

Earlimart Elementary School



**192 South Church Street
Earlimart, CA 93291
(661) 849-2651**

2019-2020

Parent Handbook

Earlimart Elementary School Staff

Stephanie Mendes, Principal
Debbie Ramirez, Vice-Principal
Concha Chaidez, Administrative Assistant
Lourdes Magaña, Attendance Clerk
Cindy Madera, LVN
Imelda Ureño, Counselor
Lindsey Garibay, Parent Liaison
Mathew Mendoza, Library Technician
Gena Vest, ELA/ELD Content Specialist
Isabel Flores, STEM Content Specialist
Wendy Campos, Physical Education Teacher
Rebecca Slye, RSP Teacher
Leon Richardson, Custodian
Jodie Fernandez, District Music Teacher
Guadalupe Ramirez, Art Teacher

TK
Kelly Andreas

TK Aide
Karina Hernandez

Second Grade
Marlene Bryant
Jessica Powell
Robert Resa
Maryann Tavares

Fifth Grade
Elias Angeles
Rocelia Astorga
Kim Clemons
Tom Martin

Special Education Aides
Teresa Gorospe
Yvette Rios

Kindergarten
Yolanda Hooks
Susie Levy
Courtney Mininger
Vivian Rodriguez

Third Grade
Pete Costa
Edgar Gomez
Nancy Kinler
Valerie Medina

Instructional Aides
David Aguilar
Yolanda Avalos
Jocelyn Caong
Ruby Gonzalez
Veronica Ortega
Priscilla Quiroz
Celia Rojas
Laura Silva
Maria Tafoya

First Grade
Stefanie Hall
Stacey Reese
Jennifer Valdez
Krystal Watkins

Fourth Grade
Liliana Chavez
Sandra Ruiz
Michelle Saunders
Nadia Shouman

Safety Monitors
Deandra Castro
Monica Gama
Maria Lopez
Nancy Villa

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Principal's Message

Welcome to the 2019-2020 school year. I am so very excited for the new school year and all we have to offer to our students and families. Our teachers have received training in the new reading/ELA curriculum *Units of Study for Reading*. Each classroom will be receiving hundreds of new books for their classroom library. In addition, staff has been trained for the implementation of *The Leader in Me*. The staff has received training in the 7 Habits and in Launching Leadership and Creating Culture. We are so very excited to begin our journey as a *Leader in Me* school. The most exciting news I want to share with you is that we have hired a full-time art teacher. Students will receive art every week!

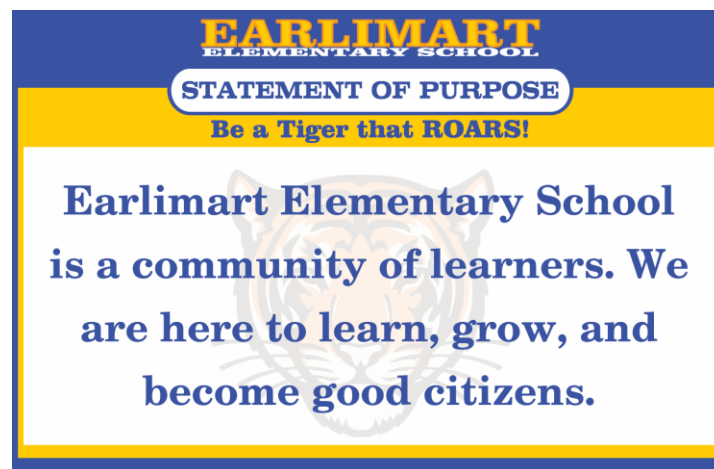
This handbook has been developed to help you learn as much as possible about our school policies, procedures and services we offer. It is a quick reference guide that you will find useful as questions arise throughout the school year. This handbook is intended to be a supplement to the *ESD Parent & Student Handbook*.

I have an open door policy and invite you to contact me at any time. Please feel free to share suggestions or concerns about our school.

