

* Key topics that come up frequently are starred for easy reference.

Withrow Elementary School
Parent/Student Handbook
2018-2019

Principal – Dr. Schanze
Asst. Principal – Mrs. Sawyers
30100 Audelo Street
Lake Elsinore, Ca. 92530
(951) 253-7570



Daily Schedule

- Grades 1 thru 5: 8:00 a.m. – 1:45 p.m.
- A.M. Kindergarten: 7:40 a.m. - 11:20 p.m.
- P.M. Kindergarten: 9:50 a.m. – 1:30 p.m.

There are no minimum days at elementary school.

****Reporting Absences**

Please notify the office any time your child is absent. Parents must verify the reason for absence either through a phone call or a note. The direct line to the Attendance Clerk is (951) 253-7573.

****Fragrance Free**

The Withrow office is a fragrance free zone. If you are wearing fragrance and need office assistance, please call (951) 253-7570 and an office staff member will meet you outside to assist you.

We have numerous students with health issues and highly encourage all classroom volunteers to refrain from wearing fragrance as it may trigger a person's medical condition.

****Closed Campus**

The campus is closed in the mornings. Only students will be allowed to enter campus in the morning. Parents can come on campus during the first 3 days of school to assist their child(ren) in finding their class line up area and to establish a morning routine. After the first 3 days of school students will say their goodbyes to parents at the gate and proceed on to campus. Staff at the lunch tables and on the playground will supervise students. Parents who need to come on to campus in the morning (for an appointment with a teacher or to help their child carry a large project) must sign in at the office and wear a visitor badge while on campus. Parents are invited to join us in the quad for Friday Flag.

****Messages to students**

Only emergency messages will be delivered to students in the classroom. Please do not send student reminders through the office. Please plan ahead.

*** Volunteering/Visiting Policy**

If you are **volunteering** in the classroom you must:

1. Be cleared through the district office and receive a volunteer badge.
2. Wear your volunteer badge at all times.
3. Sign in and out in the office every time you arrive and leave.
4. Not bring older or pre-school children with you to the classroom.
5. Follow the rules and regulations of the school at all times.
6. Parent volunteers work in the classroom with the teacher. Parent volunteers are not allowed on the playground.

If you are **visiting** campus (to watch a class performance or awards event):

1. You may bring older/pre-school children with you, but supervise them at all times. Older children may not "visit" other classrooms or parts of campus.
2. Please do not sign your child out early after your visit. Children need to be in school all day.

Parent Involvement

PARENT INVOLVEMENT

Parents are teachers too! Students do best when parents and the teacher at school are working together. Here are some things you can do to help your child have a successful education:

- ❖ Be a volunteer helper or member our PTA. (Volunteers must follow badge process.)
- ❖ Attend as many school functions as possible.
- ❖ Take an interest in papers that your child brings home from school.
- ❖ Display papers at home.
- ❖ Monitor your child's homework and assist when appropriate.
- ❖ Extend your child's learning at home.
- ❖ Avoid comparing your child with another child.
- ❖ Get acquainted with the teachers.
- ❖ Praise your child for schoolwork that is well done.
- ❖ Learn what is expected of your child in school.
- ❖ Attend special activities in which your child is participating.
- ❖ Attend all parent/teacher conferences.



VOLUNTEERS

Volunteers in the classrooms are appreciated. In order to protect our students, all volunteers must follow district policies to obtain a volunteer badge.

1. Volunteer packets may be picked up in the school office.
2. The packet is to be completed by the volunteer and signed for approval by the classroom teacher(s) and the school principal.
3. The packet is then to be taken to the district office where a Megan's Law check is run.
 - Red Badges do not require fingerprinting. Red Badge volunteers work under the direct supervision of a school employee.
 - Purple Badge employees require fingerprinting. Purple Badge volunteers work under the supervision of a school employee and may also serve as a chaperone on field trips.

Once approved, volunteers will receive a photo volunteer badge that must be worn at all times while volunteering.

* Volunteer badges must be renewed on an annual basis.

Misuse of the volunteer badge, such as using the badge to gain access to the campus for something other than volunteering, or refusing to sign in the office, will result in the volunteer badge being revoked.

