

CHARLESTON ELEMENTARY SCHOOL

HOME OF THE CHARGERS



2026-2027

A MESSAGE FROM THE PRINCIPAL

Dear Charleston Families,

On behalf of the entire Charleston Elementary staff, I am excited to welcome you to a new school year! Whether you are returning to our school community or joining us for the first time, we are thrilled to have you as part of the Charleston family.

At Charleston Elementary, we believe that schools are strongest when students, staff, and families work together toward a common goal—helping every child succeed. Our school is more than a place of learning; it is a community built on respect, kindness, collaboration, and a commitment to ensuring that every student feels valued, supported, and inspired to reach their full potential.

The start of a new school year brings excitement, new opportunities, and endless possibilities. Students will build new friendships, develop new skills, discover new interests, and create lasting memories. Our dedicated staff is committed to providing a safe, positive, and engaging learning environment where students are challenged academically, encouraged to grow socially and emotionally, and given opportunities to experience the joy of learning.

We recognize that a child's success is strengthened through a strong partnership between home and school. Open communication, mutual trust, and shared expectations help create the consistency and support that students need to thrive. Together, we can ensure that every child has the opportunity to learn, grow, and achieve their goals.

This handbook has been designed to provide important information about our school procedures, expectations, and programs. We encourage you to take a few moments to review it carefully so that you and your child can begin the school year feeling informed, prepared, and confident.

As we begin this journey together, I look forward to another year of learning, growth, and celebration. Thank you for entrusting us with your children's education. It is truly a privilege to serve our students and families, and we are honored to be part of their educational journey.

Please do not hesitate to contact us if you have any questions or need assistance throughout the year. We look forward to partnering with you to make this an outstanding year for every Charleston student.

Sincerely,

Lou S. Ruiz
Principal

Disclaimer:

Charleston Elementary Administration reserves the right to address any situation not specifically addressed or partially addressed herein, in order to preserve a safe learning environment for all students.

CONTACT INFORMATION

Los Banos Unified School District Board of Trustees

Mr. Anthony Parreira	President	826-1700
Mr. Gene Lieb	V. President	704-3831
Mrs. Lori Gattuso	Clerk	704-0443
Dr. Jessica Moran		704-3547
Ms. Marlene Smith		509-9180
Ms. Dayna Valadao		587-2432
Mr. Luis Castro		

DISTRICT ADMINISTRATION (209) 826-3801

Superintendent:	Dr. Bree Valla
Chief Academic Officer	Mr. Sean Richey
Asst. Superintendent, Human Resources:	Ms. Tammie Calzadillas, Ed.D.
Asst. Superintendent, Fiscal Services:	Mr. Sypher Lee
Director of Elementary Education:	Mr. Eric Sowersby
Director of Secondary Education:	Mr. Dan Sutton

CHARLESTON ELEMENTARY OFFICE STAFF (209) 826-5270

Office Manager:	Laurie Sadler
Office Specialist:	Jessica Monteon
Wellness Counselor:	Alejandra Lopez
Health Aide:	Patricia Corral Reyna
Head Custodian:	Nick Torlano
Night Custodian:	Giovanny Barba

CHARLESTON ELEMENTARY ADMINISTRATION (209) 826-5270

Principal:	Mr. Lou S. Ruiz
Asst. Principal:	Mrs. Lisa Kocher

MISSION STATEMENT

To educate and prepare students to be life-long learners by promoting self-directed learning and problem-solving skills so that every student will achieve academic and social success beyond high school. Every child will leave Charleston Elementary with a love of learning knowing that effort, perseverance, and resiliency will lead them to success throughout life.

We are committed to the following goals:

- To teach all students not only how to read, but also to enjoy reading.
- To make sure that all students gain an understanding of mathematical concepts and the role that math plays in all areas of life.
- To appreciate history and the unique role it plays in informing today's decisions.
- To develop an interest in and an understanding of science.
- To write fluently for a variety of purposes.
- To use technology as a tool to enhance all areas of the curriculum.
- To developing learners whose curiosity about the world around them leads them to a fulfilling life.

VISION STATEMENT

To work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential. We value and accommodate diversity and provide opportunities for enrichment, intervention, and remediation as necessary. We set high expectations and support all students because they are capable and we believe in them. Our entire school community shares the belief that all children can and will learn. Charleston Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere.

MOTTO:

"Believe in Yourself"

CHARLESTON CHARGERS

CODE OF CONDUCT

THE CODE OF CONDUCT DESCRIBES YOUR RIGHTS AND RESPONSIBILITIES AS A STUDENT OF CHARLESTON ELEMENTARY SCHOOL.

THE CODE OF CONDUCT ALSO TELLS YOU WHAT TO EXPECT IF YOU CHOOSE TO IGNORE YOUR RESPONSIBILITIES.

WE BELIEVE THAT EACH STUDENT IS RESPONSIBLE FOR THEIR OWN ACTIONS BASED ON THE POLICIES OUTLINED IN THE STUDENT HANDBOOK.

FURTHERMORE

- EACH STUDENT HAS THE RIGHT AND THE OBLIGATION TO LEARN.
- EACH TEACHER HAS THE RIGHT AND THE OBLIGATION TO TEACH.
- EACH PARENT HAS THE RIGHT AND THE OBLIGATION TO BE INVOLVED IN SCHOOL. LEARNING, FUNCTIONS, AND ACTIVITIES.

THEREFORE

- EACH STUDENT IS OBLIGATED TO SHOW RESPECT FOR OTHER STUDENTS, ADULTS, AND PROPERTY.
- EACH STUDENT WILL ACT IN A SAFE AND HEALTHY WAY.
- EACH STUDENT IS RESPONSIBLE FOR THEIR ACTIONS.
- NO STUDENT WILL DEPRIVE ANOTHER STUDENT FROM LEARNING.

