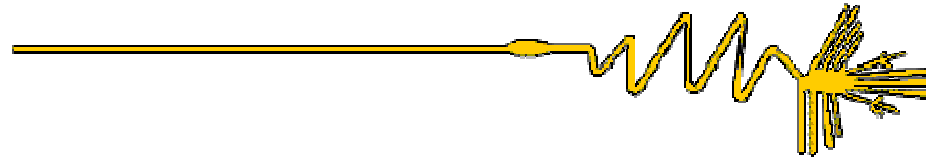


Anne Le Gore Elementary School

El Monte City School District

"Home of the Aztecs"



Parent and Student Handbook

2007-2008

11121 Bryant Road, El Monte California 91731
(626) 575-2329

When a child laughs ... Smile

When a child speaks ... Listen

When a child hurts ... Heal

When a child dreams... Believe!

Cuando un niño se rie ... Sonrie

Cuando un niño habla ... Escuche

Cuando un niño hiere... Sane

Cuando un niño sueña ... Crea!

(PLEASE CUT AND RETURN TO HOME ROOM TEACHER)

To: Anne Le Gore School

From: Parent/Legal Guardian of:

Name of Student

Grade/Room

We have read and discussed all of the information contained in this handbook regarding school rules and safety.

Parent/Legal Guardian Signature

Date



(CORTE Y REGRESE AL MAESTRO/MAESTRA DEL SALON)

A: Escuela Anne Le Gore

De: Padre/ Guardián de:

Nombre de Estudiante:

Hemos leído y discutido toda información contenido en este calendario respectan las reglas de la escuela y seguridad.

Firma de Padre/ Guardián

Fecha

PHILOSOPHY

Our goal as educators is to develop the academic and social capabilities of each child so that she or he can confidently and successfully compete for the opportunities, which our complex and demanding society offers. We believe that educating a child requires developing the individuals potential to be a powerful and thoughtful communicator, to be able to resolve conflicts peaceably, and to make a commitment to be ethical citizens and leaders. We strive to instill a belief in each child that he or she is a unique and significant person who has something valuable to contribute to society.

TEACHERS

Kindergarten

K17 AM Janet Pinedo
K17 PM Kathy Ramirez
K18 AM Lily Tobias
K18 PM Christine King

First Grade

1-13 Michelle Aviles
1-14 Connie Acquazzino
1-16 Stella Redenbaugh
1-20 Shirley Evleth

Second Grade

2-8 Leticia Carreón
2-9 Nicole Morris
2-10 Amy Lew
2-15 Linda Valeriano
2-36 Belinda Pinedo

Third Grade

3-11 Wendy Romo-Guzman
3-35 Yvette Reyes
3-21 Robyn Lopez
3-34 Olivia Gallardo

Fourth Grade

4-23 Richard Wisz
4-22 Randall Konoske
4-19 Lisa Clelland

Fifth Grade

5-22 Randall Konoske
5-25 Mary Dolmage
5-26 Teresa Lustig

Sixth Grade

6-24 Nikki Hang
6-27 Helen Ngo
6-28 Cecelia Estrada

SDC

1-3 Nancy Rostkowski
4-6 Rebecca McCabe
Speech Rita Guevara
Psychologist Kristina Pinedo
Asian Language Liming Cui
SAIL Angelina Arteaga
SAIL Teresa Howe

INSTRUCTIONAL ASSISTANTS

Magda Cepeda
Margaret Cortes
Terrie Frantino
Marlene Haro
Adriana Larios
Nora Torres
Maite Santos
Debra Nguyen

OFFICE

Liz Raymond – Principal
Cecelia Estrada – Assistant Principal
Beverly Newman – Secretary
Idalia Mendez – Secretary
Karin Lewis – Nurse
Delia Holguin – Community Liaison
Norma Arellano – Librarian

CUSTODIANS

Art Alvarez
Albert Garcia

CAFETERIA

Marlene Perez
Blanca Rios

NOON AIDES

Maria Corta
Norma Martinez
Carmen Aguilar
Maria

INSTRUCTIONAL PROGRAM

Homework

A suggested time allotment from the State of California is:

Grades 1 and 2	30 minutes
Grades 3 thru 6	1 hour

If a child is having some type of learning problem, it is important that there be an open line of communication between parents and teachers.