I look forward to a fantastic school year.

Sincerely,

Stephanie Mendes
Principal



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Statement of Students' Rights, Responsibilities, and Code of Conduct

The students of Earlimart Elementary School deserve the opportunity to grow and learn in a well-structured environment, which in turn facilitates development. In addition, administrators, teachers, students, and staff members have the responsibility to respond and behave in ways that support the learning environment.

- ❖ Children have the right to be safe, and the responsibility to keep their hands, feet, and objects to themselves and to follow the school-wide discipline plan (school rules and discipline matrix).
- ❖ Children have the right to hear and be heard, and the responsibility to actively listen to others.
- ❖ Children have the right to have a quiet learning environment, and the responsibility to be prepared for learning and not disturb the learning of others.
- ❖ Children have the right to be respected, and the responsibility to be respectful to peers, adults, and to school and personal property.
- ❖ Children have the right to express feelings, opinions, and ideas, and the responsibility to engage in learning, use self-control, and be respectful to others.
- ❖ Children have the right to know what our expectations are at all times and in every area of school, and the responsibility to follow expectations no matter where they are on campus. (i.e., classroom, playground, assembly, walking home, etc.)



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School-Wide Staff Expectations

Members of the Earlimart Elementary School staff will engage in the following:

- ❖ Teachers/staff will model appropriate behaviors and problem solving strategies for students.
- ❖ Teachers/staff will be considerate, fair and consistent in disciplinary action taken in the classroom and will be fair with their expectations.
- ❖ Teachers/staff will support staff members, parents, children and volunteers with the utmost respect and will conduct themselves in a professional manner at all times.
- ❖ Teachers/staff have an ethical obligation to maintain confidentiality of students, families, staff members and issues related to school business.
- ❖ Teachers/staff will speak to students in ways that honor individuality, value childhood and build positive self-worth for all students.
- ❖ Issues relating to school operations, logistical concerns must be reported to the staff member's immediate supervisor in effort to remedy the situation. Staff members must follow the appropriate chain of command when reporting concerns.

Visitor/Parent/Volunteer Expectations

- ❖ Visitors/Parents/Volunteers are required to check in to the office, document all volunteer/visiting hours, and wear a visitor's badge at all times while on our campus.
- ❖ Visitors/Parents/Volunteers will observe Earlimart Elementary School's policies, practices and procedures.
- ❖ Visitors/Parents/Volunteers will treat adults and children with dignity and respect.
- ❖ Visitors/Parents/Volunteers will discuss problems with staff members first.
- ❖ Visitors/Parents/Volunteers will report visitors without badges, and unsafe or inappropriate behaviors to the office staff immediately.

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General Information

Arrival Time at School

Students are not to be on campus until 7:30 am. The cafeteria opens at 7:30 am and supervision is provided at that time. Please do not drop off your students in the morning before 7:30 am. You are putting your child at risk.

Art

All students will have an art lesson each week with our full-time art teacher.

Attendance

If your child is absent, please clear the absence by calling the school office or sending a note to school when your child returns. Remember, on time and regular school attendance is very important. Students who arrive late or leave early from school miss out on important learning, instructions, directions, activities, and/or events. This is a disruption to their learning and the learning of others. Absences, tardies, and students leaving early from school are all tracked by the district. An excessive amount may result in home visits from district personnel or referral to School Attendance Review Board (SARB). At Earlimart Elementary School, perfect attendance is defined as a student being in school on time every day and not leaving early.

Electronic Signaling Devices

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 activities. **Electronic devices shall be turned off upon arrival at the school campus and not activated until the end of the school day. Electronic devices may not be activated within the gates of the school. Electronic devices shall also be turned off at any other time as directed by the school employee.** Such items are considered personal property. Students possess these items at school entirely at their own risk. The administration will not investigate the loss of these items. The school or district is not responsible for lost, stolen or damaged devices. Electronic devices will be confiscated if the student does not follow the rules. Confiscated devices will be returned to parent/guardians only.

