



Washington Elementary School
School Handbook
2017-18

**An important guide for faculty, parents, and
students regarding the policies and practices at
Washington Elementary School**

1100 Lilienthal Lane, Redondo Beach, California
(310) 798-8641

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Principal's Message
Ms. Andrea Bittick
abittick@rbusd.org

Welcome to the Washington Elementary School community! We believe that the school staff and our families are a team working together to assist our students in their academic, social, and emotional growth. We hope the information in this handbook will help enable you and your child to understand our programs and practices.

Washington is known as a passionate and dedicated school community that cares about one another, has high academic standards, rigorous classroom instruction, and maintains an outstanding learning environment. Washington's focus is always excellence for all students.

The safety and well-being of your child is of the greatest concern to us. The rules and policies at Washington are established with that thought in mind. We need your help and support in emphasizing to your child that these rules and policies are not arbitrary or meant to punish but rather are a way of trying to maintain a safe learning environment for all children.

Please read through this book with your child/children attending Washington, and then sign the form stating that you and your child/children have read and understand all portions of this handbook. Please return it to the office the first week of school.

The staff at Washington looks forward to working with you and your child to ensure their future academic and social/emotional success!

Washington School Song

*Good old Washington Where
the learning is fun
We are helpful and kind every day
We can always trust
That each one of us
Will follow the rules all the way
Go Explorers!*

*We are proud to be
Part of this family,
So remember to always be true
We explore the world
Every boy and girl
We love our glorious school
Go Big Blue!*

WASHINGTON SCHOOL – QUICK INFORMATION GUIDE
1100 Lilienthal Lane, Redondo Beach 90278
(310) 798-8641 FAX (310) 798-8302
<http://washington.rbusd.org>

Principal: Ms. Andrea Bittick

Office Administrator: Mrs. Stephanie Kieltyka

SCHOOL HOURS:	<u>GRADE</u>	<u>HOURS</u>	<u>LUNCH</u>
	K – AM	8:00 – 11:20	
	K – PM	11:30 – 2:50	
	1st – 2nd	8:20 – 2:40	11:30 – 12:15
	3rd	8:20 – 2:40	12:00 – 12:45
	4th – 5th	8:20 – 2:40	12:30 – 1:15
EVERY WEDNESDAY:	K – AM	8:00 – 11:20	
	K – PM	8:00 – 11:20	11:30 – 12:15
	1st – 2nd	8:20 – 1:35	
	3rd	8:20 – 1:35	12:00 – 12:45
	4th – 5th	8:20 – 1:35	12:30 – 1:15

School office hours are from 7:30 a.m. - 4:00 p.m.

ATTENDANCE: Students are expected to attend school daily unless ill. The only excused absences are those for illness or bereavement. All others will be noted as unexcused on the child’s record. All absences must be verified by the parent. They can be reported by phone, through our website, in person, or by a written note. Students are expected to be on time each day.

ARRIVAL AND DISMISSAL: School grounds open at 7:50 a. m. for breakfast.

Supervision on the yard begins at 8:05 a.m. The library is open Monday - Friday from 7:30 a.m. – 8:00 a.m. for early drop off. Students should not arrive at school before 7:30 a.m.

Students in **1st- 5th grade** may be dropped off in Valet or walked into campus. Students may report to playground for supervised playtime until 8:20 am. **Kinder** students need to be supervised by parent/guardian until KA/KB/KC doors open at 8:00 a.m. a.m./11:30 a.m. Students need to be picked up by a parent or guardian at dismissal time in the Kinder playground. Students are expected to leave the school campus at dismissal time unless they are enrolled in an after school program. Information about these programs is available in the office and on our website.

PERSONAL TRANSPORTATION: Bicycles may be ridden to school by students in grades 3 -5. Bicycles are parked in the racks next to the Kindergarten yard. As the law requires, all students riding bicycles must wear helmets. Skateboards, rollerblades, and scooters are not permitted.

BREAKFAST & LUNCH: Students may purchase breakfast daily between 7:50-8:15 a.m. in the cafeteria for \$2.00. Students may bring a lunch or apply for a hot lunch account. The price is \$3.00 (including milk or water). Milk or water alone is \$.50. Parents may purchase lunches for a month or an entire school year in advance in person or online. Students have an online account with a PIN number which is given to the cashier at the time of purchase. The lunch is automatically charged to the student’s account. Students are given PIN # for lunch

account on the first day of school. **Please help your child memorize this number.**
Applications and further information will be available on the first day of school in the office.

