

2011-2012

Dear Eastwood Student,

Welcome to the 2011-2012 school year. The information in this handbook has been carefully prepared to help you and your parents understand the policies and practices of Eastwood Elementary School.

I would like to wish all of you a very rewarding school year; a year of high academic achievement, fun-filled days, meaningful activities, and many happy memories of the 2011-2012 school year.

Sincerely,

Yvette Cantu
Principal



Our Vision:

“Where Eagles Soar to Great Educational Heights”

Our Mission:

It is the mission of Eastwood Elementary School to provide meaningful experiences in order for all students to achieve their greatest learning potential.

Our Vision:

Eastwood staff, parents, students, and community members will work together to provide a challenging, positive and safe learning environment.

Eastwood students will be active learners who strive for academic excellence. Each student will develop critical thinking skills, problem solving strategies and a positive self-image through engaging instructional

practices. Their learning will be broadened and enriched through their participation in the arts and use of technology. Our students will develop responsibility for themselves and their community.

SCHOOL DAY 2011-2012

Monday, Tuesday, Thursday, & Friday

School hours for all K-5 students:

8:00 am to 2:17 pm

Wednesday

Minimum Day for all K-5 students:

8:00 am to 12:45 pm

The playground opens at 7:45 a.m. and a 5 minute bell rings at 7:55. Students are not to be on the school grounds earlier than 7:45 a.m. or later than 2:17 p.m. because there isn't any supervision available.

Students who are not picked up on time will be sent to Daycare, if space available, at a cost to the parent. If space isn't available, then District security will be called and the parent will pick up the student at the District Security Office.

TARDIES

Students arriving after 8:00 a.m. will be marked tardy in class. Students who arrive tardy after 8:15 a.m. must check in at the office for a tardy slip to class.

LUNCH DROP-OFF

All lunches being dropped off will be placed on the rack in front of the MPR. Please make sure your student is aware that forgotten lunches will be placed on the rack and to check there first. If no lunch is there, get in line and lunch will be provided by the school; to be repaid the following school day.

Any questions regarding meal policies, please refer to the District website (nlmusd.org) under Nutrition Services.

Students will not be allowed to call home from the office to have forgotten lunches brought to school. Also, instructional time will not be interrupted to have forgotten lunches brought to the classroom.

All families are encouraged to use the Nutrition Services NutriKids system to pre-pay for student lunches.

CHILD CARE

Early morning and after school child care, through the district, is available on our campus. If you are interested in this service, please call the Child Care office at (562)-941-3181.

HOMEWORK

Board Policy 6320, RR 5411.1

Homework is a valuable part of the education process. At Eastwood, each teacher has a specific homework plan. Homework enables students to practice, apply skills and concepts taught in the classroom. Remember to READ each night for 20 or more minutes.

You can check the school website for weekly homework assignments at www.eastwoodelem.org/. Just click on the teacher's link.

Students with an excused absence will be given the opportunity to make up missed assignments and homework in a reasonably scheduled time period set up by the teacher.



STUDENT RESPONSIBILITIES

1. Be sure you understand the assignment.
2. Make sure you have all the necessary papers, books, etc. before you leave school for the day.
3. Return homework on the assigned date. It should be complete and neatly done.

PARENT RESPONSIBILITIES

1. Provide a suitable environment and time for the completion of homework and nightly reading.
2. Provide support and guidance in completing homework.
3. Monitor the quality of your child's work.
4. Help your child learn how to organize materials.
 - a) Have a set place for all backpacks, school items and lunch boxes already established for the morning time.
 - b) Establish a spot for school materials and supplies.
5. Help sort through your child's backpack — daily for young children or as needed for older children.
6. Encourage your child to be a responsible learner through positive reinforcement.



FIELD TRIPS

Board Policy RR3322

Education Code, Sections 32040, 32041, 32043, 35330
Title V, Admin. Code Section 14255

Official field trip forms must be completed and returned to the student's teacher on or before the due date. Students must have a signed permission slip in order to participate in the field trip.



BOOKS

Board Policy 5315, RR3322

Students are responsible to the school for the proper care of textbooks and must pay for the lost or damaged books. Each student shall return all textbooks issued to him or her when leaving the school, or at the end of the school year.

GRADING

All grades will be determined by the teacher and based on a student's progress toward the grade level standards. Factors shown to produce better grades include: consistent attendance, active classroom participation, and promptness in completing assignments of quality.

ATTENDANCE POLICY

Board Policy 5113, 6141

All students are expected to be in their classroom line at 8:00 a.m. A warning bell rings at 7:55 a.m. and students who are not in line at 8:00 am are considered tardy.