PROCEDURES AND REGULATIONS

Arrival and Departure

Arrival:

School begins at 8:00 a.m. (7:40 am for am Kinder and 9:50 a.m. for p.m. Kinder). Students **may arrive on campus starting at 7:30 a.m.** and report to the only supervised area at that time, which are the lunch tables. Playground supervision begins at 7:45 a.m. Students are to be in only those two supervised areas before school. No exceptions. Students are not to be in areas that are unsupervised by Withrow staff (including hallways and waiting outside their classroom).

The pickup/drop off lane is in the parking lot off Audelo Street. Parents who choose to drop off their child in the loop must agree to drop off their child quickly and then pull out of the loop. Cars in this lane cannot pause or be left unattended, as it causes a disruption to the flow of traffic. When you arrive at the curb, pull forward as far as you can before dropping your child off. Pull out of the loop after dropping so other parents may have the space. Please do not sit in the loop. Students May Not be dropped off or picked up in the actual parking lot. This is dangerous and we thank you in advance for refraining from having your child walk unattended through the busy parking lot. We appreciate parents' patience and consideration. The children's safety is our highest priority.

Kindergarten arrival and departure:

Between 7:35 and 7:40A.M. Kindergarteners will enter the Kinder gate (the gate near the bike rack and go to class). The gate will open at 7:35 a.m. Kindergarteners who arrive on campus prior to 7:35 a.m. to eat breakfast will wait at the lunch tables with the 1st - 5th graders, then enter their kinder classroom at 7:40 a.m. At the end of their day, A.M. Kinder will release students to their parents.

P.M kinder gate opens at 9:40 am, P.M kinder begins at 9:50 am. Departure is at 1:30 pm at the kinder gate. Should this change, please follow your child's teacher's directions for kindergarten drop off and pick up.

Departure:

School ends at 1:45 p.m. Plan with your child ahead of time the method s/he will get home (pick up, walking).

* Please avoid calling the office for staff to tell your child how you want him/her to get home. We cannot guarantee that messages will reach children in the classroom. Plus, messages going to children disrupt the classroom. This should be reserved for emergencies only.

- If you pick up your child using the pickup/drop off loop, instruct your child to meet you at the loop right after school dismisses. * Students waiting to be picked up are to calmly stand in the supervised area watching for their ride. Students are not allowed to run or play around while waiting to be picked up. We have a very narrow and busy sidewalk waiting area and heavy traffic. Students are expected to do their part and wait safely to be picked up. **Students need to be picked up by 2:00 p.m.** when supervision ends.
- Students who ride the bus are to report directly to the bus loop after school. Buses leave 5 minutes after school gets out, so students need to catch the bus right after school. They may not go to pick up siblings at their classrooms, use the restroom, or take their time getting to the bus. If you are the parent of multiple siblings, please do not ask the older sibling to pick up the younger siblings before getting on the bus. Siblings can meet each other at the bus.
- Students who walk home or walk off campus to meet their parents at a designated spot need to use the crosswalks and sidewalks to safely exit the campus.

Articles from Home: Toys and personal items may not be brought from home. This will help prevent loss or damage of something that may be of great value. The school is not responsible for loss of personal property. It is especially important to not bring expensive electronics such as cameras, video cameras, ipods, and *cell phones to school as they are very often stolen from their owner.

Assembly Behavior: The multi-purpose room is often used for special assemblies and programs. Students are expected to act appropriately when viewing a performance. Everyone is expected to show their appreciation by clapping their hands (and refrain from excessive noise).

*** Attendance:** Please ensure your child arrives regularly on time for school each day. Regular student attendance is of great importance to student success and achievement. Children should, however, not be sent to school if they are sick. Three absences for reasons other than illness are considered a truancy. Students with several absences and/or many tardies may be referred to the School Attendance Review Board (SARB). This panel consists of District officials, law enforcement officers and Department of Social Services administrators who meet with parents regarding their responsibility for their children and the importance of regular school attendance. In California, schooling is mandatory. Regular attendance will give children the opportunity to improve their level of achievement.

It's important that you not take any vacations during the times we are in session. By law, students are to be in school unless they are truly ill. Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). Incentives for students with perfect attendance will be given.