CALENDAR OF EVENTS AND ACTIVITIES

(Dates subject to change)

Meet The Teacher Night	Aug. 11
Book Fair	Aug. 10 - 14
First Day of School	Aug. 12
Charleston Family Movie Night	Aug. 28
Patriot's Day Flag Ceremony	Sept. 11
Fall Festival	Oct. 4
Red Ribbon Week	Oct. 23-31
6 th grade camp	Oct. 26-30
End of First Trimester	Oct. 30
Parent Conference Week	Nov. 2-6
1 st Trimester Awards Ceremony	Nov. 12-13
Veteran's Day / Flag Ceremony	Nov. 10
CE Spelling Bee	Nov. 19
MCOE Spelling Bee	Dec. 8
End of Second Trimester	Feb. 26
2 nd Trimester Awards Ceremony	March 11-12
Kindergarten Registration	Feb. 16-19
California Smarter Balance Assessment	Apr. 12-23
Open House / Book Fair	May 20
Kinder - 3 rd grade Champion Reader Celebration	May 14
4h - 6 th grade Champion Reader Celebration	May 21
Memorial Day Flag Ceremony	May 28
3 rd Trimester Awards Ceremony (1 st - 3 rd grade)	June 1
3 rd Trimester Awards Ceremony (4 th - 6 th grade)	June 3
Kindergarten Awards Ceremony	June 4
6 th grade walk out / Last Day of School	June 4

HOLIDAYS (School will be closed on the following dates)

Labor Day	September 7
Veteran's Day	November 11
Thanksgiving Break	November 23-27
Christmas Break	December 21 - January 8
Martin Luther King Day	January 18
Lincoln Day	February 8
Washington Day	February 15
Spring Break	March 22-29
May Day	April 30

Memorial Day	May 31
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REGULAR BELL SCHEDULE

Time	Grades 1 - 6	Time	Kindergarten
7:55	Regular & Minimum Day Start	7:55	Regular & Minimum Day Start
8:00 - 9:35	All classes in session	8:00 - 9:35	Kindergarten classes in session
9:35 - 9:55	1 st - 3 rd grade recess	9:35- 9:55	Kindergarten snack / recess
10:00 - 10:20	4 th - 6 th grade recess	10:00-11:35	Kindergarten classes in session
10:20 - 11:30	All classes in session	11:35-11:45	Kindergarten release time
11:30 - 12:10	1 st - 3 rd grade lunch		
12:10 - 12:40	1 st - 3 rd grade intervention		
11:50 - 12:30	4 th - 6 th grade lunch		
12:30 - 1:00	4 th - 6 th grade intervention		
12:30 - 1:30	All classes in session		
1:30 - 1:40	1 st - 3 rd grade recess		
1:40 - 2:20	All classes in session	11:05 am	Minimum day release time - Kinders
2:20	Release time for all 1 st - 6 th grade	1:20 pm	Minimum day release time - 1 st -6 th grade

ATTENDANCE

A student is required to attend school every day unless he or she is sick. Parents must notify the school office within 24 hrs with a reason for absence if their child is not in school. The office phone number is **826-5270**.

Truancy: In California, a student is truant if he/she is absent or tardy by more than 30 minutes without a valid excuse on 3 occasions in a school year.

Habitual Truancy: A student is habitually truant if he/she is absent without a valid excuse for 5 days during a school year.

Chronic Truancy: A student is chronically truant if he/she is absent without a valid excuse for 10% of the school year.

Chronic Absence: In California, chronic absence is defined as being absent for any reason (excused or unexcused) for at least 10% of the school year. Thus, in a 180 day school year, **a student who misses 18 days of school or more is chronically absent.**

ABSENCES FROM SCHOOL

- California State Law requires that all students attend school on a daily basis.
- School absences are classified as either excused or unexcused.
- **EXCUSED ABSENCES:** illness, the death of an immediate family member, doctor/dental appointments, subpoena from a court, and religious holiday or ceremony.
- All other reasons are considered **unexcused absences**.

- Parents must either call the office or provide written proof excusing their child's absence on the day their child returns to school (within 24 hours)
- The note should include the student's name, the date of the absence, the reason for the absence and the signature of the parent of guardian.
- Letters will be sent home for unexcused tardies or absences
- After 10 absences, a doctor's note will be required to excuse any additional absences.
- If absences extend past 10 **consecutive** days, the student **will be dis-enrolled from school**.
- Excessive absences from school will result in a possible referral to School Attendance Review Board (SARB)

CHARLESTON ELEMENTARY TARDY POLICY

Help your child excel in school:

- The most important part of the instructional day is in the morning. Make sure that your child is on time every day! **The instructional day begins at 8:00 am.**
- **Tardy:** Students not in their assigned seat at 8:00 am are considered late.
- **Truant Tardy:** late to school 30 minutes or more. Three (3) truant tardies will result in a truancy letter from the district office.
- Students will be marked tardy for any reason if they are late getting to school.
- Students marked tardy will sit on the bench for a portion of their morning recess.

ATTENDANCE AWARDS

- Awards are given for outstanding and perfect attendance each trimester and at the end of the school year.
- Students with tardies to school will not be eligible for our Attendance Awards Program.
- **Outstanding Attendance Awards** are given to students who have no more than 1 absence, 1 tardy, and / or 1 early checkout per trimester.
- **Perfect Attendance Awards** are given to students with no absences, no tardies and no checkouts per month, per trimester and at the end of the school year.
- Students with perfect attendance for the entire school year will earn a special activity with the principal and will receive a special gift at the end of the school year.

To be eligible for Perfect Attendance awards, students must be on time and in school all day, every day for the entire school year.

(SARB) SCHOOL ATTENDANCE REVIEW BOARD

SARB is an informational process that combines county representatives, law enforcement officials, school administrators, parents, and a member of the local community to work together to improve attendance. SARB is a legal representative of the court and has subpoena authority. SARB hearings are held at the Los Banos Unified School District office.

