

WARNER ELEMENTARY

STUDENT/PARENT HANDBOOK



Warner Unified School District ensures the highest level of development of each child's creative, academic, physical, and social potential through partnership with students, parents, and community.

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Warner Elementary

Respectful - Responsible - Cooperative - Safe

Welcome to Warner Elementary. This handbook is designed to assist students and parents in getting acquainted with our school. It includes policies and procedures that ensure safety and high quality education for our students. Our staff is also here to assist you with any questions that may arise. We expect that as a student you will always do your best work, be respectful, responsible, cooperative and safe. We invite parents and families to become involved in our school in any way they are able to. We are proud of our school and the tight-knit community that surrounds it and we hope you enjoy all of your years here.

Warner Elementary's Mission & Vision

Warner Unified School District ensures the highest level of development of each child's creative, academic, physical, and social potential through partnership with students, parents and community.

We Believe In:

- Encouraging everyone to reach their personal potential;
- Keeping a positive attitude and a sense of humor;
- Personal responsibility;
- Being polite and honest.

We Believe That:

- Self-motivation leads to knowledge, fulfillment, and healthier lives;
- The learning experience must be nurturing, positive and safe.

KINDERGARTEN ADMISSION

Your child must be 5 years of age on or before September 1 to attend Kindergarten (Board Policy, AR5111). A birth certificate and immunization record are required to register your child in school.

TRANSITIONAL KINDERGARTEN ADMISSION

TK eligibility extended to children born between September 2nd and April 2nd.

Student to adult ratio reduced to 10:1 (contingent on available funding).

All TK teachers must possess a teaching credential plus additional training or experience in early childhood education.

ATTENDANCE

Attendance at school is very important. Two laws have been established: Chronic Absentee EC 60901(c)(1) and Chronic Truant EC 48620(a). Chronic Absentee is if a student is absent 10% or more days in one year, from date of enrollment to current date, for any reason. Chronic truant is when a student is absent without a valid excuse for 10% or more of school days in one year, from the date of enrollment to current date. Students cannot learn when they are absent from class. Absences for the following reasons are considered to be excused absences:

1. Illness or injury
2. Quarantine
3. Doctor or dentist appointment
4. Attendance for a funeral for a member of one's immediate family
5. Exclusion due to immunization requirements (5-day limit)
6. Participation in religious instruction or religious exercises

If students violate laws related to chronic absentee or chronic truant, your child may be subject to disciplinary action which may include: a Student Attendance Review Team (SART) meeting with the school district personnel, home visit by law enforcement, and/or a Student Attendance Review Board (SARB) hearing with county, law enforcement, and district personnel.

You must clear your child's absence either by phone call, note, or by coming to the office when your child returns to school. If your child will be out for an extended period of time, please make arrangements with your child's teacher to pick up class assignments from the teacher.

Children with excessive absences receive poor grades, run the risk of being retained in their grade, and may be subject to disciplinary action. If your child is absent more than ten times in a random fashion during the same school year, a doctor's note may be required for absences to be excused.

ABSENCES THAT ARE PLANNED

Assignments can be obtained in advance from teachers for short term, planned absences when parents might need to keep their children out of school for religious retreats, or medical appointments. NOTE: See your teacher at least two days before

you expect to leave to arrange for assignments and planned absences. For absences of three days or more, please allow one full week notice.

APPROPRIATE DRESS

As part of our WUSD's promise to parents, to provide a safe and orderly learning environment for students, clothing, jewelry, and other accessories must be appropriate to the educational environment and should not bring inappropriate attention to the student or cause a distraction in class. Therefore, the following guidelines apply to student dress when at school or school-sponsored events:

Students must maintain a clean, neat and healthy personal appearance. Clothing must be clean and in good repair. Pajamas are not to be worn to school in lieu of regular clothing. Eccentricities of dress or personal grooming, such as body piercing, are not permitted.

