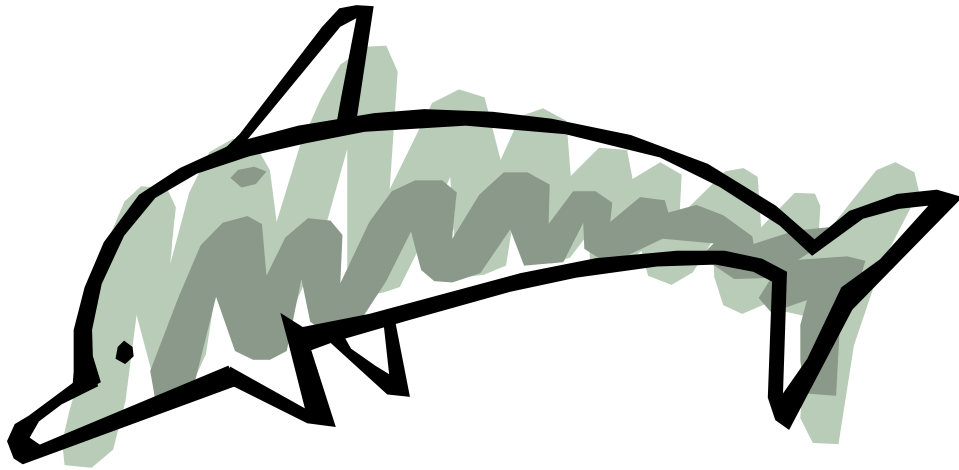
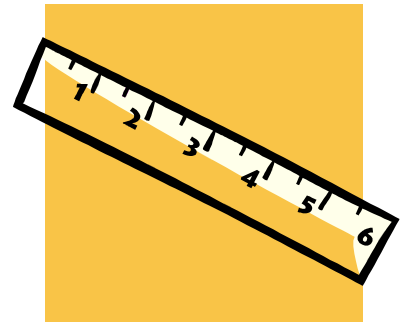
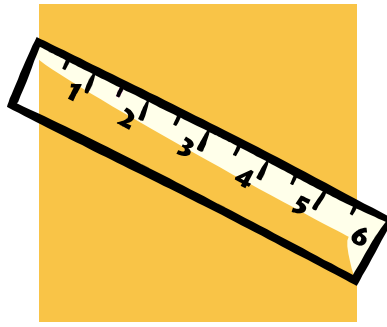
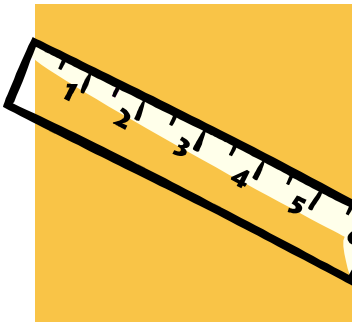


# LAMPTON ELEMENTARY



# PARENT HANDBOOK



## **WELCOME TO LAMPTON ELEMENTARY SCHOOL**

The Lampton faculty and staff are looking forward to an exciting year working with your child. We are committed to providing our students with quality educational opportunities that will help them to become productive citizens in the 21<sup>st</sup> century.

This handbook has been prepared to provide parents and students with important information about our school. It contains procedures for taking children out of school early, reporting absences, as well as information about school policies.

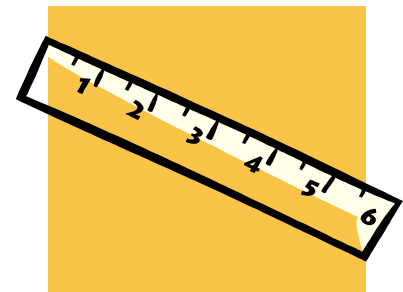
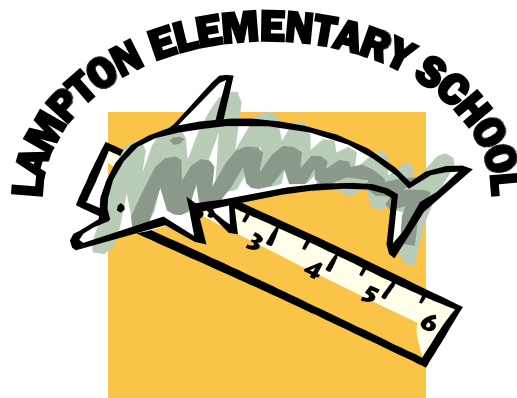
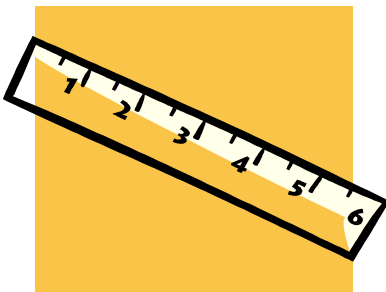
Because we believe that ongoing communication between home and school is essential to a student's academic success, you will also receive frequent information and flyers to keep you informed about what is happening at school. Be sure to carefully read all of the notices your children bring home and pay special attention to those that provide information about minimum days and days when children will not attend school.