*California Ed. Code 48200 – Children between Ages of 6 and 18 Years
Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory continuation education not exempted under the*

provisions of Chapter 3 (commencing with section 48400) shall attend the public full-time day school or continuation school or classes and for the full-time designated as the length of the school day by government board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation or classes and for the full-time designated as the length of the school day by the governing board of the school district in which the residence of either parent or legal guardian is located.

The SARB process takes into account absences during the entire academic school year.

MORNING DROP OFF / AFTERNOON PICK UP PROCEDURES

We have established procedures to keep everyone safe and to keep the traffic running smoothly during our morning drop off and afternoon pick up. Traffic is usually a little hectic for the first few days until everyone gets the hang of things, but after the first week or so, traffic should run very efficiently in the morning and afternoon if everyone follows these procedures.

All students will need to be dropped off in the morning before 7:55 am. **Parents will not be able to park and walk their child onto campus.** All parents will need to remain in their vehicle, drive through the drop off area in front of school, and drop off their child. School staff will help get students out of vehicles safely.

Morning drop off: As you approach CE in the mornings, please enter the first gate and drive all the way forward towards the main office entrance or up close to the car in front of you before letting your child exit the vehicle. **No one should drive on the gravel shoulder on the north side of Charleston Rd when approaching school. This creates a major safety issue.** In addition, CHP will ticket vehicles driving on the gravel shoulder. Once you have pulled through the main gate, please pull up as much as possible. Parents can drop off their child at any point along the yellow line to the right of your vehicle. The yellow line starts next to the first classroom as you pull through the gate and extends east to the steps leading into the main office. Please utilize the entire length of the drop off area when dropping off children. This will allow more students to exit their vehicles quickly and keep the flow of traffic moving efficiently. **It is OK to stop on the crosswalk during morning drop off.** Please make sure children walk on the south side of the yellow line next to the classrooms when exiting their vehicles. Please make sure your child is ready to exit the vehicle when you pull through the drop off area. Students should not have to load their backpacks or gather their things when pulling through the drop off area. Students should be ready to give mom or dad a kiss goodbye and then exit the vehicle quickly.

It is much safer and faster for everyone if all parents pull through to drop off their children. Parents **ARE NOT** to use the canal road on the east side of the school to drop off, pick up, or park. The canal road is only to be used by authorized vehicles. No one is allowed to enter school from the canal road. All gates on the canal side of school are locked at all times.

After school pick-up: Our after school pick up procedures are the same as the morning drop off with one exception; all vehicles need to **wait on the south shoulder of Charleston Rd., just before the entrance**, for the busses to enter, load, and depart before pulling through the drop off/pick up area. Once all busses have departed, parents may pull through and pick up their children. Again, **parents will not be allowed to park and walk onto campus to pick up your child.** It is much safer and faster for everyone if all parents pull through to pick up their children after school. School staff will help all students load their vehicles. No vehicles are allowed to park across Charleston Road east of the crosswalk. This area needs to be clear at all times so that our busses can make the turn when exiting our school.

All parents picking up their child after school will be given a "Car Rider Sign" when they pull through the pick-up line on the first day of school. The Car Rider Sign will be used to help school staff learn who you are, what your vehicle looks like, and safely help your child into your vehicle. Directions on how to use the Car

Rider Sign will be attached to the sign when you pick it up on the first day. If you have any questions, please contact the school office at (209) 826-5270.

PARKING

- Please do not park on the east side of campus / on the canal road. All gates along the canal side of school are locked at all times
- No parking in front of large garbage cans on canal
- No parking in the gravel lot (fenced in area) across from CE
- No parking in fire lanes
- No parking on campus unless in parking spaces that are clearly marked for parking.

CHAMPION READER PROGRAM

Kinder and First Grade ONLY

The Champion Reader Program is Charleston Elementary School's reading incentive program designed to encourage students to practice reading skills and to develop a life-long love of reading. The goal of this program is to encourage all students to read every day at home. Prizes will be given out at the end of each trimester to students who reach their goals. The Champion Reader Program is sponsored and run by the Charleston Parent Club.

The goal is for each students to read 100 books by the end of year cut off date. The program will start in August 2024 and ends May 2025. Only books read during this period will be counted towards the total for the year.

Program Rules:

- A student reads a book aloud, silently or the book is read to the student. The book can be from the school library, the public library or the student's home library.
- Each book read at home is recorded on the blue verification form. Forms are available in the library, Resource Room and in all classrooms. These blue forms are to be turned in to the teacher every week and must include the book title, author, number of pages, date the book was started and date the book was finished. The entire book must be read before it can be written down for points.
- Verification forms are only valid with a parent or teacher signature.
- One parent is chosen by each teacher to be the Champion Reader Parent for their class. They will pick up the forms, record them and will give the teacher a printed progress report for the class. It will be at each teacher's discretion to create their own "classroom chart".
- Each student will receive prizes at the Trimester Awards Assembly if they have completed a total of:
 - Total of **33** books by the 1st Trimester
 - Total of **66** books by the 2nd Trimester
 - Total of **100** books by the end: Mid May

In order to qualify for the Champion Reader Celebration held at the end of the year, students must read a TOTAL of 100 books by the May cut-off date.

CHAMPION READER PROGRAM

2nd - 6th Grades ONLY

The goal of this program is to encourage all students to read every day at home. By reading at home, students earn enough Accelerated Reader points (A.R. points) to receive prizes and to be eligible for the Champion Reader Celebration at the end of the year. Prizes will be given out at the end of each trimester to students who reach their goals. The Champion Reader Program is sponsored and run by the Charleston Parent Club.