Emergency Plan

Earlimart Elementary has a written plan of action that outlines specific courses of action in the event that student safety is threatened. Throughout the year, planned drills are conducted to insure appropriate reactions from students and school employees.

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English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee is a group of parents that provides advice to the school (principal and staff) about the programs and services for English Learners. The purpose of ELAC is to provide staff, parents, and students a vehicle for addressing school concerns as to programs and services for English language learners it also facilitates a two-way communication system between the school and the community. Notices and phone messages are sent home as to inform parents/guardians of upcoming meetings.

Family Nights

Our school hosts various family nights throughout the year. All students and their families are invited and encouraged to attend. Each night has a different theme and/or activity. Family nights are an opportunity for parents and children to interact with each other and staff in a positive and low stress manner.

Field Trips

Each grade level will have various opportunities to go on field trips. Some field trips will require parent chaperones. If you are interested in chaperoning a field trip you must have clearance through the district office, which includes being fingerprinted. You may pick up information in the front office.

Foggy Day

On foggy days, the school district will send out an automated phone call to inform families that we are on foggy day. On foggy day school begins at 9:45 am, and the school gates will open at 9:30 am. Second chance breakfast is not available on foggy day.

Food

Candy, gum and seeds are not allowed on campus. Students with candy, gum or seeds will be asked to discard these items.

All students receive a school breakfast and lunch at no cost. Students are allowed to bring lunch from home, if so desired; however, students may not share their lunch with other students. We highly encourage students to bring a healthy lunch. Students may not just bring chips or a snack for lunch; they must bring a full lunch to be able to eat their chips. All food must be discarded before the student leaves the cafeteria for safety reasons, so please make sure your child only brings the appropriate amount of food to eat in one sitting. Please refer to the *Earlimart School Wellness Policy*.

Homework

All students are required to read at home for a minimum of 20 minutes for grades K-2 and a minimum of 30 minutes for grades 3-5. Homework is based on teacher's discretion and each teacher has their policy that will be reviewed at the beginning of the school year.

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Library

All students are allowed to visit the library and check out books to take home with the understanding that material that is checked out is the responsibility of the student who checks it out. Students will not be allowed to check out any more books until they have returned the previous book(s). Students are responsible for bringing books home and returning them to the library. We strongly encourage students to take AR quizzes upon completion of the book(s).

Lost and Found

All outer apparel, such as coats and sweaters, and other items such as binders and lunch pails should be labeled with your child's full name. The lost and found is located near the cafeteria. Items not claimed will be given to a charitable organization at the end of each month.

Medication

Any medication that a student has to take must be kept in the office and the proper paperwork completed. By law, no student may take any medicine (including aspirin) that is not accompanied by a prescription while on a school campus.

Messages/Calls to Students

We work hard to minimize the interruptions to the classroom. We will not forward any phone calls to the classroom and we strongly encourage you to make after school arrangements before you drop your child off at school. At times it is difficult to get messages to your child.

Music

Music is offered to our fifth grade students by the district music teacher.

Office Use

The office is a place of business and should be regarded as such by students. Legitimate reasons for coming to the office include:

- Being sent in by a teacher
- Being called to the office
- Conference with office staff
- Illness

When waiting in the office, students must remain quiet and orderly or they will not be allowed to have office privileges.

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Parent Center & Parent Liaison

The parent center is a resource room for parents and families. Our parent liaison is available to support families and to help build the home to school connection. There are resources in the parent center that can be checked out to families to be used at home. Parent classes and workshops are offered by our parent liaison and other entities and are often held in the parent center.

Parents Visiting the School

All parents are encouraged to visit the school at any time. The only restriction on visitation is that **all visitors must check into the office before visiting**. We will be using our electronic system for visitors checking into the school. You will need some form of identification to check in, preferably driver's license or state identification card.