Children need to know that their parents value school so we invite you to participate in school activities such as PTA, school advisory committees, parent conferences, and special events that take place at school. Being involved in school activities is one of the best ways to see what and how your child is learning.

Once again, welcome to Lampton. We look forward to a year of learning and growing that will enable our children to do and be their best.

Sincerely

Cindy Rayburn  
Principal



# VISION

We believe that students at Lampton Elementary School should have a safe and secure learning environment and have access to an equitable and challenging education. Our students will be prepared to meet the challenges of the future as citizens of a multicultural/global society.

# MISSION

Lampton Elementary School's mission is to involve all students in a rich and balanced curriculum which will help students to:

- become life long learners
- become critical thinkers and problem solvers
- become effective communicators
- become self-direct individuals
- become responsible citizens in a multicultural/global society
- become pro-active individuals prepared for the twenty first century
- acquire basic skills in all areas of curriculum
- acquire and maintain a positive self image

# GENERAL SCHOOL INFORMATION

## SCHOOL HOURS

K-5: Monday, Tuesday, Thursday & Friday  
K-5: Wednesday

8:00AM – 2:17PM  
8:00AM – 12:45PM



## **MINIMUM DAY HOURS**

K-5: Minimum Day Schedule

8:00AM – 12:45PM

## **ARRIVAL TIME**

The campus gates open at 7:30am only for those eating breakfast in the cafeteria. Supervision aides begin supervision of the school playground at 7:45am. Pupils may enter the school grounds only when there is appropriate supervision. To insure your children's safety, please make sure your children are not on campus before 7:45am, unless they are planning to eat breakfast in the cafeteria.

## **COMING TO AND FROM SCHOOL**

- All students need to arrive between 7:45 and 8:00am.
- All children are to leave the ground immediately when dismissed.
- Bicycles may be ridden to school by students in grades 4-5 only. They must be walked onto the grounds and secured with a lock at all times.
- Every effort should be made to arrive on time.
- Students are to enter and exit through the open gates (front gate, and Excelsior gate for 1-5<sup>th</sup> grades, K's through the Kinder gates) and are not to climb over the fences.
- Remember – All school rules are in effect while coming to and from school.

## **AFTER SCHOOL**

If it is necessary for a student to be kept after school, efforts will be made to notify parents if the student is to be kept more than 15 minutes.

## **RAINY DAY PROCEDURES**

Teachers will be in class at 7:50am on rainy days. Pupils are welcome to enter the class at this time.

## **STUDENT DISMISSAL**

Upon dismissal, students are to go directly home. If your children will be late due to a special school function, we will request your permission in advance or notify you by phone. If you plan to pick your children up after school, be sure that you pick up your child promptly.



## **BICYCLES**

Bikes may be ridden to an from school by students in grades 4 & 5 only. They should be parked and locked in the bike racks. Bikes are not allowed on the playground area until after 3:30pm and never in the hallways. **HELMETS MUST BE WORN, OR BIKES WILL BE LOCKED**



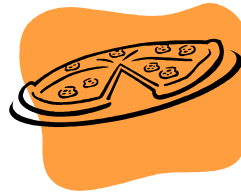
**UP UNTIL A PARENT CAN RETRIEVE IT OR THE STUDENT RETURNS WITH A HELMET.**

### **RIDING THE BUS**

All school rules apply while on the bus. Students reported for misconduct on the school bus will lose the privilege of riding a bus and will be subject to disciplinary action. This includes participation in off-campus activities with their classroom.