Rules:

- Student reads a book, or the book is read to the student.
- Student takes an A.R. test at school in class or in the library.
- Student must earn 70% or better on the A.R. test to pass
- Student can read books up to one grade level below their independent reading level
- To participate in the Champion Reader Celebration at the end of the school year, students must earn the following points: (2nd grade = 45 pts) (3rd - 6th grade = 75 pts).
- As long as students earn their points before the cut-off date, they will be eligible to participate.

Goal - A.R. points timeline: (students must reach the goal by each trimester to receive a prize)

<u>2nd grade</u>	<u>3rd grade</u>	<u>4th - 6th grade</u>
15 pts by end of 1 st trimester	20 by end of 1 st trimester	25 pts by end of 1 st trimester
30 pts by end of 2 nd trimester	40 pts by end of 2 nd trimester	50 pts by end of 2 nd trimester
45 pts by mid May	60 by mid May	75 pts by mid May

"TOP READER!!"

The Top Reader in each grade will receive a SPECIAL prize at the end of the program!!

- Accelerated Reader Books are available in our library and in the classroom.
- Parents may check out up to 10 books from our library.
- In order to qualify for the Champion Reader Celebration held at the end of the year, students must reach their goal by the May cut off date.

MATH CLUB

Math Club is a program that allows students to practice their math fact skills and work towards fluency of facts. Facts are introduced as a related fact family and reinforced through games in the program.

Rules:

- All 3rd - 6th graders need to participate a minimum of 3 days a week, 15-20 minutes a day.
- All students will start with addition and subtraction facts first and when they reach 100% fluency, they would switch to multiplication and division.

Awards:

Imagine Learning allows teachers to print certificates for various goals your students reach. Students can receive a certificate for every 100% of fluency gained, new facts mastered, and total facts solved. Teachers may print these and distribute them as they wish.

- 100% fluency will be celebrated at the trimester awards assembly.
- Addition and Subtraction 100% Fluent will get a calculator.
- Multiplication and Division 100% Fluent will get a T-shirt

Teachers are responsible for bringing a list of students that have earned each award to the assembly.

HONOR ROLL

There will be an "A" honor roll and an "A/B" honor roll published at the end of each trimester for 4th - 6th grade students.

INDEPENDENT STUDY

Contact Volta Elementary for long term IS. The Los Banos Unified School District does not participate in an Independent Study program for short-term absences.

STUDENT STUDY TEAM (SST)

- The Student Study Teams (SST) is a regular education process.
- The Student Study Team - designed to evaluate student problems (such as academic, behavioral, emotional or attendance difficulties) and provide possible solutions or courses of action to eliminate or decrease those problems.
- SST teams are made up of teachers, a school administrator, school nurse, a district psychologist or counselor, the student and the parent(s).

HOMEWORK EXPECTATIONS

- Homework is the link between school and home that shows students are studying.
- Research shows that when homework is turned in to the teacher, graded, and discussed with students, it can improve students' grades and understanding of their schoolwork.
- Homework is designed to:
 - Provide students time to read (20 min. in grades K-3, 30 min. in grades 4-6).
 - Help students understand and review the work that has been covered in class
 - See whether students understand the lesson
 - Help students learn how to find and use more information on a subject
- It is the student's responsibility to complete all homework assignments.
- All homework assignments must be completed in a timely manner as outlined by the teacher.

INTERVENTION PROGRAMS

- Charleston Elementary offers many opportunities for students to receive additional help.
- The following site based and special ed. services are offered for struggling students

- Social and emotional counseling
- Leveled Learning Intervention (LLI)
- Tutoring (pull out and push in)
- Reading Intervention
- Math Intervention
- After school tutoring (determined on a year to year basis)
- LEAP (Learning Educational Activities Program)
- Permission forms are required before a student attends any intervention programs.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held during the first week of November. You will receive notification from Charleston Elementary prior to conferences with your scheduled conference date and time.

PARENTSQUARE

ParentSquare is a product we use to better connect our school with families to improve student outcomes and school success. ParentSquare helps us provide families with up-to-date important information and helps us build positive relationships. It is important for every family to sign-up for ParentSquare to stay informed.

CLASS DOJO

Charleston Elementary uses ClassDojo as one of our primary communication tools. Through ClassDojo, teachers and school staff can share important announcements, classroom updates, student celebrations, and school information with families. We encourage all parents and guardians to connect to their child's ClassDojo account to stay informed and engaged throughout the school year.

PARENT PORTAL

Charleston Elementary strives to provide excellent communication between students, parents and teachers by promoting the usage of the district's Parent Portal. By using the Parent Portal, you can view your student's attendance, test scores, and other important information. Please create your account by going to the LBUUSD website, clicking on MORE, then clicking on Parent Portal. Please follow the directions while creating your account, to verify it is set up correctly.

PHONE CALLS

- The last 30 minutes of the day is NOT a good time to leave messages for students.
- We cannot guarantee students will receive phone messages on:
 - Regular school days: after 11 am for kinders or after 1:50 pm for 1st- 6th grade
 - Minimum school days: after 10:30 am for kinders or after 12:50 pm for 1st-6th grade
 - This includes transportation changes.

- Students may use the office phone at any time with permission from their teacher.
- Students are not allowed to use the office phone to make transportation changes.
- Teachers will not accept phone calls during class time unless it is an emergency.

LIBRARY FEES/TEXTBOOK FEES/PICTURE FEES

- All students are eligible to check out books and other resources from the library.
- If a book is checked out, it is the student's responsibility to return it.
- Students are financially responsible for any school property that is returned in a poor or unusable condition.
- Students are responsible and will be charged for any loss or damage to school property, including graffiti (tagging) on school materials or property.
- No refunds if the book has been found after paying the lost book fee.
- All library books must be returned and all library fines must be paid in order for students to participate in any end-of-year activities.
- Debts that are not paid will carry over to the next year.