REMOVING A CHILD FROM CAMPUS : To take a student from school during the day, parents must report to the school office and sign out their child. Office staff will call for the student to come to the office. Should the student be returning to school the same day, parents must sign him/her back in at the office. No student will be released to anyone other than a parent unless specified on the student's emergency information card or by note from the parent.

DRESS CODE: Students should come to school able to participate safely in all activities including recess and PE. Attire should be in good taste with the understanding that this is the student's place of work and should not cause a distraction to the classroom instruction. Students should wear close-toed shoes and clothes must cover appropriately and not be revealing. Hair should be a natural color. No spaghetti strap tops or cropped tops will be allowed.

PERSONAL POSSESSIONS: Please have your child's possessions (lunch box, clothing, etc.) marked with his or her name. Students may not bring personal toys or electronic equipment to school. Cell phones must be registered with the office and may be carried in a backpack or purse. Cell phones must be turned off and out of sight during the school day or they will be confiscated.

Absences and Attendance Policies

Daily School Schedule

REGULAR SCHOOL HOURS (M, T, TH, F)

Kindergarten:
AM 8:00 AM – 11:20 AM
PM 11:30 AM – 2:50 PM

Grades 1-5:
8:20 AM – 2:40 PM

MODIFIED DAYS & WEDNESDAYS

Kindergarten:
8:00 AM – 11:20 AM

Grades 1-5:
8:20 AM – 1:35 PM

Attendance Policies

We want all students to be successful at school. The most successful students are those with good attendance. Because of statelaw, schools only receive funding for the actual time students are at school, regardless of the reason for an absence. Compulsory attendance laws require parents to enroll students ages 6 -18 in school and ensure that they have regular and on time attendance, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences/tardies. **Perfect attendance is when a student attends school on time each day and has no absences or tardies.**

Parents/Guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution (E.C. 48070). Referrals to SART (School Attendance Review Team) and/or SARB (School Attendance Review Board) will occur if students are excessively absent or tardy from school without valid reasons.

The only valid reasons for absences or tardies from school are (Ed. Code, Section 4610)

- An illness or injury to the child.
- A quarantine of the home by a county or city health official.
- A medical, dental, optometric or chiropractic appointment that can only be scheduled during school hours.
- Attendance at funeral services for a member of the immediate family.
- Student absences for religious holidays will be granted upon written request of the parent or guardian.

Other California laws relating to child welfare and attendance in school provide:

- Any student subject to compulsory full-time education who is absent from school without a valid excuse more than three days or is tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.

- Any pupil who has once been reported as a truant and who is again absent from school without written valid excuse one or more days, shall again be reported as truant to the attendance supervisor or the Superintendent of the School District. (E.C.48261)
- Any pupil deemed a habitual truant who has been reported as a truant three or more times (E.C. 48262)

Reporting Absences

It is very important that we have the full cooperation of parents and guardians help ensure that we verify each child's safe arrival at school and that we record each student's daily attendance accurately.

We ask that parents/guardians report absences **every morning** that their child is going to be absent from school. Please be ready to provide the following information to the office:

- Name of caller and relationship to the child
- Student's Name
- Teacher's Name
- Reason for absence
- Nature of illness

If a child is absent and we have not verified the reason for an absence, we will attempt to reach the parent/guardian by calling you to check on unreported absences. The responsibility for reporting absences remains with the parents. If we are unable to reach you and you have not called us, the absence will remain "unexcused."

You can report an absence by calling the office at (310) 798- 8641 and leaving a message or speaking to someone.

Reporting Tardies

If your child is going to be late to school due to an appointment or other valid reasons, please call the office at **(310) 798-8641**, and let us know when the child will arrive, the reason for the late arrival, and if your child will be requiring hot lunch that day.

Independent Studies Contract

While we advise against taking vacations during the school year, should you have extenuating circumstances or an illness that **extends 5 days or longer**, your child has the option of utilizing the Independent Studies contract. The contract will be used to provide an on-going instructional program. By developing this individual contract, the student is able to keep pace academically with his/her class while the school is able to count this time as instructional time for attendance purposes. The child's classroom teacher will determine appropriate assignments and will conference with you and your child regarding the contract. You can help by setting aside study time each day so that work can be accomplished in a calm and suitable environment. We hope that this contract helps both you and your child.