### **LOST AND FOUND**

The lost and found is located in the office. Each year many items, particularly clothing, are turned in to the office. If you find something, please bring it to the office. Parents/students are encouraged to go through these items occasionally. Parents must write their child's name on every article or personal belonging that is brought to the school. This should be done with indelible, non-washable ink so that all articles are easily identified. It is especially important that parents write their child's name on school sweaters and sweatshirts.



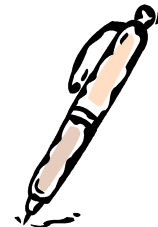
### **FOOD SERVICES**

#### **LUNCH AND BREAKFAST PROGRAM**

Student lunches are served every day in the cafeteria. Make sure that your child has his/her lunch money or sack lunch every day. Breakfast is served every day in the cafeteria. Make sure that your child has his/her lunch money or sack lunch every day. Breakfast is served every day from 7:30 to 7:50am in school cafeteria.

#### **FREE/REDUCED LUNCH OR BREAKFAST**

Lampton has a free lunch program. Low income families may qualify for free and reduced lunches. Forms are sent home in the student packet at the beginning of the year. Please fill out these forms completely and send them to the office **AS SOON AS POSSIBLE**. Parents must provide their child with a lunch or lunch money until the application is approved.

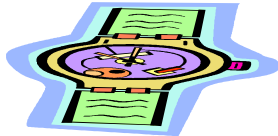


# **ATTENDANCE PROCEDURES**

## **ATTENDANCE**

One major factor in a child's success in school is regular attendance. Each time a child is absent from school he/she misses instructional experiences that cannot be duplicated. It is very important that your child attend school every day unless he/she has a medical excuse because of an illness. Doctor appointments should be scheduled after school hours.

When it is necessary for your child to be absent from school, please call the school on the morning of the first day of absence. A note must also be sent to the school when he/she returns giving the dates and the reason for the absence. Those students who attend everyday receive an award at the end of each trimester.



## **TARDIES**

Tardiness to class results in a disruption of the activities and a break of the continuity of the teaching process. Parents should make every effort to get their child to school on time. It is important that children develop the habit of arriving to school on time. If your child arrives after the 8:00 bell rings, he/she needs to check into the office and pick up a tardy slip to enter his/her classroom.



## **LEAVING SCHOOL EARLY**

If it becomes necessary for a student to leave school early, the student must check out through the office. When a child needs to leave early for medical or dental appointment, it is requested that the parents send a note to the school on the day the child is to be released. The note should include the time of the appointment, the name of the doctor, and the time the child is to leave school. If someone other than the parent is to pick up your child, please include that person's name. Students must be picked up in the office. Do not go directly to the classroom to get your child. Students will be called to come to the office to be picked up by their parents. By law we cannot release a child to anyone other than the parents without a written permission. Except in emergencies, please try to avoid taking your children out of school before their regular dismissal times.

## **SCHOOL VISITATION PROCEDURES**

Visitors are welcome at Lampton. However, state law requires that all visitors report to the office before visiting any classroom so that the educational program for your children can run smoothly and without interruption. If you wish to visit a classroom, please make arrangements with the teacher and sign in at the office before going to the classroom.

### **ILLNESS & MEDICATIONS**



#### **ILLNESS**

If your child is vomiting, has a fever, diarrhea, or contagious condition, he/she should be kept home where they can be cared for. Additionally, other children will not be exposed to these illnesses. Your help and cooperation in the matter is greatly appreciated.

#### **IF YOUR CHILD IS ABSENT BECAUSE OF:**



Chicken Pox	Lice
Rubella	Mumps
Pink Eye	
German Measles	
Impetigo	
Ringworm	
Scarlet Fever	

**PLEASE CONTACT THE SCHOOL AS SOON AS POSSIBLE!!!**

#### **INFORMATION ABOUT LICE**

People of all walks of life can be infected with lice. Having head lice does not necessarily mean that a person is "dirty". Transmission of lice can occur quite easily from one infected individual to another. Children should be instructed not to share combs and brushes, hats

and scarves, coats and sweaters. The treatment is very simple. Shampooing with special medicated shampoo is required. It is recommended that all family members be treated. All bed lines should be washed in hot, soapy water and dried in a hot dryer for at least 20 minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly.