CAFETERIA FEES

ALL STUDENTS EACH FOR FREE DURING THE 2026-2027 SCHOOL YEAR

2nd CHANCE BREAKFAST

- To ensure all students have access to a nutritious breakfast, those who arrive after the breakfast period or do not eat breakfast before school may receive breakfast during Second Chance Breakfast at their first recess.

NURSE'S OFFICE/MEDICATION

- All prescription medication must be checked in through the nurse's office.
- Over-the-counter medication, in accordance with Education Code, Section 49423, must have a doctor's written note and parent's authorization in order to administer.
- Forms are available through the school office.
- Parents must notify the main office / school nurse if their child has a medical condition that requires special attention or treatment.

EMERGENCIES / SICK OR INJURED CHILDREN

- If your child becomes ill, is injured or another emergency arises at school, we will need to be able to contact you immediately. It is important that you keep the office supplied with **accurate and up-to-date telephone numbers and emergency contact numbers at all times.** Please remember, we cannot keep seriously ill or injured children at school.

HEAD LICE POLICY

- Charleston Elementary has a "nit free" policy.

- Any student contracting head lice will be excluded from school until the school nurse or designee determines the child "nit free."
- Absences due to live head lice will be **excused** for 2 days

SOCIAL - EMOTIONAL SUPPORT

Charleston Elementary provides social and emotional counseling services to support students' well-being, personal growth, and success at school. Counseling services are available to help students develop coping skills, build positive relationships, and navigate social or emotional challenges. Families may contact the school office for more information or referrals.

CHARLESTON ELEMENTARY DRESS CODE WHEN IN DOUBT, DON'T WEAR IT!!



styles of dress can be a safety and/or health wearer or detracts from the educational process, throughout Charleston Elementary. Please note s and will be enforced consistently and fairly on red functions and events. **School administration of clothing or attire are appropriate for the**

and are not allowed to be worn on campus during school hours or school-related activities/events include:

- No „
- No bare midriffs. No see through outfits or outfits that expose undergarments.
- Boy shirts must have sleeves.
- No clothing that depicts sexually suggestive expressions or actions, profanity, obscenity, or degrades, ridicules, or promotes racial, ethnic, or religious prejudice.
- Clothing that depicts a situation, idea, or promotes a lifestyle related to/or identifies with gang activity and/or religion is strictly prohibited.
- No attire, paraphernalia, symbols, drawings, or anything similar that signifies gang affiliation or promotes alcohol/controlled substances.
- No SAGGING. Pants must be worn and fit at the waist, even without a belt.
- No bedroom slippers/flip flops/any house wear slippers or shoes that do not protect the toes.
- No "heelys"
- No short shorts or skirts.
- Skirts/Skorts must be no shorter than 5" above the top of the knee.
- Haircuts / hair styles which draw undue attention, are not acceptable.
- No bizarre designs/razor cuts, unnatural hair colors or tails. **Mohawks are not allowed.**
- Hair cannot cover the eyes in such a way to obstruct vision.

- No Pajamas/Blankets

CHARLESTON ELEMENTARY SCHOOL-WIDE BEHAVIOR EXPECTATIONS

1. Be Respectful

- Use kind words and actions
- Listen when others are speaking
- Follow directions the first time
- Respect school property and the belongings of others

2. Be Responsible

- Come to school prepared and ready to learn
- Complete your work and try your best
- Take care of materials
- Clean up after yourself in class, in the cafeteria, and in the eating area
- Make safe and positive choices

3. Be Safe

- Stop and listen when the bell rings
- Keep hands, feet, and objects to yourself
- Walk on the blacktop and in the hallways
- Use equipment the right way and return equipment to the ball bins
- Report problems to an adult
- Line up calmly and quietly

4. Be Ready to Learn

- Be on time to school
- Stay focused and participate
- Encourage others to learn
- Believe in yourself

CHARLESTON ELEMENTARY SCHOOL RULES

Our goal is to keep our school safe, respectful, and fun for everyone. Please follow these expectations at all times.

Playground & Play Structure Rules

- Play safely and include others.
- Use playground equipment as intended.
- Keep hands, feet, and objects to yourself.

- Wait your turn and share equipment.
- Stay within designated playground boundaries.
- No food is allowed on the playground or on classroom ramps.

When the bell rings:

- Freeze immediately.
- Listen quietly for directions from staff.
- Follow directions right away.

When the whistle blows:

- Stop playing immediately.
- Pick up all playground balls and equipment.
- Pick up any trash you see.
- Walk directly to your class line

Restroom Rules

- Walk quietly to and from the restroom.
- Use the restroom quickly and return to class promptly.
- Keep restrooms clean by flushing, washing hands with soap, and throwing paper towels in the trash.
- Respect everyone's privacy.
- Report any problems or unsafe conditions to an adult.

Cafeteria & Eating Area Rules

- Wait quietly in your class line before entering the cafeteria.
- The class lines with the best behavior will be invited into the cafeteria first.
- Walk safely when entering and exiting the cafeteria.
- Use quiet voices while eating.
- Stay seated while eating unless given permission to get up.
- Raise your hand if you need assistance.
- Clean up your eating space before leaving.
- Throw away all trash
- Students must eat all snacks in the designated eating area.
- No food is allowed on the playground or on classroom ramps.
- Any student caught or involved in throwing food at school will be responsible for cleaning the area, may be held responsible for paying for any damages to school property, and may be suspended from school

Dismissal & Pick-Up Expectations

- Stay in your assigned class line while waiting to be picked up.
- Talk quietly and respectfully.
- Listen carefully for your name to be called.

- Walk safely to the designated pick-up area in front of the school when your name is called.
- Do not leave the line until directed by a staff member.
- Follow all adult directions to help keep everyone safe during dismissal.

BEHAVIOR / ITEMS NOT ALLOWED AT CE SCHOOL

WEAPONS

- Guns, knives or any type of "look-alike" weapons **are not allowed at school**.
- Student will face serious disciplinary action for possessing any type of weapon or "look-alike" weapon at school.