Independent Study Contracts: If it is absolutely necessary for parents to keep their children out of school for five or more days an Independent Study Contract must be completed. See Mrs. Abad to obtain the contract at least three days prior to the absence so the teacher has ample time to prepare assignments for the student. The contract will provide lessons to complete while that student is away from school, so that he/she will not fall behind in class work. The contract will be given to the student and should be returned to the teacher upon return to school. Also, the use of this contract allows the school to collect funding for the student's attendance.

School funding is now based strictly on "in seat time." We no longer receive funding for those students who are absent due to illness. It is still important, however, to send a note or call the office if your child is going to be out ill. If you foresee that your child is going to be out longer than two days, please call the school office at 253-7650 so we can make arrangements to prevent your child from falling behind in his/her schoolwork. Thank you for your help!

Balloons on campus

Balloons and other celebratory items such as flowers are not allowed on campus. They are a distraction from the learning environment and can trigger allergic reactions in people.

Bicycles & Scooters: Bicycles and scooters may be ridden to school by students of the appropriate age if they follow safety rules and parents fill out a permission slip. Locks and helmets are required. Bicycles and scooters must be walked on and off the school grounds. The bike racks will be locked during the school day. * Kindergarten students may not ride their bikes to school due to safety and the inaccessibility of the bike racks during the day.

Books: Books for all classes are provided by the Lake Elsinore Unified School District and are checked out to individual students who are responsible for them. Although some workbooks are provided for students use each year, most hardcover books must last for 5 to 7 years. Therefore, it is important that students take responsibility for keeping their books in good condition, free from water damage and pencil or ink marks. Students will be charged for all damaged or lost books including library books and classroom textbooks. * A big concern is water damage, often caused by student water bottles leaking in the desk, backpack, or on the desk. Students are to

protect their textbooks from water damage, which results in mold and requires that the textbook be replaced for the full cost of the book - which can be quite expensive.

Bus: Students are expected to comply with bus rules and regulations distributed in the District informational packet. Students who do not follow the rules will be issued bus tickets, and their bus riding privileges may be revoked. Questions regarding transportation can be answered by school personnel at 253-7570 or the Transportation Department at 253-7830.

***Cell Phones:** Cell phones are to be off and stored away and are only to be used for emergencies or under the direct supervision of the teacher for school projects in the classroom. Cell phones are never to be used to photograph or video other students or staff as this is a violation of students' rights to privacy. Students are forbidden from posting any pictures or video taken on campus. Misuse of a cell phone at school will result in disciplinary action. The school is not responsible for loss/damage of personal property.

Child Abuse: All school personnel are "mandated reporters" meaning they must report suspected instances of child abuse or lose their authorization to work with children. It is the staff's duty to report, but it is the Child Protective Service's job to investigate.

Communication: You should expect communication from your child's teacher on a regular basis. If you have any questions or concerns regarding your child's academics or social interactions, the first person to contact is your child's teacher. If you are not satisfied with the result of that communication, the next step would be to contact the principal. The school and district maintain a website which contains information regarding dates, programs, and events. These can be found at www.leusd.k12.ca.us/

Complaints: The Lake Elsinore Unified School District has a Uniform Complaint Procedure that will be found in the District Parent's Rights Handbook distributed at the beginning of the school year or during registration. (There is a "tear-off" verification in the back of this Handbook that must be returned to school within the first week and filed in the student cumulative file). In this Parent's Rights Handbook, you will find how to file a complaint and with whom to file it. All Complaint Forms are available in our school office.

Crossing Guard: A crossing guard is provided before and after school so students can cross Audelo Street. It's imperative that all students utilize that crosswalk to help ensure their safety. We ask that parents help enforce this precaution by discouraging children from taking short cuts across the street.