**CHILDREN SENT HOME WITH LICE CAN ONLY RETURN IF THEY ARE COMPLETELY NIT FREE**

 **MEDICATION POLICY**

The school may administer medication to students only under the following conditions:

1. The medication must be prescribed by a physician.
2. There must be a written order from the physician.
3. The parent must provide the school with written authorization to administer the medication, the dosage, and the time the medication is to be given.
4. The medication must be brought to the school office in the prescription bottle.
5. All medication **MUST** be kept in the school office. Students may NOT be in possession of any medications while on campus (i.e. Tylenol, cough drops, inhalers, Ritalin, antibiotics, etc.) (Any exception must be cleared with principal)
6. The student should be able to take the medication by him/herself. (Any exception must be cleared with the principal and/or district nurse.)



**FIRST AID AND ILLNESS DURING THE SCHOOL DAY**

First aid is administered in the case of minor injuries. If illness or a serious accident occurs during the school day, every attempt is made to contact the parents immediately. When this occurs, you will be expected to pick up your child. This why it is absolutely essential that you notify the office if you change residence, work place, or phone number. Additionally, the school requires and emergency number to call when the parents are not at home. If the parent cannot be reached, the school will contact the other people listed on the emergency card. If no one can be reached, and the child is extremely ill, the school will notify the paramedics.

**SCHOOL UNIFORM INFORMATION**



**DISTRICT UNIFORM ATTIRE**

Based on information that student uniforms help to create a positive learning climate, contribute to safe school, and encourage higher standards of excellence for students in the areas of achievement and behavior, and at the request of many parents, classified staff, teachers, and administration, the Board of Education of the Norwalk-La Mirada Unified School District has approved **MANDATORY** uniforms for all students in kindergarten through eighth grade. Our district wide school uniform will consist of dark navy blue bottoms and plain white tops.

### **LAMPTON UNIFORM ATTIRE**

- White short or long sleeved shirts with collars – no athletic style T-shirts
- Lampton shirts in white or school color
- Dark navy blue skirts, skorts, jumpers, pants or shorts. (Denim jeans are discouraged as they easily fade and will create an undue financial burden to parents for replacement.)
- Shoes that allow for participation in physical education (i.e. tennis shoes)
- Students may continue to wear jackets or sweaters that they have already been using for cold and/or wet weather as long as they meet the dress code. (When you replace them, please do so with navy blue or white sweat shirts or jackets.)

Resources will be available to assist economically disadvantaged students.

## **EMERGENCIES**

### **GENERAL INFORMATION**

In cases of emergency, such as when a student becomes ill or injured, the school will make every effort to contact the child's parents or guardian. Because of this, it is **CRITICAL** that parents completely fill out the emergency information forms that are sent home each year. It is **EXTREMELY IMPORTANT** that the school have a telephone number where parents can be reached in case of an emergency. The school also needs to have the name and telephone numbers of friends or relatives who can be contacted in case of emergency if the parents cannot be reached. The school cannot release your child to someone that is not on this list. Please notify the office **IMMEDIATELY** if you change your telephone number, address, or place of employment. Remember that this information is needed for your child's safety.

### **EARTHQUAKE/FIRE DRILLS**

The school has a very detailed plan that has been designed to protect the safety of the children and employees in the case of an emergency (such as an earthquake or fire). Emergency drills are conducted on a regular basis and we ask for the help and cooperation of our parents in case an emergency should occur at school.



### **TELEPHONE**

Office telephones may be used by students only in cases of emergency.

### **MESSAGES TO STUDENTS**

Messages will be given to students only when there is an emergency in the family and the student must be informed. Important informational items will be handled through the school office and by the school staff. Please allow plenty of time for messages to be sent. It cannot be guaranteed that your child will receive a message if it is left at the end of the school day.