TOYS

- Toys at school are an educational distraction, disruptive, and are not allowed.
- The school will not be responsible for lost or stolen toys/electronic devices.
- Please keep toys at home

THROWING FOOD

- Any student caught or involved in throwing food at school will be responsible for cleaning the area and may be held responsible for paying for damages and/or may be suspended from school.
- Students are not allowed to chew gum at school or at school functions.

FIGHTING

- Students who choose to fight at school **will be suspended** from school.

PERSONAL RELATIONSHIPS

- Any form of inappropriate behavior / public display of affection including hugging, kissing, or holding hands is not allowed at school.

HAZING

- California State law prohibits hazing of students.
- Any student, who injures, degrades, or disgraces other students will face disciplinary action and will be suspended from school.
- Any student who intimidates or threatens bodily harm to another student or teacher is subject to suspension from school.

ANIMALS/PETS

- Animals / pets are not allowed at school.

ELECTRONIC DEVICES

ELECTRONIC DEVICES: Cell phones, MP3 players, iPods, Cameras, Apple watch, etc. may not be used while on campus. Other than school laptops, all electronic devices must be turned off and put away while students are on campus. This includes while students are waiting to be picked up or waiting for the bus. If a student is caught using a cell phone or electronic device, other than a school issued device while on campus, the device will be confiscated and returned only to a parent/guardian of that student. Students are more than welcome to use the office phone at any time.

Any unauthorized / or improper use of an electronic device while on campus will be considered for disciplinary action. **Students who use their cell phone or any electronic device inappropriately to take photos, videos, or audio voice recordings may be suspended and / or expelled as per District Policy. It is illegal to audio record / video tape another person without their permission while at school. In addition, head phones/ear buds are not to be worn outside of the classroom. NO EXCEPTIONS! If you choose to send your student to school with an electronic device, please make sure you review this policy with them. Stolen electronic devices are not the responsibility of the school. **This policy is enforced at all elementary schools in the LBUSD.**

BUS RULES AND CONDUCT

- Students should know how they are getting home at the beginning of the day.
- Keep body and objects to self.
- Students must always follow the bus driver's instructions when boarding, riding, or leaving the bus. The bus driver is in complete charge of the bus at all times and may assign seats.
- Students are to keep their arms, head, and any personal belongings inside the bus at all times.
- Eating, drinking, and gum chewing on the bus are not allowed.
- Glass containers, balloons, and animals are not allowed on the bus.
- No objects are to be thrown or dropped from the bus.
- Bus aisles are to be clear at all times.
- Loud talking/yelling or distracting movements are prohibited at all times.
- Students need a bus pass (issued from the office) prior to riding a bus that is different from their regular bus.
- A pass will not be issued without a note or phone call from a parent.
- Bus passes must be obtained prior to lunch time.
- Bus transportation is a privilege, not a right. Don't abuse it! Be respectful and courteous.
- Students may be denied bus transportation for inappropriate behavior.

FIELD TRIPS

- All students will ride district provided transportation to and from all field trips.
- Transportation waivers for field trips will not be offered.

PROCEDURES FOR HATE CRIMES

A hate crime is defined as an expression of hostility against a person or property or institution because of the victim's real or perceived race, religion, disability, gender, nationality, or sexual orientation. This may include: bigoted insults, taunts, or slurs, hate group literature, posting or circulating demeaning jokes or leaflets, threatening phone calls, hate mail, vandalism, cross burning, and the destruction of religious symbols.

Charleston Elementary affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the administration and staff at Charleston Elementary to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Hate crimes or hate crime behavior will not be tolerated at Charleston Elementary.

At the beginning of each school year, all students and staff will receive a copy of the district's policy on hate-motivated behavior.

Procedures for reporting hate-motivated behavior / crimes:

Any student who feels that he/she is a victim of hate-motivated behavior shall:

- Immediately contact their teacher and/or principal or designee and report the behavior.
- Staff who receives notice of hate-motivated behavior or personally observe such behavior shall notify the school principal/designee immediately.
- The Principal/designee will fully investigate the allegations for validity.
- The Principal/designee will follow discipline procedures established for hate crimes in accordance with Board policy and administrative regulations.
- The Principal/designee will report the behavior to the Superintendent or designee and law enforcement, as appropriate.
- If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Any staff member who feels that he/she is a victim of hate-motivated behavior shall:

- Immediately contact the principal, Superintendent or designee, and law enforcement to report the behavior.
- The Principal/designee, along with the Superintendent and law enforcement will fully investigate the allegations for validity.
- Discipline procedures established for hate crimes in accordance with Board policy and administrative regulations will be followed.
- If the teacher believes that the situation has not been remedied by the principal, Superintendent or law enforcement, he/she may file a complaint in accordance with district complaint procedures.

DISCIPLINE REFERRAL PROCESS

All students shall maintain themselves in a respectful and appropriate manner at all times in the classroom and on the playground. Students will respect and follow the directions of all teachers and supervisors (yard/cafeteria/labs) at all times. The following consequences will be enforced for students who choose not to follow classroom or playground rules:

Counseling services provided by school counselor

Loss of morning recess/detention, lunch recess and campus beautification for 1 day

Loss of morning recess/detention, lunch recess and campus beautification for 1 week

*Parents meet with principal to develop Academic / Behavior Support Plan

*Schedule SST if necessary

Suspension from school: Minor suspension violations = 1 to 3 days

Major suspension violations = 5 days

All subsequent suspension violations = 5 days

SUSPENSION FROM SCHOOL

A student may be suspended for any of the following reasons that occur while on school grounds, while going to or from school, or while on a school sponsored activity:

- Caused or attempted to cause physical injury to another person;
- Willfully used force or violence on another person;
- Possessed or sold firearms, knives, explosives, etc.;
- Possessed, sold, or used any controlled substance, i.e., drugs, alcohol, or drug paraphernalia;
- Possessed or used tobacco;
- Committed robbery or extortion;
- Caused or attempted to cause damage to school or private property;
- Stolen or attempted to steal school or private property;
- Committed an obscene act or engaged in habitual profanity;
- Disrupted school activities or willfully defied the authority of supervisors, teachers, or administrators;
- Knowingly received stolen school or private property;
- Harassed/threatened/intimidated a student who is a witness in a discipline case;
- Made terrorist threats against school officials/school property;
- Sexual harassment or unwelcome sexual advances;
- Sexual Assault/sexual battery
- Caused, threatened to cause, or participated in an act of hate or violence;
- Knives, including pocket knives and Swiss Army knives are not allowed at school under

any circumstances;

A student on suspension is prohibited from being on any public school grounds and prohibited from any extra-curricular activities during the period of suspension. This includes all off-campus sponsored activities. Students suspended from school must return after the suspension with a parent or legal guardian and meet with an administrator. Students who bring knives, guns, or weapons of any kind to school may be recommended for expulsion.

CLASSROOM VOLUNTEER

Parents are encouraged to serve as partners in their children's' education in a number of ways. Here are some examples of ways to help in your child's school:

- Participate in the school Parent Club
- Participate in the School Site Council (SSC)
- Participate in the school English Language Advisory Council (ELAC)
- Participate in Parenting Partners Program
- Help teachers prepare lesson materials
- Share a skill or talent
- Book Fair
- Fall Festival
- Other special site activities

CLASSROOM VOLUNTEER / CHAPERONE PROCESS

1. Form A - Parent's request to volunteer
2. Form B - If both teacher & principal have approved the request (Form A), proceed with Form B. Once it has been completed and returned to you, provide applicant with the Live Scan form
3. Live Scan Form: Provide applicant with the Live Scan form.
 - a. Remind them it is the responsibility of the potential volunteer to pay the current live scan fee. *Fingerprints are done once and not yearly. Arrests or citations of any kind are reported to HR Department, custodian of records. Note: LBUUSD employees have fingerprints on file with the Department of Justice and their fingerprints are registered with the HR Department. LBUUSD employees are afforded the professional courtesy of accepting their employment paperwork on file as sufficient documentation to participate as a classroom volunteer. No need to add their names to the list.
4. Not cleared: If live scan returns with citations/a record, stop process and inform parent they are denied.
5. Cleared: If the live scan returns with no information, continue with Mandated Reporting
6. Mandated reporting: All volunteers must be cleared by site before being entered into Keenan Safe Schools training system. Provide information to prospective volunteers only after they are cleared. The Child Abuse Mandated Certificate is required annually. *You can provide the volunteer with a copy of the training instructions from Mrs. Kim Copp, Form C * Link: <https://losbanosusd-keenansafeschools.com>
7. Driver's License: Office staff will view license and take down the license number,

expiration date, & birth date.

8. TB Test/TB Assessment: This is mandatory. The tests are good for 4 years.
9. DMV H-6: Required if the prospective volunteer plans to drive a school vehicle, attach a DMV H-6 10 year printout.
 - Please ask for volunteer / chaperone information in the main office.

CLASSROOM VOLUNTEER EXPECTATIONS

- A preliminary meeting with your child's teacher and/or school administrator is a must and should be conducted to clarify the duties to be performed and the times involved.
- All volunteers **MUST** complete the Volunteer Process (information is available in the office)
- As a volunteer you will be viewed by others as a role model and therefore must treat all children equally.
- Fulfilling commitments and being on time are key parts of our school's culture.
- As a volunteer, you will be exposed to confidential information about students and in turn will be expected to keep that information confidential.
- Please remember that school appropriate dress is an expectation. Dress that disrupts the instructional environment is unacceptable. It is the site administrator's judgment as to whether dress is appropriate or not.
- As a volunteer, the students will view you as a role model. All students are to treat you with respect and you shall in turn treat them with respect.
- Loss of temper and use of inappropriate language on campus will result in the loss of volunteer access to the school.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene or issues of morality. If any of these issues are raised by students, they should be referred to school personnel.
- If you are visiting campus or volunteering in a classroom, please do not bring additional children with you. If childcare is an issue, ask at the front desk what options there might be for performing volunteer duties from home.
- If you are volunteering in your child's classroom, please allow your child to continue to interact and maintain their regular schedule with their peers.
- Tobacco products are not allowed on school grounds

LBUSD Board Policy 1250 --- LBUSD Administrative Regulation 1250

LBUSD SCHOOL SITE VISITOR POLICY

Visitors

Safety and security of the students in Los Banos Unified School District has the highest priority. ALL parents and visitors are asked to sign in and receive authorization before visiting any school campus in the District. A picture ID is required to confirm identities and family relationships. Our faculty and staff have been asked to stop anyone on campus who is not displaying a visitor badge and ask them to return to the office. Although Charleston Elementary is an extremely safe campus, we are still very concerned about people being on campus without our knowledge. In order to keep all students and staff safe, we must have knowledge of visitors / parents on our campus at all times. **All visitors must check in/out of the main office when visiting Charleston Elementary.**

- All gates (excluding main entrance) will be locked during school hours.
- All visitors/parents must enter the campus from the front (north) of the school through the hallway.
- All visitors/parents must have their visitor's pass visible at all times.
- If a visitor/parent is seen without a visitor's pass, they will be directed to the main office to sign in and pick up a pass.
- Any visitor/parent refusing to sign in at the main office will be asked to leave the campus.