To request an independent studies contract, please contact our front office and be notified of the following:

- Independent Study Contracts shall be requested by parents to the classroom

teacher.

- Once a teacher is aware of the need for a contract, please schedule an appointment with the school Principal.
- Contracts should be requested a reasonable time in advance of the absence (10 days).
- The contract and all accompanying homework shall be turned in to the teacher within **three** days after the student returns to school. The work should be treated as any other assignment and marked accordingly.
- All contracts shall be signed and dated by the student, parent, and teacher before being turned into the office.
- At the end of each school accounting period (once a month), the Office will record all Independent Study days and will verify that all work has been turned in for each of those days. If work has not been turned in and is overdue, that student's absences will be changed to unexcused absence. At this time, the contract will be cancelled and the teacher will make note of the missing work.
- A clear and definite homework assignment shall be given to the student, which will substitute for at least a minimum days' worth of work for each day of absence from school. The parent guarantees to work with the student at least 245 minutes each day.

Health Information

Health aide hours:

8:00 A.M. – 2:30 P.M.

Message from our Health Office

In an effort to provide the most healthful and wholesome atmosphere for children at Washington we are providing parents with the following information, rules, and regulations regarding communicable disease control.

- Please do not send your child to school with an illness, respiratory infection (common cold), a temperature of **100 degrees** or above, or a rash. A child who has had a fever must have a normal temperature (below 100 degrees) without medication or symptoms for 24 hours before returning to school.
- If your child is sent to school and the school feels that his/her physical condition does not warrant that the child be in school, the parent will be called and the child be sent home with a parent or person designated on the student's emergency card. **Please do not send your child to school to be diagnosed.** Do feel free to call the school for information concerning length of absence, homework, etc.
- Follow the attendance procedures outlined above for reporting the absence of a child who is ill. Remember to call the school to verify extended absences.
- The school will use the following communicable disease regulations as guidelines for admitting or excluding students for health reasons. The school has the final authority whether or not to admit any child suffering from a contagious disease even though the child's physician may have suggested that the child be permitted to return to school.

Pediculosis - Head Lice

The Redondo Beach Board of Education believes that head lice management programs should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice.

If a student is found with active, adult head lice, he /she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and source of further

information. The student shall be allowed to return to school the next day and shall be checked by the nurse before returning to class. Once he/she is determined to be free of lice, the student may be rechecked weekly for up to six weeks.

When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send home information about head lice to all parents/guardians of students in that class.

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

Other Skin Diseases

Any child with an abnormal skin disorder will be excluded from school until the condition has been adequately controlled. Children who have been in close contact in a classroom or at home with infected children should be observed.

Impetigo

- Exclude from school until oozing and crusting are past. Mild cases and cases being adequately treated may attend school if the lesions are appropriately covered to prevent spreading.

Scabies (Itch)

- Exclude from school until adequately treated and follow-up of contacts has been done. Single infections in a family are uncommon. Patients are communicable until mites and eggs are destroyed by treatment ordinarily after one or two courses of treatment a week apart. Most cases students can return to school 24 hours after first treatment.

Ringworm

- Skin: If on an exposed part of the body, child should be excluded until recovered. If under adequate treatment and lesions are appropriately covered to prevent spreading, the child may be permitted to return to school. Infected children should be excluded from physical education, swimming pools, and activities likely to lead to exposure to others.
- Scalp: Exclude from school and urge medical care. If under care, the child may be permitted to return to school if a cap, which can be washed and sterilized frequently, covers hair.
- Feet: The child may be in school as long as treatment is being given.
- Fingers and Nails: Exclude as long as lesions are present.

Pink Eye

- Exclude from school during the acute stage -draining and itching. If treated, student may return to school after 24 hours of treatment. If untreated, student must stay home until redness is gone. If Pink Eye is caused by an allergic condition, student may return to school with a note from the child's physician stating the condition is allergic and therefore not communicable.

Common Cold

The child should be kept home for 48 hours upon first symptoms of a cold to avoid direct and indirect exposure to others. This, however, does not mean that all students are then ready to return to school, since some individuals are predisposed to longer periods of communicability and secondary infections than others.