## **CLASSROOM ASSIGNMENTS/TRANSFERS**

### **CLASSES**

The placement of students in classes is the responsibility of the principal and is based on input of the educational staff. Each class at Lampton School is representative of our diverse school population. Whenever possible, single graded classes are created, but combination classes do become necessary when enrollment figures are low in one grade and high in other grades. Teachers are very aware of the individuality of children. Due to emotional, physical, developmental, and intellectual differences, children progress at their own rate. As parents, this is very evident when you think of your own children. It is probably unlikely that each of your children got their first tooth or walked on exactly the same day. Teachers are very aware of the differing stages of development of children. This is one of the many reasons for the varying types of class and homework assignments that children are given.

### **TRANSFER POLICY**

Due to the careful placement of children in classes, the transferring of children from one teacher to another is not encouraged. This is also due to the high level and excellent qualifications of the teaching



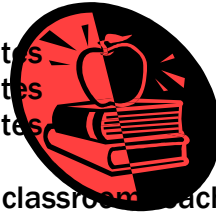
staff. Transfers from one class to another will be considered in terms of what is best educationally for the child.

## **HOMEWORK**

### **HOMEWORK POLICY**

Homework should enable students to practice and apply skills taught in the classroom. Homework should include those activities which can be carried on independently at home, but have a direct application to what is being taught in school. Primary age students will need more guidance. Homework will provide an opportunity for students to establish good study habits, work independently, extend classroom learning through projects, reports and/or other extra credit activities, and enable them to maintain and interest in learning. Every child works and learns at a different pace. Therefore, it is possible that some students will need to spend more time on homework assignments than others. Approximate homework times per night are listed below:

Grade Levels K & 1	15 – 30 Minutes
Grade Levels 2 & 3	20 – 60 Minutes
Grade Levels 4 & 5	30 – 60 Minutes



Homework will be assigned by the classroom teacher.

### **Responsibility of the Parents:**

1. Provide an opportunity for your child to establish good study habits and learns to work independently.
2. Set aside a regular time for your child to study.
3. Assist your child in accepting responsibility for returning completed work.
4. Provide encouragement and support for school activities.
5. When a formal assignment has not been given, have your child read to you, a sibling, etc. and/or have your child write in a private journal.
6. Monitor the home work for accuracy and completeness.

### **Responsibility of the Student:**

1. Know the homework assignment and when it's due.
2. Follow the teacher's directions for the assignment.
3. Complete the assignment accurately and neatly.
4. Return the completed assignment to school by the due date.

## **POSITIVE SCHOOL ENVIRONMENT**

### **THE GOLDEN RULE**

Common courtesy and common sense are sufficient rules for most situations. However, when the safety and social growth of our students is considered, it is necessary to develop additional rules. All school rules and items listed in the Lampton Code of Conduct are in effect while students are at school, at school sponsored events, and while coming to and from school. The following standards are adopted to assure the safety of children and the maintenance of the school plant.

### **SCHOOL WIDE BEHAVIOR STANDARDS**

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Remain in supervised areas and out of hallways. Students may not go beyond the trees just inside the fence. The blacktop area south of the 80 wing is to be used only for K-1 PE with teacher supervision.
- Use all equipment safely and correctly.
- Children should attempt conflict resolution strategies. If unsuccessful, report problems to the adult on duty. If problem persists, then student should report it to his/her teacher who will take additional action if necessary.
- Fighting or defiance will result in immediate referral to the office.

### **CAFETERIA STANDARDS**

- Each class is to line up quietly along the edge of the cafeteria.
- Use proper table manners and quiet voices.
- Leave the table and floor clean.
- Wait to be dismissed by the Cafeteria Aide.



### **HARASSMENT**

- All students should feel comfortable at school. This means that students are to refrain from “panting”, kissing, or inappropriate touching or hugging of others.
- Students are also to avoid making negative comments or telling jokes about anyone’s gender, body, race, ethnicity or religion.
- Two rules of thumb are:
  - Treat others as you want to be treated.
  - If you don’t have anything nice to say, don’t say anything.

### **ALCOHOL, TOBACCO AND DRUGS**

Our school has a zero tolerance policy for possession, use, sale, furnishing or offering to furnish alcohol, tobacco or drugs. Suspension is the minimal consequences that may be assigned.

Selling drugs will bring about a mandatory recommendation for expulsion (Ed. Code 48915).