Parent Volunteers

Parent volunteers must be cleared through the district office before working in the classroom with students. This is to ensure the safety of all children. Parents may pick up a "Fingerprint form" in the front office.

Parties

There are three permitted parties during the school year: Christmas, Valentine's Day and the last day of school. They are to be held the last thirty minutes of the day. Parents need to understand that **no homemade products can be given to our students**. NO STUDENT BIRTHDAYS ARE CELEBRATED.

Physical Education

Our PE program teaches many different skills for all students. All students that do not have a doctor's exemption are expected to participate in PE. If a parent feels that a child is too ill to participate in PE, a note signed by the parent will excuse the student from PE for a maximum of three (3) days. A doctor's note is required for an illness or an injury necessitates more than three days out of PE. **Bad air days will be observed with limited or no required physical activity.**

Positive Recognition Assemblies

At the end of each trimester students are recognized for academic achievements including: most improved, teacher's choice, perfect attendance and top reader. Parents of students being recognized will be notified with a note that will be sent home prior to the assembly.

Progress Reports

Progress reports will be sent home with students on the last Friday of the month. If you feel your child is having academic problems at any time, please contact the teacher to discuss the problem and what steps need to be taken.

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Rainy Day

Rainy days are determined by administration. On rainy days students are not permitted on the playground, students may still go to second chance breakfast and will be given restroom breaks and a break within the classroom. The school will send out a phone message if dismissal will be a “rainy day” dismissal which means parents/guardians are allowed to pick up their student(s) at their classroom(s).

Report Cards

Report cards are given out at parent conference in November and sent home for the second and third trimesters.

School Accountability Report Card

The School Accountability Report Cards (SARCs) for all Earlimart School District Schools are available online at our new website. Reports include a description of the school and its staff, students, community involvement, student achievement, student support services, expenditures, school facilities, class size, text books and staff training. This SARC is available in a hard copy at the school site, upon request. The SARC is available in Spanish or English.

School Site Council (SSC)

The purpose of the School Site Council (SSC) is to develop and approve the School Plan for Student Achievement, which is a plan designed to improve the effectiveness of the school program. In order to accomplish this task, the SSC meets on a regular basis to review data, assess student growth, discuss and approve the budget, and monitor success throughout the year. Five parents are elected to the School Site Council by other parents. Nomination letters are sent home with students in August. If you are interested in participating on the SSC please return the letter. Also, meeting agendas are posted prior to meetings and parents are encouraged to attend.

Student Drop-off and Pick-up

When dropping off students before school please park your car and allow your child to get out of the car. Students should not be dropped off while the car is on the road. We want to ensure student safety at all times. The same is true for after school pickup, please park your car so that your child can safely enter the vehicle. We will be working with local law enforcement agencies to ensure that laws are followed and that students are safe.

Parents/guardians may not pick up students before dismissal time for convenience purposes.

A valid reason must be stated before we will disrupt the class to call for a child.

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Tardy Policy

School begins at 8:15 each morning. Students are expected to be on time to school. It is in severe violation of school rules and state law (Education Code 48200) if a child is tardy without a note or phone call verifying a valid excuse. Tardiness is excused only for the same reasons as legal absences. If a child continues to be tardy without a valid excuse, their family will be referred to Student Attendance Review Board (SARB) and/or Child Protect Services (CPS) for investigation and possible prosecution. **Getting your child to school on time is a parent/guardian responsibility.**

Technology

Each classroom has a technology cart. In Kindergarten and first grade each student has access to an iPad. In first through fifth grades each student has access to a Chromebook throughout the day. Our teachers have created lessons that incorporate technology use. Please talk to your child(ren) about taking care of all district supplied materials. They will be responsible for any damage. *Please read the complete Technology Policy & Agreement in the ESD Parent & Student Handbook*

Toys

Toys are not allowed at school. Students who bring toys to school will be asked to give the item to their teacher and it will be returned at the end of the day. If the student continues to bring toys to school the item will be confiscated by the teacher and a parent conference will be scheduled.