Head coverings, including hats of any kind, are not to be worn in any educational environment including assemblies, classrooms, labs and offices. ***WUSD recognizes an exception to this rule for head coverings worn for religious/cultural beliefs or protection from the sun when outdoors.***

Pants are to be worn on the waist with no portion of an undergarment showing. Slits, rips, or tears in pants are not permitted. Leggings, jeggings, Yoga pants, or tights may not be worn as pants. Skinny jeans are permitted but **MUST** have back pockets and **MUST** be made out of denim material.

Shorts and skirts should be modest in length and appearance. Pajamas are NOT to be worn to school.

All tops must have sleeves or cover the shoulder (No tank tops, spaghetti straps, or off-the-shoulder tops). Tops that are see-through, or show any part of an undergarment, are not acceptable school clothing. Tops showing cleavage are not permitted. Clothing that exposes bare midriffs is not permitted.

Body piercing, other than earrings, is not permitted. Earrings must not create a safety issue. A few examples of this are: safety pins, large loops, long dangles, spikes, etc.

Clothing or jewelry with logos that promote gangs, drugs, alcohol, tobacco, sex, or violence are not permitted.

Shoes must be flat with a closed toe and heel and be securely attached to the foot. Shoes must be worn at all times.

This list is not exhaustive; rather, it is intended to provide some clear examples to serve as a guide for appropriate school attire. ***This list does not apply to themed events in certain classes, school spirit celebrations, or other approved school special events.*** Please direct any questions regarding dress code to the Administration at WUSD.

ACADEMIC PROGRESS

Teachers are always available for conferences regarding academic progress or student behavior. Please call if you have any questions or want suggestions for encouraging

your child to do his/her best. Please refer to the school calendar for grade reporting dates.

Report cards are prepared on a quarterly basis. Appropriate forms of assessment will be used by different grade levels. Assessments will include portfolios of student work, observations and anecdotal records of teachers, students' reports and projects. Teachers will request a conference with parents during the school year. Your child may be invited to attend in order to report his/her own observations.

ASSIGNMENTS MAKE-UP WORK

Grades report the student's achievement on all required assignments. A student will not be issued an "incomplete" if he/she has failed to complete critical assignments. Rather, the grade will be based on all the work completed to date. Missing work will count as zero credit towards the average total grade. The grade may be changed upon successful completion of make-up work for excused absences.

If the student has excused absences prior to the end of the grading period, the student shall be given two days, for every day of excused absence, to complete his/her make-up work. The responsibility to obtain make-work assignments rests with the student not the teacher. Make up work should be obtained by the student within 1 week of returning to school.

CODE OF CONDUCT

We have the responsibility of teaching your child the specific school rules and routines related to the classroom, cafeteria, playground, After School Program, and bus. The research-based program that we utilize is the School-Wide Positive Behavior Intervention Program (PBIS), which we refer to as the Warner Way: Respectful, responsible, cooperative, and safe. Research has shown that by teaching prosocial skills, and teaching and reinforcing common behavior expectations school-wide, it provides positive and consistent experiences for students that help to foster their social and emotional learning.

Each classroom teacher will inform students and parents of specific classroom rules and consequences for good and poor citizenship.

We then expect your child to display good citizenship throughout the school day, to and from school, and while away on school-sponsored activities. If your child chooses not to follow the rules, his/her conduct will be noted and disciplinary action taken.

THE FOLLOWING RULES SHALL APPLY AT ALL TIMES:

1. Be on time and prepared to learn
2. Be courteous, respectful, and cooperative
3. Respect personal and public property
4. Respect the student's right to learn and the teacher's right to teach
5. Use safe conduct at all times

STUDENTS WHO CHOOSE TO IGNORE THE CODE OF CONDUCT MAY RECEIVE ONE OR MORE OF THE FOLLOWING:

Student Conference
Parent Conferences
Behavior Contract

Restriction from school activities including sports, dances, field trips
Time Out
Notification and possible citation by Sheriff's Department
Suspension
Referral to School Attendance and Review Board (SARB)
Expulsion
Counseling
Individualized Instruction
Required restitution for damage to any school property, including books
Required parental attendance in student's classroom

EXPULSION

Means removal of a pupil from the immediate supervision and control, or the general supervision of school personnel. A pupil may be expelled only by the governing board, after a complete due process. (NOTE: See Board Policy #5144.1 at the end of this handbook).