### **WEAPONS ON CAMPUS**

- The Education Code states: “The Principal or the Superintendent of Schools shall recommend a pupil’s expulsion for possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school, at a school activity off school grounds and while going to or coming from school” (Ed. Code 48915). Brandishing a knife also carries a mandatory recommendation for expulsion (Ed. Code 48915)
- Items which can be used as weapons will be held until a parent conference and/or a district guidance meeting has been held or may be handed over to the Sheriff’s Department.
- Imitation firearms (toy guns of any kind) are not allowed and bringing them to school may lead to suspension. They will be taken away and kept until a parent conference is held.

### **DISPOSITION OF ARTICLES NOT ALLOWED AT SCHOOL**

Items which are not allowed at school will be picked up and returned to the child after school to take home. If the problem continues, the items will be held until a parent can pick them up.

- Candy, gum, sunflower seeds, etc. Are not allowed and will be thrown away.
- Primary children may bring toys for sharing in the classroom with teacher permission, but they may not be brought to play with on the playground. Other equipment, including balls, bats, etc., may NOT be brought to school.
- Articles of value, electronic devices such as radios, tape records, electronic pets, mp3 players, iPods, etc. may NOT be brought to school.
- Skateboards, roller blades/skates are not allowed at school until after 3:30pm and never in the hallways or the picnic tables.

## **BEHAVIOR REWARDS AND CONSEQUENCES**

### **INCENTIVES FOR APPROPRIATE BEHAVIOR**

Students who consistently display good behavior will participate in the Lampton Incentive Program. This program includes the following:

1. Classroom incentives as determined by the classroom teacher
2. School wide incentives as determined by staff
3. Monthly/Trimester awards
4. Cafeteria Points



5. Playground S.T.A.R. slips

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

When a student chooses not to follow the rules, he/she understands that they have chosen to accept the consequences

1. Minor Penalty examples include:
  - a. Time out from class
  - b. Loss of recess
  - c. Loss of privilege
  - d. After school detention: 15min or less
2. More Severe penalties may include but not limited to:
  - a. Parent/Guardian notification
  - b. Referral to principal
  - c. After school detention: 15-30min. (with prior notification)
3. Referral to Student Study Team for disciplinary intervention.
4. Parent intervention (parent sits in class with child or takes child home)
5. Suspensions (from class or school)\*
6. Referral to District Guidance which could result in a reassignment to another school or expulsion\*

\*Due to violations of Ed. Code Policies.



**PARENTAL CONCERNS**

**PROCEDURES FOR EXPRESSING PARENTAL CONCERNS**

Because all of us at Lampton School believe that parents are partners in education, it is important for them to know how they can talk to, and the resources that are available to them when they have questions or concerns about their children's class assignments, homework, test scores, behavior, classroom or school procedures and/or curriculum. When parents have questions about these issues, following these steps will assure that the concerns are addressed in a timely manner:

1. Make an appointment to see the **CLASSROOM TEACHER**. Teachers represent the first step in resolving concerns because they are knowledgeable about your children and the school program. Teachers are available for parent appointments between 7:30 – 8:00am and 2:00 – 2:30pm everyday. Scheduling a specific time when other students are not present to meet the teacher assures that the teacher can give you his/her full attention and listen to your concerns. When you meet with the teacher, it is helpful to bring written notes about what you want to discuss, a written account of what happened (if appropriate), and questions that you would like the teacher to answer. As you meet with the teacher, remember that the purpose of the conference is to help your child. It is also a good idea for the child to attend this conference with you and the teacher, depending on the child's age and subjects to be discussed.
2. If the problem is not resolved during the conference between you and the teacher, the next step will be a conference between you, your child, the teacher, and the **PRINCIPAL** (to be scheduled by the principal). Once again bringing notes of what you want to discuss, and of what happened during the first meeting will help to keep the discussion focused. During this meeting the principal may direct you to **OTHER SUPPORT PERSONNEL** in order to make sure that you have the opportunity to talk to the person who has the most information about your concern.
3. If your concern is still not resolved after meeting the **TEACHER, PRINCIPAL, and/or OTHER SUPPORT PERSONNEL**, the principal will advise you on the next steps to take in order to answer your questions.

Once again, children need to know that parents and teachers are working together to help them. Following the above steps when there is a concern helps to strengthen the home school partnership and keeps the lines of respect and communication open between parents, teacher, students, and administrators.