Influenza

A highly communicable virus requiring isolation and bed rest. The temperature should be normal for at least 24 hours before returning to school. If the child has been extremely ill, it is much better to remain at home for 48 hours following a normal temperature.

Chicken Pox

Exclude from school for one week after eruption first appears and until all lesions are dry. Avoid contact with susceptible.

Whooping Cough

Exclude from school for 21 days after the onset of the typically paroxysmal cough.

Mumps

Exclude from school until swelling has completely subsided and temperature has been normal for 48 hours. Exclusion for mumps will usually be at least 9 days.

Measles (Red or Rubella)

Exclude from school during period of red, running eyes and nose and coughing before rash and 5 days after the appearance of the rash.

German Measles (Rubella)- Exclude from school for 7 days if not seen by a physician. If seen by a physician during the time the rash is evident, exclude for 5 days after the appearance of the rash.

Other Virus Rashes (including Fifth Disease)

Exclude from school for 7 days unless the child has been seen by a physician and has a note from the physician stating the child's condition is not communicable.

Scarlet Fever (Strep Throat and other Hemolytic Strep infections)

A child - untreated - shall be excluded from school for not less than 7 days from the onset of infection. Those treated with an effective antibiotic for 48 hours may be readmitted upon absence of clinical symptoms provided the therapy is continued for 10 days.

MEDICATION

In order to protect the safety of Washington students, we ask all parents to comply with the following requirements regarding medication:

- **ALL medication, even over-the-counter medications**, such as aspirin, cough medicine, cough drops, must be brought to the school office accompanied by a green District form completed and signed by the doctor and parent. **Students must NOT take medications to their classroom. This includes inhalers.**
- **All medication sent to school must be sent to the school office in the original container.** It must be **clearly labeled** with the (a) name of the student, (b) name of the medication, (c) dosage, (d) frequency of the dosage, and (e) name of the doctor.
- **Send a note** to the classroom teachers notifying her/him of the medication being taken, including the time of dosage.
- Please notify the principal and/or health-aide and teacher of any major health problems prior to medication, such as lengthy illness, hospitalization, etc.

Arrival & Dismissal Procedures

Please remember that:

- Crossing guards are posted at the corner of Lilienthal and Ripley and at the corner of Ripley and Felton (in front of Adams) . They are posted there before and after school, including Kindergarten dismissal times.
- **Parents need to be patient, courteous, and remember safety rules** when picking up and dropping off. There is no way to pick up and drop off 700 children at once without some congestion.
- Safety must always be your #1 concern as it is ours. Try to arrive early and don't rush - if late, remain calm and go with the flow.
- Traffic citations are issued by Redondo Beach police officers who patrol these streets, so **read ALL signs carefully. Do not leave your car unattended in red zones.**
- Please do NOT block or park in the handicapped parking spots unless you have the proper placard, even for a temporary period of time.

Thank you for your cooperation!

ARRIVAL DROP-OFF

Supervision of the playground begins at 8:05 AM each morning. Children are not to arrive before that time unless they are participating in the breakfast program (7:50-8:00 in the cafeteria).

- If you are using valet for drop -off, **your child must be able to get out quickly by him/herself.** If this cannot happen, please park your car and walk them onto campus.
- If you are required to get out of your car (to help with school projects, carry heavy loads, etc.) you must park your car. Please do not leave your car unattended in the valet line.
- Pull your car up all the way to the end of the Kinder yard when dropping off, students can walk to the double white doors to enter school.
- You may also use the Felton gate off of the field. Please do not use the CDC parking lot/driveway to drop off your child. There is no crossing guard at the back Felton gate. Please use the crosswalks provided and wait for oncoming traffic to stop.
- **Do not block residential driveways,** park in no parking zones, etc. Redondo Beach Police Department will issue a citation for these violations.
- **We ask that parents please exit the campus promptly at our 8:20 a.m. bell so that students can begin the school day promptly.**

DISMISSAL PICK-UP:

School supervision ends at 2:50 PM daily. Students are to go home immediately upon dismissal unless they are attending the Redondo Beach Parks and Recreation Department or the CDC (Child Development Center).