Think Together: This program is an after-school program run by Think Together. You can come into the office and pick up an application and call Ms. Prout for further instructions by calling 951-526-8807

Discipline: Maintaining an orderly and safe environment is an important role of public schools, for without these qualities, effective learning cannot take place. Having safe and orderly schools is directly related to student behavior. Each time a student disrupts a classroom, learning time is wasted. All students have the right to learn and grow, play fairly, and to be safe while at school. Students who disrupt these activities or infringe on the rights of others will face the consequence of his or her behavior. Parent support of the staff's discipline decisions is important to maintaining order at school

Daily positive student behavior is an expectation of the Withrow Staff. Students are expected to follow classroom and school rules. Students who continually disregard rules and rights of others will be required to accept the consequences of their misbehavior. The consequences range in severity: missing recess, detention at the lunch benches, "time-out" in the office or in another classroom, after school detention, suspension from school for 1 to 5 days, or expulsion from the school district. Each consequence is related to the severity of the infraction.

Students are regularly informed of the rules of the classroom as well as the rules of the school. At the beginning of each school year, teachers advise parents of the standards for student behavior and the school wide discipline plan. Classroom rules are posted along with the rewards and consequences. An assembly is held at the beginning of the year to review the playground and lunch rules with all students.

The school rules are:

1. Students will keep their hands, feet and objects to themselves.
2. Students will use playground equipment and school areas for the designated purposes.
3. Students will obey all adult supervisors and follow directions the first time.
4. Students will use positive and appropriate language.
5. Students will bring only approved personal items to school. No toys.

The staff at Withrow Elementary School believes in and uses a progressive discipline system for all students. The plan was designed to help children accept responsibility for their own behavior and to understand that behavior is largely a matter of choice. Students who choose to act responsibly at Withrow Elementary School will receive rewards; those who break the school rules will experience appropriate consequences.

Progressive Discipline May Include:

- Warning/Conference/Education regarding infraction
- Parent Contact
- Loss of Privilege/Recess
- Office Referral
- Suspension
- Other

DETENTION/TIME OUT

Students who are disruptive in class and who choose not to follow classroom rules may be assigned to serve time out or detention.

OFFICE REFERRALS

Office referrals are for SEVERE infractions of the rules. When a student has gone through progressive discipline and continues to disregard the rules or has been involved in an activity which may warrant immediate suspension (fighting, swearing at a staff member, possessing explosives or a weapon, etc.), that student is immediately sent to the office.

PLAYGROUND DISCIPLINARY REFERRALS

Students are given a warning if a playground rule is broken. If this inappropriate behavior continues after the verbal warning, a disciplinary referral is issued. The student may be placed in "time out" on the playground or be sent to the office.

SUSPENSION

If a child is suspended from school, it is the parent's responsibility to reinforce the punishment for the entire time the child is not in school. It is also important that parents support the suspension policy, though it may be an inconvenience. Parents, teachers, and school administration are all on the same side. The cooperation and partnership of all three is essential for behavior management and the child's overall success.

OTHER

Each instance of misbehavior is unique and each student is unique. No two situations are exactly the same. The circumstances of an event are considered and have an impact on which consequence

will be assigned. Alternative consequences could include: apology letter, research report relevant to the situation, campus beautification, in school suspension, class change, loss of privilege, or any other remedial action appropriate to the situation.

Physical altercations will not be condoned. We believe students should use their heads, not their fists - that includes the perpetrator, as well as the one who chooses to retaliate. Children need to know the difference between retaliation and defending themselves. It is important that children learn that there are peaceful ways to resolve conflicts.

Play fighting is also not allowed, as it poses a danger to children. Many fights start out as play fighting and then escalate to a real fight when one side hits harder than the other side is expecting.

Students must not bring unsafe items to school (for example: knives, pocket knives, weapons of any kind, explosives, fireworks, alcohol, drugs, medication, or matches). Students who engage in behavior that harms or could harm another person will be subject to appropriate discipline up to and including suspension and expulsion.

Simulating shooting (such as playing "cops and robbers") is not allowed at school.

Making threatening statements (like "I am going to kill you") or actions is a very serious offense in school. Whether stated in jest or in anger - the student is subject to appropriate disciplinary actions.

Bullying is not tolerated in school. Students who are victims of bullying or witness bullying need to report the incident to an adult right away. Bullying is defined as a repeated harmful behavior where a child repeatedly hurts, threatens, or torments a more vulnerable child. Our goal at Withrow is to create a school culture where bullying is prevented through student proactiveness and connectedness to school and peers.