## **PARENT INVOLVEMENT**



Parent advisory groups meet regularly to discuss school programs and make decisions. We sincerely appreciate the support and leadership from our parents who serve on these committees.

Attending these informative meetings is one way to learn about the many things that are happening at school.

### **SHARED DECISION MAKING COUNCIL/SCHOOL SITE COUNCIL**

Six parents are elected to serve on the Site Based Management Team. These parents work with school personnel to make decisions on personnel, discipline, attendance policies and procedures, budget, scheduling, and or curriculum.

### **SCHOOL SITE COUNCIL**

This is also the group that advises the school on issues related to State and Federal project funds and programs that serve students with special needs (Limited English Proficient, Migrant Ed., G.A.T.E. – Gifted and Talented Education etc.)

### **ENGLISH LEARNER ADVISORY COMMITTEE**

Parents of Limited English Learners are encouraged to attend and participate in meetings of the English Learner Advisory Committee. This group meets to discuss issues related to our students who are still learning English.

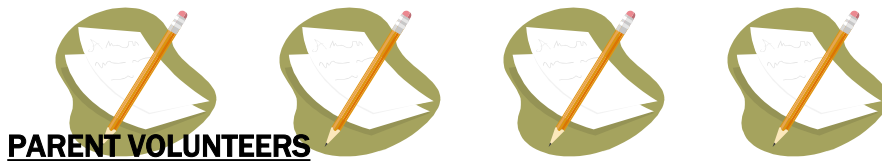
### **PARENT TEACHER ASSOCIATION – P.T.A.**

Lampton's Parent Teacher Association is made up of a dedicated group of parents, teachers, and administrators who work together to help the school in many worthwhile activities. The PTA has a Canned Food Drive and provides Thanksgiving Day baskets for needy Lampton Families. Our PTA sponsors T-shirt sales, special assemblies, and the Annual Volunteer Reception, and fundraisers. All parents are encouraged to join our PTA and attend the unit meetings. Flyers will be sent home to notify you of meeting dates, times, and location. Please join us and get involved in this special organization. We appreciate your help and support.

### **P.T.A. FUNDRAISERS**

One or two fundraiser are held each year with the purpose of raising money to pay for special programs, activities, and incentives for our students throughout the year. Please encourage your families to participate in these fundraisers because the more money we bring in, the more our children benefit. Watch for more information about these fundraisers.





Lampton School is always in need of volunteers to assist in the office, library, cafeteria, and classrooms. Also, the PTA frequently needs volunteers to assist with various events or special programs. No experience is necessary! Parents can also be of great assistance by doing tasks at home, such as cutting, stapling, folding or preparing classroom materials.

Due to safety, supervision and liability concerns, parents/volunteers wishing to bring a non-registered student or child on campus must get prior approval from the principal. Additionally, non registered students/children may not go on the school bus when a parent is chaperoning a field trip. (The principal has the right to revoke or deny visitation privileges based on NLMUSD Policy #5513)

## **SUPPORT SERVICES**

### **RESOURCE SPECIALIST PROGRAM**

Children with suspected learning difficulties are referred, with parent permission, for testing. The RSP Program is designed to meet the educational needs of children certified as having specific learning disabilities.

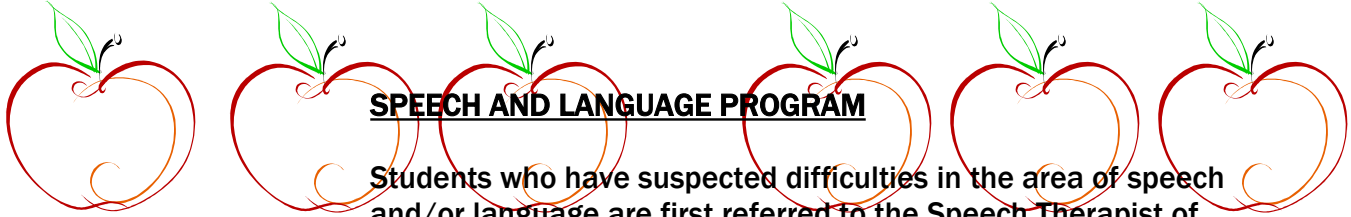
After testing, results are presented at a meeting of the Student Study Team consisting of the Principal or designee, psychologist, speech therapist, RSP teacher, classroom teacher, and the child's parent. A group decision is reached regarding the type of education program best suited to meet the needs of the child.