Washington WALKERS Program

Parents who Pick -up ON FOOT - We need your help in following a few rules:

1. Please pick up your child on time.
2. **Please keep an eye on your child ; they should be with you at ALL times.**
3. **NO** climbing (on blue poles, walls, ledges or trees), **NO** biking, **NO** running on sidewalks... school campuses have strict safety rules to prevent injuries from occurring on campus.
4. Any child not picked up within 10 minutes of dismissal time will be waiting in valet line or in the front office.

**Please note – our PM Kinder class does not dismiss until 2:50 pm, please be aware of this and the noise level directly outside of our Kindergarten classrooms.*

Washington VALET Program

- Enter the parking lot from Lilienthal Lane. One line of cars will enter the driveway, the lane will divide into two lanes. Stay to the far right if you are picking up a student in 3rd-5th grade. Stay to the left and follow the arrows past the stop sign to pick up students in 1st-2nd grade. If you have more than one child you are picking up, your oldest child will be with their younger sibling. For example, if you have a 3rd and 1st grader, your 3rd grader will be waiting with their first grade sibling.
- Please do not use your cell phone during pick-up.
- Students will be walked out by their classroom teacher. Students in grades 1 -2 will be lined up in front of the kindergarten building. Students in grades 3- 5 will be lined up outside by the back gate by room 16 and 20. Students will wait on the sidewalk until the car is at the front of the line. A staff member will help your child to the car.
- Please do not leave your car for any reason while in the valet.
- Staff will unload/load the children. Do not encourage students to approach the car or run across the parking lot.
- Please observe the 5 mph in the parking lot at all times.
- The middle driveway is an exit only.
- Staff ensures that no child leaves the walking or valet area without a parent or guardian.
- Children attending CDC, Rec., or an after school class will head directly to their destination after school

For more information visit our website at <https://wes-rbusd-ca.schoolloop.com/Dopu>



Washington Wellness Policies

Washington is a proud member of the Alliance for a Healthier Generation's Healthy Schools Program, an initiative that is helping us make our school a healthier place. Creating a healthy school for our students is important because we know that **healthy students are better learners**.

Celebrations and Rewards

All foods and beverages served and offered on the school campus during the school day and extended school day will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#). As a Silver-level Healthy Schools Program participant, only two exemptions per year are allowed. One shall be in the winter and one in the spring as designated by the school principal.
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Birthday/ Celebrations Policy

We would like to make your child's birthday a special one and we have an idea to do so. You could send a wrapped book for the class dedicated to your child on their birthday and your child could open it and have it read to the class in honor of his/her birthday. Our policy is that no food items be brought in to celebrate birthdays.

We ask that our school celebrates without using food, like doing a fun physical activity or project, or only include healthy food and beverages during holidays or school-wide celebrations. There are many fun ways to celebrate without food. Please make sure you work with your child's classroom teacher when considering a celebration in the classroom. **We ask that parents do not bring in sugary food for classroom celebrations. All food must meet the district's wellness policy guidelines and be store bought. No homemade food. Thank you for helping us to create a**

healthier place for your children to learn!

Foods and Beverages

All foods and beverages **served and offered** during the school day and during the extended school day meet the USDA's Smart Snacks in School nutrition standards. Snacks served during the school day or in after -school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

Healthy Snacks

To support the Health & Wellness initiative, Washington Elementary recommends these delicious nutritious snack ideas for students. As a reminder all foods brought to the classrooms must be store bought and preferably nutfree.

- Any fresh fruit, examples:
 - Sliced apples
 - Tangerines
 - Grapes
 - Sliced watermelon
 - Dried fruits, like raisins
 - Applesauce
 - Fruit cup with 100% juice
 - Fruit leathers
- Any fresh vegetables with a low-fat dip, examples:
 - Sliced carrots
 - Cherry tomatoes
 - Sugar snap peas
- Edamame
- Cheese sticks
- Light popcorn
- Light granola bars
- 100% fruit or vegetable juice
- 100% fruit juice popsicles
- Healthier option munchies
 - Baked tortilla chips
 - Pretzels
 - Inner Peas
 - Plantain chips
 - Whole Grain Pita Chips

Washington Elementary prohibits using food as a reward or punishment.

Student Physical Activity

Washington Elementary prohibits using physical activity (such as running laps and Push-ups) as punishment. In addition, Washington also prohibits withholding physical education and/or recess as a consequence.