Report Cards

Report cards will be distributed within 10 days after the end of each trimester. Parents should study the report cards carefully, sign the slip and return it to school promptly.

Trimester endings are:

December 7, 2007 March 20, 2008 June 18, 2008

Testing

As directed by the El Monte City School District, STAR testing will be administered to all students during the Spring of the year.

Parent-Teacher Conferences

Conferences will be held during the months of October and March. However, parents and teachers should communicate with one another as often as necessary to eliminate difficulties and encourage student growth and improvement.

Conference Dismissal Schedule:

Monday – Friday - 1st – 3rd at 1:10 4th – 6th at 1:25

October: 22, 23, 24, 25, 26, 2007

April: 7, 8, 9, 10, 11, 2008

1. If a parent wishes a conference at any time during the year, an appointment should be made by calling the school office at (626) 575-2329 during school hours 7:45a. m. – 4:00p.m.
2. Parents should not interrupt classes for any reason while school is in session. Forgotten lunches, books, glasses, clothes, etc. should be labeled with student's name and can be brought to the office.
3. Since teachers have assigned duties (playground supervision, seeing students safely off the school grounds, etc.) after dismissal, they are not available for conferences until 3:05 (grades 1-3) or 3:15 (grades 4-6)

Awards – Student of the Month – Flag Salute

At the end of the school year, citizenship, academic, and attendance awards are given to the students. In addition, honor roll certificates and student of the month awards are presented at monthly flag salutes.

Honor Roll

To qualify for Honor roll, a student must have maintained:

3.0– 4.0 grade point average in all academic subjects.

Academic subjects include reading, writing, math, social studies and science.

STUDENTS

Care of Books

Each student is responsible for the care of a set of textbooks, which is given to him/her at the beginning of the school year. Lost or damaged books must be reported and paid for by the student.

2006 - 2007 School Day

Kindergarten

8:00 A.M. Session Opens
9:30 – 9:50 Recess
11:00 – 11:20 Lunch
12:00 AM Session Dismissal

11:00 – 11:20 PM Session Lunch
11:20 PM Session Opens
1:30 – 1:50 Recess
3:00 PM Session Dismissal

Thursday

9:30 PM Session Opens
11:00 – 11:20 Lunch
12:15 – 12:35 Recess
1:30 PM Session Dismissal

Primary

8:15 Opening
9:15 – 9:35 Recess
11:10 – 11:55 Lunch – 1st Grade
11:25 – 12:10 Lunch – 2nd Grade
11:40 – 12:25 Lunch – 3rd Grade
1:50 – 2:00 Recess (1:50 early dismissal)
2:49 Dismissal Mon, Tues, Wed, Friday
Thursday 1:10

Middle

8:15 Opening
9:55 – 10:15 Recess
12:00 – 12:45 Lunch – 4th Grade
12:30 – 1:15 Lunch – 5th and 6th Grades
3:00 Dismissal Mon, Tues, Wed, Friday
Thursday 1:125

Absences and Tardiness

1. If a student is absent, it is the parents' responsibility to call the school office to report an absence.
2. Upon return from an absence, state law requires that an excuse be written and signed by a parent or legal guardian and kept on file at the school. The child's name, grade, room, date(s) of absence must be included in the note.
3. Every attempt should be made to schedule medical and dental appointments outside of school hours. Students who have a medical or dental appointment during school hours are required to bring a note from the doctor's office when he/she returns to school in order for the absence to be recorded as medical absence.
4. If a child has a contagious disease, the school office must be notified so that precautions may be taken. No student with a contagious disease will be admitted back to school without a doctor's release.
5. A pupil is tardy if he/she arrives after the time fixed by the school policy for the beginning of the morning. A student who is tardy 3 times in excess of 30 minutes is considered truant.

Abolish Chronic Truancy Program (ACT)

Le Gore School is participating in the Abolish Chronic Truancy Program (ACT), headed by the Los Angeles County District Attorney's Office.