*** Dogs on School Grounds:** Riverside County health regulations prohibit dogs on school grounds at any time.

Early Dismissal: Occasionally, it is necessary to check out a child from school before dismissal. In order to do this, the child must be checked out from the office. We will call the child from the classroom and will note the early check-out as an afternoon tardy. Please limit these early dismissals to emergency situations only. The person picking up the child will need to show I.D. and must be listed on the Emergency Card. We check I.D. every time a child is picked up early from school.

Electronic Devices: Personal electronic devices are highly discouraged at school. If your child must carry a cell phone, the school's policy is that it remains in the "off" position and stored away during the school day. The school is not responsible for loss/damage of personal property. If a student needs to call home, she/he may use the office phone with staff permission. Students may not use electronic devices to take pictures at school. Students who violate the school rules regarding cell phone usage will be disciplined.

Emergency Cards: The Infinite Campus portal is where your student's emergency information is kept. Cardstock emergency "cards" are no longer in use. If emergency contact information changes at any time during the year, it is imperative that the office be notified. A complete list of relatives and neighbors, and their correct telephone numbers, should be made known to the office by each parent in the event you are unable to be contacted.

Field Trips: Field trips are a supplement or a follow-up to class instructional work. All children are required to have a signed parent permission slip before being allowed to go on a field trip. Parents may go on field trips only as assigned supervisors and as needed for supervision by the teacher. Parent chaperones need to have a valid volunteer badge issued from the LEUSD. Children that are not enrolled at Withrow Elementary School are not allowed to go on field trips because of insurance requirements. Siblings are not permitted on field trips. A

meeting with all parent supervisors will be conducted prior to the field trip to clarify responsibilities and liability issues.

Flag Ceremony: Every Friday at the commencement of school a brief flag ceremony is conducted in the quad area. The entire student body says the Pledge of Allegiance together and patriotic songs are sung. Parents are invited to join us at Friday Flag.

Hat Policy: Hats are permitted for outside wear only. Hats may not be altered and may not be worn backwards. Hats may not be shared with others. The hat policy will be temporarily terminated if there is an outbreak of head lice.

Insurance: The District does not provide medical insurance. Information regarding voluntary school insurance is available in the office. Parents may purchase this insurance if they wish.

Knives: No knives of any size are permitted at school.

Library: Students are encouraged to use the school library. The library is available for study, research, and checking out books. Children will be charged for lost or damaged books.

Lost and Found: Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. *Please put your child's first and last name on all personal articles with indelible ink markers.* This will enable the staff to return the articles to the owner. Parents, as well as students, are encouraged to check the lost and found area several times during the course of the year. Unclaimed items are donated to charities every two months.

Lunch Program: Students may bring a lunch to school or purchase a hot lunch for \$2.75. For those that bring their lunch, they may buy milk for 50¢. Information is available in the office for free or reduced price lunches. Lunch menus are sent home at the beginning of each month and are posted on the district website.

Medication: When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's cabinet.

Without exception, students may not bring any medication to school! What may have medicinal value to one student may be lethally poisonous to another.

Messages to Students: Frequent messages to students disrupt classroom learning; therefore requests to relay non-emergency messages to students will not be honored. Examples include: calling to remind your child to ride the bus, calling to inform your child how to get home that day, and calling to remind your child who is picking them up. Unless an emergency arises during the day causing you to need to communicate a message to your child, do not ask the office staff to interrupt the classroom. Plan and communicate your plans to your child before s/he goes to school.

Nondiscrimination: The District has a policy of non-discrimination on the basis of sex, race, color, religion, national origin, ethnic group, age or handicap, and promotes programs which ensure that discriminatory practices are eliminated in all District activities. Any complaints or questions may be referred to the Principal or Superintendent. Complaints may be made through the complaint procedure contained in Administrative Regulations 1312.3 - Uniform Complaint Procedures which is available at each school site.

Nutrition Snacks: Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, or cheese.

Parent/Teacher Conferences: Parent/Teacher conferences are held in November for students who are at risk. All parents are welcome to request conferences any time during the school year. We encourage good communication between the home and school. Please call the school to set up an appointment with your child's teacher if you have any concerns.