In addition to in-class "Brain Breaks," students have a variety of physical activity available to them before and after school. Please visit our website to find out more information on our Morning Running Club and/or our After School Programs.

Lunch



Students may purchase lunch from the cafeteria. Lunches include milk. Monthly menus are on our web site and copies are in the office and online. The cafeteria will send reminder notices home when the lunch account is running low. Milk is available for purchase separately. When children do not have a lunch or have forgotten their money, we will attempt to contact a parent. If we are unable to reach an adult, children are provided an alternative by the cafeteria.

A Note about Packing Snacks/Lunches:

Please ensure that you pack your child's lunch in a bag that zips closed. This will prevent animals (squirrels & birds) from being able to access student food.

Forgot Lunch?

Students who forget to bring/pack lunch will be able to purchase lunch through our cafeteria. If no lunch account has been set up, students can payback the cost of lunch the following day. If this happens, you will receive a phone call from the school.

Snack Policy

- Students may bring nutritional snacks, such as fruit, crackers, cheese and other healthy items, to be consumed during morning recess.
- Please package snack items so they do not require adult assistance to open containers or packages. Containers should be non-breakable.
- Snacks should be small enough to be eaten in the short amount of time allowed for recess and easily consumed without requiring extensive clean up.
- No food from snack -time may be brought to class rooms after recess without teacher permission.
- No "leftovers."
- All food and trash needs to be recycled or thrown away in the trashcans provided.

Parent Involvement

Volunteer Policy

At Washington, we highly value our parent volunteers, and strongly encourage parents to involve themselves in the activities at school. **All volunteers must sign a volunteer form in the office and have a recent mantaux TB Test on file in the school office.** In order to assist in your child's room, please contact your child's teacher and explain your availability to see how you can be of help. The Washington School Site Council recently reviewed the School Safety Goals and determined in order to ensure the safety of all students and staff during the school day the following guidelines needed to be followed when volunteering at Washington Elementary School:

- Volunteers must have communicated with the classroom teacher before their arrival at school. Teachers will let the office know who their volunteers are for the day.
- When you arrive to volunteer you will be asked which teacher/room you will be visiting. If your name is not on the volunteer list the classroom will be called to confirm the teacher is expecting you.
- Volunteers must check in at the office and wear a visitor's sticker. When leaving volunteers must sign out in the front office. Please do not leave the campus before signing out.
- Volunteers are to refrain from having side conversations with other parent volunteers while children are present.
- Volunteers are encouraged to set their cell phones or other similar devices to vibrate or off while in the classroom. If you have to take or make a phone call please step outside the school building.
- Volunteers are to remain confidential in terms of viewing of student learning, special needs observed, etc.
- Always use the faculty/staff restrooms. Never use the student restrooms.
- Volunteers may not bring younger siblings to work at school, this includes kindergarten siblings.
- Children are to respect all volunteers; however, the teacher is responsible for student discipline.
- Under all circumstances, volunteers are to follow the directions of the teacher.
- Teachers are always to be offered first priority to use the machines.

Washington School Site Council (SSC)

The School Site Council is made up of five parents elected by parents, three teachers elected by the teachers, one classified employee elected by classified employees, and the principal. The SSC is responsible for advising and input on school budget input and feedback, the School Improvement Program, school safety, and the general goals and philosophy of the school. Many school policies are initiated and approved by the SSC. Meetings are

quarterly and are open to the public. Meetings are posted in the school bulletin and in the frontoffice.

Washington Parent -Teacher Association (PTA)

The Washington PTA is the Parent/Teacher support organization for Washington Elementary School. The PTA operates under the rules and by-laws of the National and State PTA. The PTA is responsible for promoting a positive school climate and enhanced learning environment for our children. The PTA raises significant funds to enable the school to offer an educational program of very high quality. All officers are elected by members and budgets are approved by members. Membership is encouraged for **all** Washington parents and staff members. Meetings are held once a month, somewhere on campus.

Redondo Beach Educational Foundation (RBEF)

The Redondo Beach Educational Foundation is a nonprofit organization dedicated to enriching and enhancing the education of all students in Redondo Beach Unified Schools. **RBEF seeks to** fill the funding gap for our schools through community and corporate fundraising. **In 2014- 215 alone, RBEF provided approximately \$1 million** in programs and **staff to enrich the education of Redondo Beach students. For more information, go to www.rbef.org.**

Beach Cities Health District (BCHD)

RBUSD and the Beach Cities Health District have a strong partnership. We are always looking for parent volunteers and docents to help run our LiveWell Kids nutrition program and Garden program. We are also always looking for parent volunteers to help run our Running Club and Walking School Bus. For more information, contact the school office.