The goals of the ACT Program are: to improve school attendance through parental and student accountability, to address attendance problems at the earliest stage before the child's behavior is ingrained and while the parent still exercises control over the child, and long term reduction of delinquency, adult criminality and joblessness.

Once a student has been referred to the ACT program as a result of excessive absences, the District Attorney will invite the parent to a parent orientation meeting. If the problem persists, the parents will be required to attend a SART hearing, where a contract is signed with the District Attorney, the parent and the school official. If the absences continue, the family is sent to a SARB hearing. Only if the above interventions fail will criminal charges be filed in court against the parents and/or the student.

Library

Le Gore School is very fortunate to have a well stocked library and an efficient librarian. The students use the library on a regular basis. It is important that they learn to be responsible about caring for and returning the borrowed books.

Insurance

Accident insurance is made available to each child through Myers/Stevens. School accident forms are available in the office.

Health Services

Our school nurse, Karin Lewis, is on campus the 1st and 3rd Tuesday of the month from 8:00 – 3:30pm. and every Thursday. If you have any concerns or health questions please call or visit her on these days.

Various screening tests (vision, hearing, scoliosis, etc.) are conducted during the school year. Announcements of these programs will be found in the monthly newsletter. Whenever a child is seriously injured or ill, parents are notified. Minor cuts and bruises are taken care of by the office personnel.




Medication

To protect all children and to conform to the state Education Code, no student may bring any medication (prescription or non-prescription) to school. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours a "Medication" form must be requested from the school office and taken to your physician.

Medications must be delivered by the parents or guardian to the school office in the original labeled prescription container, together with the medication form signed by the health care provider and parent guardian.

Emergency Cards

Emergency cards are a vital part of the student's records. All information listed will be strictly confidential and limited to school use only. It is extremely important that emergency information be kept up to date.

-  Change of home, business address, or of telephone numbers must be reported immediately to the school office.
-  **Students will not be released to an individual not listed on the emergency card.**
-  Releases by oral authorization of telephone call are inappropriate.

Uniform Dress Code

The "Standardized Dress" (Uniform) colors are as follows:

- Boys: Navy blue pants (no jeans) or shorts and a white, baby blue or yellow collared polo shirt
- Girls: Navy blue jumper, skirt, skort, shorts or pants and white, baby blue or yellow blouse/polo shirt.

As of 1993, the School Board of Education for the El Monte City School district has approved "Standardized Dress" (Uniforms) at Anne Le Gore School.

Under Board of Education Policy 5431 adopted by the El Monte City School District, the district is "legally and ethically responsible for the establishment of classroom and campus atmosphere which creates the proper conditions and practice of orderly study." The policy further states that clothing which is "... distracting, dangerous or simply out of place at school" may not be worn.

Uniforms are available at many locations. You can also receive a list of story by calling Mrs. Holguin our Community Aide, at 575-2329.

Identification/Lost and Found

All jackets, sweaters, coats, rainy day apparel, backpacks, lunch pails and sacks must be marked with the child's name. If unclaimed, all lost articles are sent to the cafeteria. Lost articles are placed in the "Lost and Found" hamper in the school cafeteria.

Lunch Program

Hot lunch will be served. Application forms for the lunch program are available in the school office and must be submitted every year.

2007-2008 meals prices are:

	<u>Full Price</u>	<u>Reduced Price</u>
Breakfast	\$1.00	.30
Lunch	\$1.75	.40

SCHOOL RULES

A. School Discipline Plan

The directives in this handbook, together with the additional school, classroom, playground and cafeteria rules not listed here, are geared to promote order and safety in an environment which teaching and learning can take place.

B. 10 Universal Playground Rules

1. Freeze when the bell or whistle signals, then walk to assigned line.
2. No play equipment from home with the exception of mitts and Chinese jump ropes
3. No playing in the hallways or grass areas near buildings
4. Respect and listen to all adults on supervision
5. No kicking of any sports equipment on the blacktop
6. No playing or loitering in the restroom

7. No food, gum or candy on the playground
8. No inappropriate language, name calling or hazing
9. Fighting or rough play are never allowed.
10. The children in line will settle playground disagreements by voting whether the student is in or out.