P.E.

Students need to wear appropriate footwear during p.e. (such as tennis shoes). If your child wears sandals to school s/he must bring appropriate footwear to change into for P.E.

*** Parking:** Parking is a challenge at almost every school, especially in the afternoon when 700+ students are released at the same time. Please be patient with the limited parking that is available. We are fortunate to be located in a community that has sidewalks and streets wide enough for parking on the sides. During peak periods allow time to park on the street and walk to campus. Please do not park in the student drop off/pick up lane in front of the school - it stops the flow of traffic and can result in a parking ticket.

Pets: Children are asked not to bring pets from home.

PTA: PTA is a great organization of parents and teachers who work to provide special programs for students, and implement exciting activities and events. These events are successful because parents have volunteered their time to make school activities fun for students and their families. Join the PTA! You will meet your neighbors and get to know the teachers. Your help is needed to make the year successful!

Report Cards: Report cards are issued two times a year, at the end of each semester. Progress reports will be sent out at the 6th week of each semester session, notifying the parents of students that are achieving below grade level. Should your child receive an unsatisfactory progress report, you should contact the teacher to establish specific objectives to help improve your child's academic achievement in the classroom.

Safe Route to School: Parents of children who walk or ride their bikes or scooters to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All students are expected to follow good citizenship standards to and from school.

School Site Council: Representative staff members and parents are given an opportunity to work together to develop educational objectives that support the academic program. One-half of the School Site Council representation changes annually and new parent members are actively recruited. Interested parents may contact the school or may attend School Site (SSC) meetings that are noted on the calendar.

Sexual Harassment: The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school or another District administrator. A complaint of harassment can also be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel or AR 1312.3 - Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (Board Policy 5145.7)

Skateboards: The School District prohibits skateboards on the school grounds and parking lots at all times.

Standards: All students in grades K-5 will be taught and expected to master grade level standards that are unique to each grade level. Students in grade 3-5 are tested on their knowledge of their grade level standards on the Common Core Assessment, referred to as CAASPP, test in spring. This is a new assessment, designed to assess student mastery of the new Common Core standards, is taken on the ipad. We are starting an exciting journey in digital assessment!

Student Dress Code: Students' dress and grooming need to be safe and not be disruptive to the learning environment. Clothing and accessories that distract from the learning environment or are unsafe will not be allowed at school. While it is impossible to give a definitive list of what is and is not acceptable (specific cases are decided based on the impact that particular item has on the learning environment), we can give parents advanced warning about some of the most common dress and grooming problems.

Shoes must be worn at all times, must be closed toe, and have back-straps (no high heels, no flip flops or slippers). Acceptable length for dresses, shorts, or skirts is mid-thigh or longer. Tops may not include: see through fabrics, halter tops, off the shoulder, low cut tops, or bare midriffs.

UNSAFE DRESS

Trousers that are too large
Clothing/Hats with slogans or graphics relating to violence, hatred, illegal substances, weapons, or negativity.
Wallet chains - spiked piercings hanging/loose belts

DISTRACTING DRESS

Spaghetti straps - showing undergarments
Trousers that expose undergarments
T-shirts with tobacco, alcohol, profane, or degrading slogans

Student Recognition:

Withrow offers a variety of meaningful motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and attendance are recognized through Monday Flag Assemblies and monthly grade level assemblies. Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis.

Student Responsibility: It is the duty of pupils to comply with school regulations, pursue the required course of study, and submit to adult authority. Along with this go the duties of punctual and regular attendance, obeying directions of school officials, observing good and proper behavior, diligence in study, respect for adults, kindness and courtesy to schoolmates, and refraining from profanity and vulgarity. [California Ed. Code, Section 48921 and C.A.C., Title V., Section 300]

Tardiness: Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, he should bring an excuse from home to the teacher/office. Frequent tardiness without a valid excuse is considered truancy under the law and will result in the SARB process. Students need to arrive to school by 8:00. Late students between 8:01 - 8:10 go straight to class. Late students arriving after 8:10 will be processed in the office. Either way a tardy is logged on the student's attendance record. Tardies count against perfect attendance.