EXPULSION/SUSPENSION RECOMMENDATION

The principal or the superintendent of schools may recommend a pupil's suspension or expulsion.

HOMEWORK

Homework may be a completion of work begun in class, a review of concepts, or an extension of previously introduced work.

Teacher Responsibilities:

1. Review the assignment with students, clarifying what is to be done and when it's due.
2. Provide timely and adequate feedback to students on their work
3. Inform parents when work is not completed

Student Responsibilities:

1. Ask questions to make sure the assignments are understood
2. Return completed work assignments on time

Parent Responsibilities:

1. Provide a quiet study place for your children to work.
2. Provide a specific time period for work to be completed.
3. Be interested in what your children are doing, but do not do their work for them.

MEDICATION

Students are not allowed to bring any medication, including aspirin or cough drops to school. If your child needs to take medication during the school day, please bring the

medication to the office and sign the necessary forms. You are required to provide the school with a written statement from your child's doctor detailing the method, amount, and time schedules that the prescribed medication is to be taken. The medication must be brought to school in its original container.

MINIMUM DAYS

School will end on minimum days at 1:00 P.M. See calendar for specified minimum days.

PARENT VOLUNTEERS

Warner offers a wide variety of opportunities to make a difference for children. You can be a classroom volunteer, a member of the school site council, a volunteer in fundraising, or a chaperone on field trips. Parents who volunteer on a regular basis will be required to show proof of negative results on T.B. testing, and must go through a security check. See your child's teacher or the office if you want to volunteer.

PHYSICAL EDUCATION EXCUSES

A written excuse from the parent stating medical reasons is valid for three days, during which time the student will not participate in any activity during P.E. or recess. A statement from the physician must be presented for extended excuses.

RELEASE DURING SCHOOL HOURS

You are urged to leave your children in school all day. Each time a child misses all or any part of a school day, he/she is missing valuable minutes of education. Lessons which your child misses will not be repeated, so your child will begin to fall behind in his/her classes. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. Please refer to the school calendar in this pamphlet in planning medical and dental appointments. If your child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason, and you will need to come to the office to sign your child out for the day.

SCHOOL RULES: SPECIFIC GUIDELINES FOR RECESS, RESTROOM, AND CAFETERIA CONDUCT

KINDERGARTEN CONDUCT

1. Be nice to everyone
2. No hitting, fighting, or bad words
3. Go to the classroom only when there is a teacher or aide in the room
4. Ask permission to go to the bathroom
5. One person on the slide at a time
6. No pushing anyone on the swing
7. Only kick the kick balls
8. Bouncing rubber balls are to be used only for bouncing on the blacktop
9. Use jump ropes only for jumping on the blacktop
10. 3 warnings; then 2 minutes on the fence
11. Do not pick up glass from the ground
12. Be happy! Follow the Warner Way!

GRADES K-6 RECESS GUIDELINES

1. Only soccer balls, rubber playground balls and footballs may be kicked and only on the blacktop.
Basketballs, and volleyballs may be thrown or hit with hands.
Share the recess equipment and return it as soon as the bell rings at the end of recess. If you see a ball left behind, please pick it up and return it.
2. Equipment
 - a. Bars - No standing on or sitting on
 - b. Superstructure - No chasing each other. No walking on the slide. No jumping from the top.
 - c. Swings - One student at a time. Swing on your bottom only. No jumping off of the swing. No pushing each other on the swing.
3. If you need to use the restroom during recess, ask one of our instructional aides for permission to go.
4. You must return on time to class from your recess. Use the restroom and get your drink so that you are not late to class.
5. Use the K-6 restrooms before and during recesses. It is your responsibility to leave the restroom as clean as you found it.
6. Getting along with each other:
If you are having a playground problem with another student, try one of these ideas:
 - a. Talk it over and listen
 - b. Do something else
 - c. Take turns or share
 - d. Ask for help from an adult

RULES FOR LUNCH LINE AND CAFETERIA

1. Students will stand and line respectfully and not cut the line.
2. Energy drinks and soda are not allowed on campus. Students will be asked to dump them out if they bring them.