C. Property of Others

Each person has the right to own property and to have that property respected.

To guarantee this respect for the property of Le Gore School and the students' property:

1. Students in grades 4-6, with parent permission, may ride their bike to school.
2. Helmets must be worn to and from school. **Bikes will be held for parent pick up if a student arrives without a helmet.**
3. Please use locks for all bicycles on the school grounds.
4. The school office telephone is for school office business only.

D. Suspension and Expulsion

Suspension or Expulsion is a consequence of the following behaviors:

1. Habitual profanity or vulgarity
2. Assault, battery or any threat of force or violence directed toward any school personnel or pupil
3. Open, persistent defiance of the authority of the teacher
4. Continued willful disobedience

5. Use, sale, or possession of narcotics
6. Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises.
7. Smoking or having tobacco
8. Stealing
9. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school
10. Possession of harmful weapons or materials that can be used as weapons

E. Procedures for Safe Ingress and Egress to and from School

The following policies apply to and were written by pupils, parents and school employees:

1. The only vehicles allowed on campus are district vehicles, emergency vehicles or vehicles belonging to staff.
2. Staff members should limit driving on campus between 7:30am and 3:10 pm
3. Obey all traffic laws in the street at all times:
 - Stop at stop signs
 - No parking in red zones
 - Use the crosswalks
 - Lower your speed
4. All staff and adults will serve as good role models for traffic safety.

5. All families should have a safety plan for their children when they walk to school and return home. The school will support each family's efforts to be safe.
6. All parents on campus at entrance and exit times are responsible for their child's behavior.
7. All adults should report dangerous behavior or a suspicious stranger to the staff member on duty, or to the office.
8. All families are to keep their emergency cards updated. Advise the school office of any changes.
9. Parents please be sure that your children know your place of work and your work phone number.
10. Parents are expected to not speak roughly to or touch other children. If there is a problem, report it to the office, do not handle it yourself.
11. The school opens at 7:45am and closes at 4:00pm. Parents may not leave children at school before 7:45am. Students may not enter campus before 7:45 am. Parents are expected to pick up their children promptly after dismissal. Please call the school office if you are going to be late 575-2329.
12. All non-school personnel are to report to the School Office to obtain clearance to be on campus during school hours.

F. GENERAL SAFETY RULES

1. Be a good role model for safety.
2. Parents are responsible for their child's behavior.
3. Adults must report dangerous behavior or suspicious strangers to the office.
4. Report any problem with students to the office.
5. Pick up your child on time.
6. Visitors must obtain clearance from the office to be on campus.
7. All school volunteers should pick up their tags at the office or from the Community Liaison.

G. DISASTER PREPAREDNESS

School Site Responsibilities

- ⇒ **Management** – responsible for overall policy and coordination.
- ⇒ **Planning/Intelligence**- responsible for collecting, evaluating and disseminating information; maintaining documentation, and evaluating incoming information to determine the potential situation.
- ⇒ **Operations** – responsible for performing the actions that make up the emergency response.
- ⇒ **Logistics** – responsible for providing facilities, services, personnel, equipment, and materials.
- ⇒ **Finance/Administration** – responsible for financial activities such as purchasing supplies, accounting for expenditures, maintaining records, and contacting vendors

Parental Responsibilities

- ⇒ Adhere to all entry and dismissal procedures related to the release of any child by school personnel as established by the school site to ensure the safety of everyone.
- ⇒ Notify the office immediately of any changes in work, residency, telephone numbers, medication needs or health concerns of a child throughout the school year in order to ensure current and accurate information on the student's emergency card.
- ⇒ Discuss potential emergency dismissal procedures with your child.
- ⇒ Supply each child with an emergency response kit to be kept at school during the school year. Items to be included in a plastic bag labeled with child's name, teacher, and room number are:

NECESSARY ITEMS

- Non-perishable drinks and food items (No glass containers)
- Photograph of family
- Small toy, book or game

OPTIONAL ITEMS

- Flashlight
- Change of undergarments
- Toothbrush
- Solar blanket

Student Responsibilities

- ⇒ Be calm, quiet, and cooperative, and follow all directions during practice drills or actual emergency situations.
- ⇒ Know the names of all persons listed on the emergency card who are allowed to pick you up from school.
- ⇒ Know your parents first and last names, your home address and telephone number, and the place of work and telephone numbers of your parents if applicable.