Washington Wellness Council

The Washington Wellness Council is comprised of parents, students, and Washington staff members. The mission of the Wellness Council is to promote healthy, active lifestyles and model this for our students.

Donations

Any and all donations are greatly appreciated.

We pride ourselves on providing your children with a top-notch educational program. Teachers and staff members often spend their own money on supplies and materials. Please check your teacher's wish list. Checks can be made out to Washington Elementary School, and will go directly to the school. All donations are tax deductible. Thank you for your support!

Other School Information

Communication



The Washington staff believes that communication between home and school is important to the success of each student. **Washington is a green school, meaning that we will do our best to provide communication to you electronically.** Information regarding activities and programs will be provided for you through emails, website, phone broadcasts, and principal's messages. Furthermore, we invite your questions and concerns at any time about planned events. All staff have email and can be reached by first initial last name at rbusd.org.

WASHINGTON

Student Expectations for Success

1. We are **self-confident learners**. We set goals, monitor our progress, and strategically work to achieve our goals.
2. We **value challenges and obstacles** as opportunities to learn and grow.
3. We **communicate**. We share thoughts, questions, ideas, and solutions.
4. We **collaborate**. We work together to reach a goal – putting talent, expertise, and smarts to work.
5. We are **critical thinkers**. We look at problems in new ways, linking learning across subjects and disciplines.
6. We are **creative**. We show innovation and invention by trying new approaches to get things done.
7. We **use technology as a tool** to research, organize, evaluate, and communicate information.
8. We are **mindfully aware**. We are aware of our thoughts and actions and their impact personally, locally, and globally.
9. We **value empathy and optimism**.
10. We **express gratitude**.



The school playground is a place for recreation and enjoyment. Many social skills are learned on the school playground especially getting along with others, sportsmanship, honesty, courtesy, etc. The playground and fields are safe, orderly places where children can interact positively with each other in a cooperative spirit. To ensure this the following rules are in place:

In absolutely all cases the yard supervisors are to be respected and obeyed. Students are not to argue with the yard supervisors. Students who do will face disciplinary action for defiance and disrespect.

- Students must keep hands and feet to themselves at all times. We have a hands-off policy at our school.
- All games are open. This means that all students may participate in any game at any time. No one may be excluded from any game.
- Deliberate interference with games is not permitted. Every game has rules. Students may not change the rules of any game at any time. These rules will be taught to the students as part of the Physical Education program.
- In the event of a disagreement over a game as to whether a player is out or not - students playing in the game are to decide via Rock, Paper, Scissors. The outcome of this will be the final decision. The decision **may not be appealed** to the yard supervisors or principal.
- Gymnastics (including cartwheels, backflips, etc.) and martial arts, including karate, etc. are not permitted in any form at any time.
- Games that involve tackling, wrestling, pushing, etc. are not permitted.
- Students may not wander about the halls, library, computer lab, office, in front of the school, or corridors during recess or at any other time without a pass from the teacher.
- There shall be no climbing of or pulling at trees or foliage. All wildlife is to be respected and honored at all times.
- Chromebooks are not allowed on the playground.

Play equipment:

Students will use the equipment in a safe manner. No running, chase or tag around or on the equipment.

- All slides are for going down –feet first.
- One person at a time on the slide stairs.
- Do not climb or sit on top of the chin-up bars/rings.
- Do not climb on top of the tunnel or slides. No sitting in the tunnel. One person at a time may climb through the tunnel.
- Do not jump off any equipment.
- Maximum 20 children on the play equipment at a time.
- **Handball courts are for handball ONLY.**

- Students may not bring toys or other equipment to school (except for share time with permission of the teacher). This includes collector cards, balls, electronic devices, etc.
- NO climbing, walking or running on the walls.
- Use assigned basketball courts.
- No digging in the yard or playing in mud/water.
- Students may not use any type of profane language.
- Students may not throw sand, dirt, or objects at other students.