Truancy

Education Code, Section 48260, states that any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant and shall be reported to the attendance supervisor of the school district. If the problem continues, the student will be referred to the SARB. The parent/guardian is obligated to compel the attendance of the pupil at school and the SARB may refer the problem to the District Attorney for further legal action. Parents who fail to require regular attendance of their child, if found guilty, are subject to fine and/or imprisonment. **A parent/guardian must verify all absences. Three consecutive absences or excessive absences must be verified by a doctor's note.**

Tutoring

After school tutoring is offered. You may be contacted by your child's teacher regarding these services and the expectations of the students and participating parents. Please feel free to call your child's teacher for more information.

Uniform Policy/Dress Code

Please read the complete Uniform Policy in the ESD Parent & Student Handbook. The policy will be enforced.

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Uniform Complaint Procedures (E.C. Sections 32289 and 52075; 5 CCR 4600-4670)

The Earlimart School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: **Laura Voshall, Director of State & Federal Programs**

Unit or office: **Student Services**

Address: **785 E. Center Avenue, Earlimart CA 93219**

Phone: **661-849-4235**

A pupil fees complaint is filed with the Earlimart School District and/or the principal of a school.

A copy of our UCP compliant policies and procedures is available free of charge.

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School Wide Discipline Plan

Earlimart Elementary School Philosophy of Discipline

At Earlimart Elementary School, we believe that the purpose of discipline is to guide students into behavior changes that reflect growth and development. In our relentless effort to promote a productive, efficient, and safe learning environment, classroom management and student expectations are critical elements in student engagement and learning. Students reach their optimal potential in an environment which fosters respect, organization, positive attitudes, responsibility and safety. Moreover, students can make positive choices regarding their actions at work and at play.

Disciplinary Action and Due Process Steps

- I. Follow Level One Interventions/Consequences. Documentation must be provided to site administration of parent contact at each phase. This can be done for students with chronic behavior problems/disruptive behavior.
- II. If all the level one interventions have been completed and the student still continues with chronic discipline issues, follow level two interventions/consequences.
- III. Teacher makes an appointment/conference with parents to discuss discipline issues. The Vice-Principal can be invited to attend during this step if the teacher requests. Documentation must be kept. A sign in sheet/agenda of parent conference must be on file with the teacher of this meeting.
- IV. IF all the above has been completely exhausted, a referral to the Vice-Principal shall be made along with attachment of all preceding documentation. AERIES would be the ideal place to document. An SST referral could be initiated during this phase. Parental contact must again be documented. A meeting with the Vice-Principal will take place at this phase along with parent, counselor/support services in the form of an SST. Student may be kept in ISS (In School Suspension) at the discretion of the site administrators.
- V. Additional services outlined in the SST can be developed if issue continues. Individual behavior plan (counselor/administrators/SST/teacher developed).
- VI. ISS (In School Suspension)
- VII. OSS (Out of School Suspension)
- VIII. LTS (Long-term Suspension)

Note: At each level, the staff will use discretion as to the seriousness of the act. For example: if a student fights it may merit more severe consequences than a lesser first offense. Talking and lesser offences will be handled by loss of privileges/classroom activities (e.g. I don't have to send students to the office for talking when they are not supposed to)

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Rewards/Acknowledgment/Incentives

- ❖ Positive calls/notes home
- ❖ Student of the Month lunch with their teacher on stage in the cafeteria
- ❖ Verbal encouragement/praise
- ❖ Trimester Awards Assemblies
- ❖ Visit to Earlimart Park with Principal/Vice-Principal
- ❖ Million Word Reader/Top Reader Awards
- ❖ Accelerated Reader certificates
- ❖ Fun days
- ❖ CAASPP Recognition Assembly
- ❖ ELPAC/Reclassification Celebration
- ❖ Perfect Attendance trip

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