As a visitor, please observe these simple guidelines:

- Visitors may only confer with children with the approval of the Principal
- Parents must receive permission and confirmation from the child's teacher prior to bringing food for birthdays or holidays.
- Parents visiting school during lunch hour to eat with their child must bring their own lunch.
- A special area will be set up for the parent and their child to eat together.
- Parents/visitors may not provide food for children other than their own.
- Please do not bring food items containing any nut products.
- Once the morning bell has rung to begin the instructional day, visitors are to exit campus. (If you have prearranged to volunteer, please report to the office for a visitors pass)

Guidelines for visits during instructional time

Parents and guardians of students are encouraged to visit their child's school. Several events are planned during the years that are designed to provide informal, formal and or social contact between families and the school. Some of these events include parent teacher conferences, beginning of the year orientations, open house, academic awards programs, concerts, plays, special holiday programs, PTO meetings, family nights, etc. Parents are especially welcome at these events and it is hoped that parents will visit the school at other times as well.

Please schedule an appointment with your child's teacher through the office if you have concerns about the school, your child's progress or school curriculum. Most of our staff are available via email, but if that fails to provide you a timely response, please call the school's office.

Visitation to the school should never interfere with classroom instruction. Walk-in interruptions are not acceptable. Prior approval of the Principal is required of all visitors other than parents. Pre approved guest speakers or presenters, PTO officers and classroom volunteers must check in with the front office before proceeding to the classroom.

HOW YOU AS A PARENT CAN HELP YOUR CHILD SUCCEED

- **The most important part of the instructional day is in the morning. Make sure that your child is on time every day!**
- Send your child to school each day, well rested and with a positive attitude.
- If your child is ill, home is the best place; otherwise, your child needs to be at school every day.
- Take an active interest in your child's education. Ask specific questions about what happens at school each day and how your children feel about it.
- Praise your child each day for something he /she has done.
- Create a place at home that is quiet and comfortable for your child to study
- Communicate often with your child's teacher
- Read with your child every day. (at least 20 minutes per day)

CHILD CUSTODY

If there is a custody issue concerning the legal guardianship/custody of a child, the parent must provide a copy of the custody order to the school office to be kept on file.

CHARLESTON ELEMENTARY SCHOOL

STUDENT ACADEMIC / BEHAVIOR SUPPORT PLAN

Your child _____ has reached his/her 3rd step on the discipline referral form in my class. The following is an Academic / Behavior Support Plan created to target and improve specific academic and behavioral issues, which are impeding your child's learning. The purpose of the Academic / Behavioral Support Plan is to foster good academic and behavioral choices. The items listed below have been identified to enable your child to succeed academically and behaviorally at Charleston Elementary. When your child applies the following strategies, it is believed that his/her assignments will be completed with higher accuracy resulting in higher grades and fewer behavioral issues. It is mandatory that you and your child meet with his/her teacher when completing this plan.

The following strategies will help your child succeed academically:

- Come prepared to class everyday with completed assignments and a positive attitude.
- Work diligently to complete all assigned tasks during classroom time.
- Be respectful to one's self, other students, teachers and other adults at all times.
- Write each day's classroom activity and homework assignments in a planner.
- Parents are responsible to check and sign the student planner daily.

The following guidelines will help your child avoid disciplinary action and improve his/her behavior:

- Follow all school and classroom rules and procedures at all times.
- If your child is bothered by another student(s) in his/her classroom, he/she will report the issue to the teacher or principal as soon as possible.
- Your child will respect the teacher, other classmates and adults at all times.
- Maintain a positive attitude at all times.

(Additional support items)

- _____
- _____
- _____
- _____

CONSEQUENCES:

- Should your child choose not to comply with this Academic / Behavior Support Plan, he/she risks receiving another referral, which will lead to a suspension from school. Your child is responsible for fulfilling all consequences such as loss of morning and lunch recess and campus beautification. If your child chooses not to fulfill his /her consequences, he/she will be suspended from school.

I have read and understand the above Academic / Behavior Support Plan.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher Signature _____ Date _____

Principal's Signature _____ Date _____

CHARLESTON ELEMENTARY SCHOOL COMPACT

We believe that families, students, and schools must work together in partnership to ensure that students reach their full potential both socially and academically. As partners, we agree to do the following:



STAFF PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative, decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which help each student, achieve the school's highest academic standards.
- Respect the school, staff, students and families.

STUDENT PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Treat others the way I want to be treated (Golden Rule)
- Come to school ready to learn and work hard,
- Bring necessary materials, completed assignments and homework.
- Know and follow school and classroom rules, which include: being safe at all times, keeping hands/feet to myself, be kind to others, use good manners, be a good listener, respect others and their property.
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school.
- Ask for help when I need it.
- Limit my screen time
- Exercise on a daily basis or pursue sports or physical fitness activities.
- Study and read every day after school.
- Respect my school, my classmates, my family and the staff at Charleston Elementary,

FAMILY / PARENT PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time, place for homework, and monitor my child's screen time.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minute 4-6).
- Communicate with the teacher and the school when I have a concern.
- Ensure that my child is on time and attends school every day, gets adequate sleep and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate in school activities, decision making and attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student Name _____ Date _____

Parent Signature _____ Date _____

CHARLESTON ELEMENTARY 2026/2027

Student / Parent Handbook Agreement

The information contained in the Student / Parent Handbook describes the rights and responsibilities of students attending Charleston Elementary School. The handbook provides information for students and parents that will help make their educational experience at Charleston Elementary positive and successful. The information in the handbook will help students and parents understand their role and responsibilities while attending Charleston Elementary. The Student / Parent Handbook also explains the consequences if students choose to ignore their responsibilities.

Please read and learn the information contained in the Student / Parent Handbook. Parents and students need to discuss the contents of the handbook. If you have any questions about the information provided in the handbook, please call Charleston Elementary School and ask for the principal.

We have read the 2024-2025 Charleston Elementary School Student / Parent Handbook and have discussed it thoroughly. We agree to abide by all school policies, rules and regulations as outlined in the handbook. Please sign and return to school.

 Parent / Guardian Signature

 Date

 Student Signature

 Date

 Print Student's Name

 Grade

 Date