Early check-out will affect student attendance. A doctor's note is required for a partial day excused absence. We strongly encourage consistent attendance to maximize the opportunity to learn. Repeated unexcused absences or tardies may result in disciplinary action which may include a referral to the School Attendance Review Board (SARB).

Parents are asked to call the school at (714) 521-6480 on the day a student is absent. Upon returning to school, students must have a note stating the dates of and reason for the absence(s).

RELEASE OF STUDENTS

There are times when it is necessary for someone other than the parent/guardian to pick up a student. At such times, the office will only release the student to an adult (18 yrs. or older) who is listed on the emergency form or to the adult named in a written request of release. Please let the adult picking up your student know that the office will require a valid I.D. in order to release the student.

SAFETY

Remember that there are many children around the school during peak times. Please drive with caution.

The parking lot in front of the school is a one way drop off area for parents. It is

known as the "Stop-Drop-and-Roll" area. **Parents may not park or leave their cars in this area.**

Please establish an area where you will meet your child each day. Picking a spot near the school allows your child to take advantage of the cross-walks.

If you live within walking distance and are able, we encourage you to walk to the drop off and pick up area. This will lessen the congestion of cars and increase student safety.

We encourage all students who walk without an adult to do so in groups, and have "safe houses" along their designated routes.

Safety takes all of us working together for the welfare of all students!



BICYCLE SAFETY

Board Policy 5910
California Vehicle Code
Sections: 21212(A) V.C.I.
21212(D) V.C.I.

Students in grades 4 and 5 may ride their bikes to school. All bike riders must wear a helmet. Bicycles must be walked on and off the campus and on all sidewalks adjoining the school. Only one rider to a bicycle.

Bicycles must be locked inside the fenced bicycle area. Eastwood is not responsible for theft or damage to bicycles or locks.

ILLNESS AND INJURY

Students with any illness or injury will be reported to the office. Parents will be notified in the event that medical attention is needed. Emergency phone numbers on enrollment forms are important and must be listed in case we are unable to contact the parents. Please update these numbers if they change during the year.



MEDICATION

Board Policy RR5154
California Administrative Code Title 5, 18170
Education Code: 49423, 48980

If your child is on short term medication, such as an antibiotic, please schedule the

dosage so that the student receives it before and after school.

Pupils on long term medication who must have it administered during school hours may take the medication only with a written physician's note. The Physician's Statement Form HS-2, which is available from the office, must be signed and on file before any long term medication may be given.

Medications of any kind must be kept in the school office.

DISCIPLINE POLICY

EASTWOOD SCHOOL RULES

One of the most lessons education teaches is discipline. The purpose of our disciplinary policy is to ensure the right of each student to attend school in a safe positive and productive learning environment.

REWARDS OF EXCELLENT BEHAVIOR

- * A personal sense of accomplishment
- * Verbal praise
- * Classroom rewards
- * Student of the Month Certificates
- * Trimester Awards

CLASSROOM DISCIPLINE POLICIES AND OFFICE REFERRALS

Your child's teacher will be sending home, for your signature, the specific rules, consequences and rewards that pertain to your child's classroom. The final consequence of the classroom discipline plan is an office referral. Should your child be referred to the office for inappropriate school behavior, the following consequences will occur.

1st Referral: Student/Principal counseling session to teach alternative behaviors and/or give consequences.

2nd Referral: Parent contact and implementation of a behavior contract.

3rd Referral: In school/home suspension and parent conference with teacher(s) and/or Principal before child returns to class.

4th Referral: Referral to Student Study Team and possible referral to District Guidance Team.

For any discipline referral, the administration has the discretion to determine alternative consequences.

SERIOUS MISCONDUCT

(Refer to Annual Parent Notices for details of district discipline policy)

- Fighting
- Willful disrespect/disobedience
- Possession of weapons/drugs
- Defacing school property
- Leaving school grounds
- Bullying/Cyber-bullying

Consequences for serious misconduct may include any of the consequences listed in Referral 3, 4, and 5 above.

PEACEFUL PLAYGROUND RULES

- Toys may not be brought to school
- Sunflower seeds in shells or gum may not be brought to school
- Students must have a hall pass when out of the room during their instructional time
- Walk quietly on the black top at all times (when not engaged in organized game)
- Remain in supervised areas during recess
- Follow the school rules for all games
- Tag and chasing games are not allowed during recess
- Bathrooms are not play areas and are to be used appropriately
- Freeze on the first whistle, walk to line on second whistle, wait in line quietly with hands and feet to self
- When there is a conflict with another student, follow the 4 Peaceful Resolution Steps

Consequences for not following playground rules:

- Warning by supervision aide
- Assigned to recess area by supervision aide
- Loss of school privileges
- Student/Principal conference

- Parent notified and student placed on a behavior contract
- Inappropriate items brought to school will be confiscated and kept in the office. Such items will only be released to the student's parent.