The RSP teacher serves children in grades K through 5 by pulling identified students from their regular classrooms on a daily basis for a specified time, not to exceed more than half of the school day. The primary goal of the program is to give students extra assistance in the areas of language arts, reading, and math so they can be more successful in their regular classroom.

### **SCHOOL PSYCHOLOGIST**

Our school psychologist is available one day a week to work with students, parents, and teachers. He/She will provide testing and psychological information beyond the expertise of the classroom teacher; however, all psychological testing requires written permission of parent or guardian. The psychologist also works with the principal and classroom teachers regarding children, with parent

permission, as necessary. Parents may call the school if they have any questions concerning their child's ability to learn, GATE placement, or other concerns.



### **SPEECH AND LANGUAGE PROGRAM**

Students who have suspected difficulties in the area of speech and/or language are first referred to the Speech Therapist of Student Study Team. If it is recommended that the child be tested for speech, written permission for testing will be obtained from the parents. After the testing has been completed, and if the child qualifies for speech and language services, he/she will then be assigned to a group that meets once or twice a week with our speech and language specialist. Specific learning goals and objectives are developed by the speech therapist, parent, and classroom teacher and are reviewed and updated regularly.

### **SPECIAL DAY CLASS (SDC)**

Special Day Class is a multi-grade level class taught by a full-time special education teacher. The students in Lampton's Special Day Classes are children who have academic, and possibly behavioral needs, that cannot be met in the regular classroom or RSP setting. They receive special education services for all or most of their school day. SDC students who are approaching grade level work, may also be mainstreamed in a regular education classroom for part of their day. Individualized Education Plans (IEPs) are developed for each student by the teacher, and reflect goals for each student in the areas of reading, language arts, math, physical and social development. IEP's for students attending SDC may contain additional services and goals according to the needs of the child (example – speech, adapted PE, occupational therapy, etc.) Students' progress is monitored closely with revisions and updates being made to the IEP's on at least an annual basis.



## **IMPORTANT TELEPHONE NUMBERS**

You may have questions about school or community concerns but don't know where to call. Post these telephone numbers in a place where you can see them so that you will know where to direct your questions.

<b>Police-Fire- Paramedics (Emergency)</b>	<b>911</b>
<b>Lampton Elementary School</b>	<b>562.462.9273</b>
<b>City of Norwalk – Public Safety Dept.</b>	<b>562.929.2977</b>
<b>City of Norwalk – Parks &amp; Recreation Dept.</b>	<b>562.929.2677</b>
<b>Department of Social Services</b>	<b>52.864.3785</b>
<b>Alondra Library</b>	<b>562.868.7771</b>
<b>Norwalk Health Center</b>	<b>562.868.0569</b>
<b>Social Security Administration</b>	<b>562.868.2168</b>

Community Family  
Guidance Center

562.924.5526

Cerritos College  
Multicultural Center

562.860.2451 x.783

Family Success  
Center

562.929.5626

# **REMINDER IMPORTANT SAFETY PRECAUTIONS!!**

The policies below have been established in order to keep unauthorized persons from slipping on to campus, who may pose a danger to students. **PLEASE!! HELP US KEEP OUR CHILDREN SAFE BY FOLLOWING THESE SIMPLE PROCEDURES.**

**ALL visitors & volunteers MUST check in and out at the office (before going to classrooms and again when leaving.)**

Parents/guardians **MUST** check their child out from the school office when picking them up early from school.

Parents, guardians, siblings, babysitters, etc. **MUST** wait outside the school for students at dismissal.

**DESIGNATED WAITING AREAS:**

1. Outside the Front Gate by the flagpole
2. Outside the Excelsior gate near Elmcroft

**RAINY DAYS:** Covered picnic benches near the cafeteria

**PLEASE BE SURE YOUR CHILD  
KNOWS IF THEY ARE TO WALK HOME,  
OR WHERE YOU WILL BE WAITING AT  
DISMISSAL!!!**