Compliance

All local government agencies, the school site, staff personnel, parents, visitors, and students must follow the SEMS procedures in an emergency response. This will enable a clear and consistent organizational structure to effectively protect lives, property and the environment during a disaster.

FIELD TRIPS

Throughout the school year, field trips are scheduled to offer students an opportunity to widen their experiences. Permission slips are required for these trips. Schedules appear in the monthly calendar. Your child's classroom teacher will notify you in advance of all trips. Students without a signed permission slip are not allowed to attend. Permission over the phone will not be permitted.

NON-DISCRIMINATION ON THE BASIS OF SEX

The District shall not discriminate against any employee in its personnel practices on the basis of sex pursuant to the requirements of Title IX of the Education Amendment of 1972.

Employees shall be notified of the procedures for filing a grievance alleging Title IX discrimination and shall be notified of the identity of the district official designated as the Title IX officer of the district who shall be the chief personnel administrator of the district.

Legal Reference: Title IX of Education Amendment of 1972.

PROCEDURES FOR REPORTING, INVESTIGATING, AND RESOLVING ALLEGED SEXUAL HARASSMENT

It is the responsibility of the chief personnel administrator of the district to enforce the provisions of this policy.

1. Informal Resolution – Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that the conduct is offensive and unwelcome and that a formal complaint will be filed if the individual continues to engage in such conduct.
2. Formal Complaint – If attempts to resolve the problem with the individual have been unavailing, or if the aggrieved employee or student has been unable to communicate with the individual, for whatever reason, a formal complaint may be filed with the Chief Personnel Officer of the district.
3. Complaints of alleged sexual harassment filed pursuant to this Section shall be in writing, and shall specify with name of the individual against whom the complaint is being filed, the nature of the conduct alleged to constitute sexual harassment, the date(s) on which the alleged harassment took place, and any other relevant information (names of witnesses, etc.)
4. Upon receiving the formal complaint, the Chief Personnel Officer shall conduct, or cause to be conducted, a preliminary investigation for the purpose of determining whether the allegations of the complaint will result in the commencement of disciplinary proceedings against the employee against whom the complaint was filed.

5. Any disciplinary proceedings initiated as the result of a complaint filed pursuant to this Section will be conducted in accordance with applicable provisions of the Education Code, Government Code, and the collective bargaining agreement, if any, with the unit representing the employee.
6. Nothing in this policy shall preclude an employee or student who has been sexually harassed from seeking other remedies prescribed by law.

UNIFORM COMPLAINT POLICY

The Governing Board of the El Monte City School District recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. Accordingly, the district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with the law in programs that receive state or federal funding including consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs and special education programs and complaints alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any program or activity conducted by the district which is funded directly by or that receives or benefits from any state financial assistance. The district shall investigate and seek to resolve complaints at the local level.

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area. Complaints in the following categories shall be referred to specific agencies for appropriate resolution and are not subject to this local complaint procedure:

- a. Allegations of child abuse
- b. Health and safety complaints regarding a child Development program
- c. Discrimination issues involving Child Nutrition Programs or Title IX
- d. Employment discrimination
- e. Allegations of fraud

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way effect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

The Superintendent or designee shall ensure that employees designated to receive and investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Employees using this procedure must understand that a "compliant" is not a "Grievance" and the filing of a compliant does not suspend the time lines specified in the grievance procedure of the various collective bargaining agreements.

Title IX Officer, EMCSD
Mike Raymond, Assistant Superintendent
Personnel/Administrative Services
El Monte City School District
3540 N. Lexington Avenue
El Monte, CA 91732