SCHOOL EMERGENCIES

Monthly fire drills, earthquake drills, and an annual bus safety drill are conducted at school. All students are expected to take part in these drills and to follow all directions. In the event of a major disaster, students will be sent home, if time permits. If students cannot be sent home, they will remain at school until it is possible to send them home. Students will be released to parent/guardian upon showing proper identification.

SEXUAL HARASSMENT

Warner Elementary School students are expected to demonstrate self-respect and respect for others at all times. Sexual harassment is unacceptable behavior and should be reported to a teacher, the counselor or the principal if it occurs. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to conduct is explicitly or implicitly made a term of condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating hostile or offensive work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or throughout the school.

The Title IX coordinator is the superintendent.

<https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>

Other types of conduct which are prohibited within the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully limiting a student's access to educational tools
9. Cornering or blocking of normal movements
10. Displaying sexually suggestive objects in the educational environment
11. Any act of retaliation against an individual who participates in the investigation of a sexual harassment complaint

SPECIAL EDUCATION

Services are provided for students with special needs due to a handicapping condition. Identified students may receive speech therapy, or assistance in school subjects. Parents who have concerns about their child's progress may refer their children to the school Special Education Resource Teacher.

STUDENT SUCCESS TEAM

Team members include classroom teachers, the school counselor, the student's parents, and other professionals as needed. This group meets to study the needs of individual students who are having difficulty in school. For instance, if a teacher believes that your child would benefit from extra help, he/she would invite you to attend a Student Success Team meeting to discuss the next steps. The team would share all information about your child and then write a plan to assist your child.

SUSPENSION

Means the removal of a pupil from ongoing instruction for adjustment purposes (Ed Code 48925a).

A pupil may be suspended for violations related to school activities or attendance, including:

1. While on school grounds
2. Going to or from school
3. During the lunch period, on or off campus
4. During, or going to or from, a school sponsored activity

Education Code Section 48900 says a pupil may be suspended from class or from school or expelled if the pupil has: (see expulsion/suspension section) The Principal or designee shall have the authority to suspend a student from school for up to five days.

TARDY

The school day begins with class time at 8:00 a.m. If your child is not present, your child is tardy and he/she must report to the office. Habitual tardiness interferes with your child's academic success and is a distraction to others who are already involved in the day's work. You and your child have the responsibility to maintain prompt attendance. Persistent tardiness will result in disciplinary action.

CELL PHONE USE

Students who bring electronic devices do so at their own risk. The school is not responsible for the item and is not liable if the item is stolen or confiscated. All cell phones carried by students on campus must be turned off or switched to silent mode. They may not be used at any time during the school day without the express permission of a teacher or administrator, and only then for a specific and limited purpose (i.e. contacting a parent or guardian).

If a student is using a phone during the school day, without the specific permission of a teacher or school administrator, a school employee shall direct the student to turn off the device and shall confiscate it. Confiscated phones will remain secured in the main office. The first time a phone is confiscated, the student may pick it up from the district office at the end of the day. For any additional confiscations, a parent must pick it up. Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

Students who elect to bring such items to school are responsible for them should the item be stolen or damaged. **The school shall "NOT" be responsible for loss or theft of electronic devices brought to school.**

BUS TRANSPORTATION

Safety of school bus passengers is the most important part of school bus operation. All passengers shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver may result in losing the opportunity to ride the bus. (See transportation policy). If your student needs to ride another bus for any reason, please contact the district office for a note or your child will not be allowed on the bus.

BUS RULES

Citations for misconduct shall be delivered to the school principal or designee. The principal or transportation manager, only after making contact with the parent, may revoke the student's bus riding privileges according to the following sequence: (see Bus Transportation).

VANDALISM

Vandalism is the damage or destruction done to school or private property. Vandalism may be reported to the sheriff's department. Restitution by student or parent may be expected.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for your child to leave Warner School before the end of the school year, you must notify the school office at least two days in advance. All school property must be returned, including textbooks, library books, and sports equipment. Our office staff will assist you in getting current attendance and academic information for your child's new school.