PEACEFUL RESOLUTION STEPS

1. **Stop!** Don't let the conflict get worse.
2. **Talk** about the conflict using positive words
3. **Think** of a fair solution that all can agree on
4. **Share** with an adult if you are unable to find a solution

ASSEMBLY RULES

1. Respond to signal (Attention please).
2. Stay quietly seated flat on floor during assemblies.
3. Show appreciation by applause, no voices/whistles.

BUS RULES



1. Enter bus in an orderly manner.
2. Follow driver's instructions.
3. Stay in your seat with your body facing forward.
4. Use a quiet voice.
5. Hands, arms, and heads stay inside the bus.
6. Keep the bus clean and in good condition.

Consequences for Bus Offenses:

- Warning from bus driver
- Written referral from bus driver
- Loss of bus privileges



ELECTRONICS POLICY

Board Policy RR5412
California Education Code 48901.5

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers

and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a District employee.

Eastwood's policy, per administration, is that the cell phones should be turned off at all times and in the student's backpack and only to be used in case of emergency.

1. Cell phones may be used during non-instructional time (before/after school). However, there may be times during non-instructional time when students will be instructed not to use cell phones and they must put them away.
2. If a cell phone rings during class time, the cell phone will be confiscated and a parent/guardian must pick up the phone at the school during office hours.
3. Students are responsible for their cell phones when bringing them to school. The District is not responsible and will not investigate lost or stolen cell phones.
4. If a cell phone has been confiscated from a student, the school will take responsibility for the safety of the cell phone.
5. The use of cellular camera phones for the purpose of teasing, cheating, taunting, embarrassing, intimidating and intentionally causing fear or harm to another student is prohibited. Students who use cellular camera phones to take such photos may be suspended and /or recommended for expulsion for violation of any of the subsections listed in Education Code 48900 including one or all of the following: 1) Education Code 48900 (i) – Committed an obscene act or engaged in habitual profanity or vulgarity; 2) Education Code 489900 (k) – Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties ; and 3) Education Code 48900.2 – In addition to the reasons specified in section 48900.



NO BALLOONS ON CAMPUS

- * Balloons are a distraction during learning time.
- * Block the view of other guests during assemblies.
- * Are a hazard to the ceiling fans.
- * Balloon pieces are a choking hazard for birds & small children

DRESS CODE

APPROPRIATE CLOTHING & GROOMING

Board Policy 5595

“The Board of Education requires all students attending district schools to be suitably groomed and to wear clothing that is neat, clean, safe and appropriate for school activities. Items of dress which are known to support or encourage gang involvement, drug or alcohol use, criminal or immoral behavior, profanity, or which lack of modesty are not permitted. Students and parents are to understand that a school is an educational institution and that proper attire, footwear and grooming are required at all times. Although the school is responsible for enforcing the dress code, it is the parent’s responsibility to make sure that students come to school properly groomed and attired.”

Norwalk – La Mirada Unified School District Policies and Bylaws

Uniforms help create a positive learning environment for all students. Uniforms consist of dark navy blue bottoms and white tops with collars. Eastwood School t-shirts may also be worn on a daily basis.

Eastwood’s dress code sets standards that promote a protected and supportive environment for all students. Students shall dress appropriately for educational activities in which they participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process. Clothes shall be sufficient to conceal undergarments when sitting, standing or bending. The following articles of clothing are **not** permitted:

- Thin straps, short or halter tops, or muscle shirts, short shorts/skirts, bathing suits. Guideline on straps – 1” or more.
- Writing across the back pocket area or derriere.
- Sunglasses

- Hats are only to be worn for protection from the sun.
- Thongs, sandals, open-toed shoes, steel toes, or high heels. Footwear should allow for participation in activities.

Accessories that could be dangerous or a distraction are not allowed. This includes, but not limited to, the following items: long, polished fingernails, long dangling earrings, “play tattoos”, spikes, chains, webbed/untied/dangling belts, jewelry with writing or baggy/oversized clothing

Following dress code is very important to the students learning environment. Students who do not follow dress code will be sent to the office where they will have to wait until a parent brings proper clothing. Repeated violation of Eastwood’s dress code will be considered a violation of Education Code section 48900 (k): Disruption of school activities and/or willful defiance of school personnel authority.



Expectations apply to all circumstances, whether they are written or not. Use good judgment – **Safety, Responsibility** and **Respect** in all situations.