of everyone, to encourage students to dress for success and learning, and to attend school properly prepared to participate in the educational process. We appreciate your support in upholding an appropriate dress standard. In selecting clothes for school, please follow these guidelines approved by the Fountain Valley School District Board of Trustees:

1. Shoes must be worn at all times. Open-toed shoes or backless shoes are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which displays drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
4. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

## **Early Check Out**

If you need to take your child out of school before dismissal time, please come to the office with a photo id. If at all possible, Thursdays are the perfect days for appointments as students are on modified schedule and are dismissed at 12:32 pm or 12:34 pm. Only persons listed as emergency contacts can sign out your student. Please do not call ahead, we will call the classroom when you arrive at the office. Avoid lunch and recess times. (Please refer to the bell schedule.)

- ESP students: Parents, it is your responsibility to notify the ESP office if your student will not be attending ESP after school. ESP has a “finders fee” they will charge you if your student does not show up at ESP as expected.

### **Emergency Card**

An up to date emergency card is required for each family/student every fall. The main purpose of this card is to help us locate the parent or an authorized caregiver in the event of an emergency that involves a child. Please keep this information updated in Aeries.

### **Emergency Preparedness**

Courreges has an emergency preparedness plan that will be implemented in the event of any disaster. The school will work with FVSD and the city of Fountain Valley to ensure your child’s safety. Fire, earthquake, and lockdown drills are conducted on a regular basis in compliance with state laws and school district policies.

Your child will remain in the care of the school in the event of a major disaster until a parent or a designated person listed on the emergency card arrives. Please notify those designated persons that they are listed on your child’s emergency card. In order to ensure the continued safety of all students, please follow the listed procedures when picking up your child in the event of a disaster.

- Come to the school as soon as it is safe to do so. If possible, walk to school in order to leave room for emergency vehicles.
- Go to the back gate on the upper playground to pick up your child. Please note the office staff will not release any child until we have completed the accounting for all children in attendance that day.
- Give your child’s name and room number or teacher’s name to an adult at the gate. Remember - only a parent or person(s) designated on the emergency card may pick up children.
- After signing to release your child, you will be directed to a waiting area. Wait there and your child will be brought to you. If your child is injured, you will be directed to the first aid section.

### **Entrance and Pick Up Gates**

There are three entry gates. TK/Kindergarten students enter near the front of the school. 1st and 2nd grade enter by the bike rack. 3rd - 5th grade enter by the portables. Once school begins, the only point of entrance is the front office.

## Forgotten Items

Students can check the table outside the office during recess or lunch for forgotten items.

## Health Office

If students do not feel well, they will let their teacher know who will send them to the health office. Parents will be notified in the event they need to be picked up. **If your child has any allergies or serious medical issues, please inform your child's teacher and the health office.**

- California Ed. Code allows school personnel to administer medication only if we have the proper forms signed by referring doctor and parent. All medications must be brought to the health office by the parent.

## Home-School Compact

It is important that families and schools work together to help students achieve. Through a process that includes teachers, families, and students, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and life.

### THE STUDENT PLEDGE:

I realize my education is important. I know I am the one responsible for my success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- \_\_\_\_\_ I will return completed homework on time.
- \_\_\_\_\_ I will arrive at school on time every day unless I am ill.
- \_\_\_\_\_ I will be responsible for my own behavior.
- \_\_\_\_\_ I will be a cooperative learner.
- \_\_\_\_\_ I will abide by all rules regarding technology.

### THE PARENT PLEDGE:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- \_\_\_\_\_ I will provide a quiet place for my child to study and complete their homework.
- \_\_\_\_\_ I will encourage my child to complete his/her homework.
- \_\_\_\_\_ I will make sure my child gets an adequate night's sleep.
- \_\_\_\_\_ I will see to it that my child arrives at school on time every day.
- \_\_\_\_\_ I will attend Back to School Night, Parent Conferences, and Open House.
- \_\_\_\_\_ I will support the school/district policies on homework, discipline, and attendance.

### THE STAFF Pledge:

I understand the importance of the school experience to every child and my role as a model. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- \_\_\_\_\_ I will teach all the necessary concepts to your child before regular homework is assigned.
- \_\_\_\_\_ I will strive to be aware of the individual needs of your child.
- \_\_\_\_\_ I will regularly communicate with you regarding your child's progress.
- \_\_\_\_\_ I will provide a safe and positive learning environment for your child.

### EVERYONE will:

- be equal partners to achieve successful learning.
- communicate clearly, regularly, and respectfully regarding roles and responsibilities.

## **Lost and Found**

All lost and found items are located in the cart in the front breezeway. Throughout the year, families will be notified to check the lost and found prior to items being donated.

## **Phones and Digital Watches**

Students may possess cell phones and smart watches, **but they must be turned off/silent and kept in their backpacks** during the day as academic instruction is our focus during the school day. (Courreges is not responsible for any lost or damaged cell phones or watches.)

## **PTA**

We encourage all families to join and participate in our amazing PTA.

## **Recess**

Recess is provided for children to have a period of physical activity, social interaction, and restroom breaks. During recess, students are expected to follow playground safety rules. Students are encouraged to bring nutritious and healthy snacks to eat in the lunch bowl.

## **Referral**

Students may receive a referral if additional support is needed beyond classroom systems. Students may meet with the Courreges' staff (principal, counselor, etc.) and parents may be called in for a conference (in person or phone). Behavior plan or referral reflections may be assigned.

## **Restrooms & Water Fountains**

- Use appropriately for intended purpose.
- When you are done, exit restrooms.
- Use restrooms responsibly and throw trash in trash cans. Making a mess in the restroom is no different than vandalism. Vandalism of school property is cause for an immediate office referral.

## **Suspensions & Expulsions**

The following is taken from the California Education Code Section 48900. Students may be suspended or expelled if they engage in the following.

Harassment, intimidation or threatening a witness  
Cause, attempt, threaten physical injury  
Willful use of force or violence  
Robbery or extortion or received stolen property

Sexual harassment  
Habitual profanity or vulgarity  
Property damage  
Bullying



Possess, sold, or furnished knife or dangerous object; firearm or imitation of firearm, of drug paraphernalia or use of tobacco products and or under influence of controlled substance, alcohol, intoxicant

### Visitors

All visitors are required to report to the school office upon arriving on campus. Parent volunteers who are working in the classrooms must check in at the office before reporting to the classroom. Visitors and volunteers must wear badges during the school day. Parents may request to visit their child's classroom. Please communicate with the teacher in advance to schedule a mutually convenient time.

### Volunteers

Parents are encouraged to volunteer in classrooms and at school events. If you are interested in helping, please contact your teacher or the PTA. All volunteers must have a current TB test before helping on school grounds. All volunteers are required to sign in at the school office upon arrival.

Grades	Mon., Tues., Wed., and Fri.	Modified Schedule* Thursday
TK/Kinder 1st Grade 2nd Grade	8:00 Start of Day <b>10:00 - 10:20 Recess</b> 11:40 -12:20 Lunch 1:50 Dismissal	8:00 Start of Day 10:00 - 10:20 Recess 12:32 Dismissal
3rd Grade 4th Grade 5th Grade	8:00 Start of Day <b>10:20 - 10:40 Recess</b> 12:20 - 1:00 Lunch 2:30 Dismissal	8:00 Start of Day 10:20 - 10:40 Recess 12:34 Dismissal
<b>Modified Schedule</b> Every Thursday October 14 - 18, 2024 February 5 - 7, 2025 May 27, 2025 June 11 - 13, 2025		