Telephone: Children may use the school telephone only in an emergency. Please plan ahead with your child if he/she is to follow procedures different than usual after school. Any changes in routine, such as not riding the bus, should be conveyed to the teacher by note. Cell phones are highly discouraged and if brought to school, must be off and put away during the school day. The school is not responsible for loss/damage of personal property.

Transfers: When a child is moving from the school, please let us know a few days ahead and specify the last day of attendance. If your child has materials at home that belong to the school, please return them to the teacher.

Visitors: *Withrow Elementary School has a closed campus.* Parents and other visitors must receive an office pass before entering the fenced campus while school is in session. Visitors without a pass will be asked to leave. This practice is for the safety of your children. Although we do allow parents to walk their children to class during the first 3 days of school, parents will not be allowed to walk students to their classrooms after this period of time. All "good-byes" need to be said at the gates. Late students cannot be walked to class.

PROGRAMS

Our school has a well-rounded program of instruction based on meeting the needs of the individual. The focus of the program is to teach children the grade level skills necessary to increase learning and fully develop their abilities and talents. Emphasis is placed on helping children develop responsibility and a positive attitude towards learning.

Resource Program: The resource program provides specialized instruction for those students who have identified learning difficulties.

Special Day Class: Withrow has two Special Day Classrooms for students who have been identified as needing more intensive remediation than offered by the Resource Specialist Program. Students are mainstreamed into the regular classroom for part of their day where appropriate.

Speech and Language: Our speech and language pathologist provides special instruction for those children who have identified difficulties in the area of speech and language.

Student Study Team: Our system of Student Study Team (SST) helps to identify academic and behavior problems early on and provides suggestions that help teach and lead students in a positive direction.

When Your Child is Sick...or Not Feeling Well

Recommendations on when to keep a child at home or send to school

Advice for Parents

Sick happens. Determining whether or not your child should attend school or stay at home can be a parent or guardian's toughest decision of the day. Use these guidelines to make the best decision for your child and for the health of others.

► Keep at Home...if your child exhibits any of the following signs or symptoms:

- Fever of 100 degrees F (when measured orally)
- Vomiting
- Diarrhea
- Flu-like symptoms such as body aches, fever, headache
- Persistent coughing and cannot attend to instruction

► Send to School...if your child exhibits the following mild signs or symptoms:

- Ear infection, no pain
- After 24 hours of treatment for eye infection
- Minor cold (runny nose, cough, sneezing, sore throat)
- After 24 hours of treatment for Scabies or Lice infestation
- Cold sores (should be kept covered when possible)
- After 24 hours of medication for Strep Throat
- Vague "I don't feel good" symptoms or complaints

► BEFORE sending your child to school, be sure s/he is without fever, vomiting, diarrhea for at least 24 hours without a fever reducing medication (i.e., acetaminophen, ibuprofen).

► See a Doctor...if your child exhibits these signs or symptoms, which may indicate a more serious condition:

- Undiagnosed skin rash
- Suspected eye infection
- Flu-like symptoms including body aches, fever, headache

Withrow Elementary School

30100 Audelo St.
Lake Elsinore, CA 92530
(951) 253-7570
Home of the Wildcats

Dear Withrow Families:

I want to clarify our school's policy pertaining to school events and community participation. While we value and encourage participation in our school's events, we must also keep in mind the safety of our students, staff and visitors.

Pursuant to Board Policy 1250 and AR 1250, "*The principal or designee may refuse to register any visitor, if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property...*" The principal has the responsibility and authority to determine access to our campus. It is mandatory that all visitors sign in at our front office and receive a visitor sticker that must be visibly displayed.

Parents/guardians and all children will be allowed to attend school events (i.e. Awards Assemblies) that take place in our multi-purpose room, or MPR. However, events that take place outside, like Track & Field, will only be for parents/guardians and school age children only. Non-school age children will not be allowed on our campus during these events. This policy holds true for all events during school hours. Friday Flag Salute will continue to welcome all parents/guardians and children of any age.

As always, thank you for your continued support. Please contact our office should you have any questions and/or concerns.

Respectfully,

Dr. Michael Schanze
Principal
Withrow Elementary School
(951) 253-7570
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