Before /After School Rules

The main playground is open and supervised beginning at **8:05 a.m. in the morning.**

- Skateboards, bikes, scooters, roller-skates etc. are NOT allowed in the school halls or on the playground.
- Go directly to the Parks and Recreation Program, the CDC, or home immediately after school.
- Snacks are to be eaten only on the lunch tables, NOT in the halls or on the playground.
- Observe all school rules and procedures.
- Chromebooks are to remain in your child's backpack.

Bicycle Rules

The following rules will be enforced regarding riding bicycles, scooters, skateboards, roller skates, and in-line skates to school:

- Only students in grades 3 -5 may ride bicycles to school alone.
- Students **may not** ride skates, inline skates, scooters, Razors, or skateboards to school or use them on the campus at any time including weekends and holidays.
- Students riding a bicycle must wear a certified helmet. They must also wear it correctly and fasten it correctly. It is the parent's responsibility to ensure this. This is a school rule and DMV rule.
- Bicycles must be walked once the student enters the campus and secured in the bike racks.
- Bicycles are required to follow all traffic rules that affect motor vehicle including the heeding of all road signs. Please obtain a copy of the California Department of Motor Vehicles handbook and go over the bicycle section with your child.
- Bicyclists must remember that they are the most vulnerable of all vehicles. Bikes must be ridden responsibly and in a **controlled and safe manner at all times.**

Washington Student Behavior Expectations & Discipline

Positive Behavior at Washington

While it is necessary to set up many procedures and rules to provide order on the school campus, we do make a conscientious effort to recognize appropriate behavior. Ideally, students mature to become self-motivated and behave properly because it is the right thing to do, and because doing so causes them satisfaction.

To encourage students in their growth towards self-motivation teachers will provide verbal acknowledgement, awards, and other positive reinforcers. School-wide recognition also occurs in the form of special assemblies. Monthly Town Hall meetings provide opportunities for acknowledging and celebrating students, staff, and parent achievements. In addition, students are encouraged to participate in our Washington Explorer STARS incentive program.

Explorer STARS

Explorer STARS are given to students when they are observed being a STAR and following the STAR Pledge. Students can trade in tickets for various grade-specific incentives. Incentives range from a sticker to lunch with the teacher, to Principal for the day.

STARS ensure that students:

- Make **Smart Choices**
- Take responsibility
- **Awesome Attitude**
- Be **Respectful**
- **Stand-Up Citizen**

Student Discipline Procedures

Although positive reinforcement and modeling are our primary tools regarding student behavior, there are times when students will need to understand that there are consequences for their actions. At Washington, the goal of all discipline procedures is to assist parents in their role of providing guidance to children and in helping students make positive choices regarding their behavior and actions. Therefore, the following procedures will be implemented regarding violation of school and classroom rules:

- Students will usually be warned regarding the violation of a rule on the first offense. **Warnings will not be given regarding fighting, theft, destruction of property, and defiance.** On these offenses a consequence will normally be issued on the first offense and will progress on succeeding offenses.
- After a warning the yard supervisor, teacher, etc. will issue a logical consequence. Writing about the offense is also recommended.
- Assignment of additional schoolwork is prohibited.
- Taking recess away from a student is prohibited.
- Parents must be notified in advance of an after-school detention of more than 30 minutes duration.
- If the offense is serious as outlined above or if the same offense has occurred

before, the student may be referred to the principal. The student will be given the opportunity to offer an explanation and call witnesses if desired. In the event of a conflict between two or more students each may call witnesses.

- The principal will then make a judgment on the matter and issue consequences which may include after -school detention, loss of privileges, in - school suspension, out-of-school suspension, etc. In all cases the parents will be notified of the incident.

Part of a good education is learning how to resolve conflict peacefully. If a student is being harassed or bullied, the proper solution is to report the matter to a teacher or other school authority. The matter will then be mediated in a civilized manner. **In situations that involve fighting, all students who participate may receive consequences no matter who started it.** Distinguishing between self -defense and fighting can be challenging at times so it becomes the responsibility of the principal/designee to interview all students and any witnesses who were involved. A determination will be made based upon the facts as to whether or not self-defense or fighting occurred. The principal/designee will determine suitable consequences.

No form of fighting will be tolerated at Washington for any reason.

Students may be recommended for expulsion from school to the governing board for continuation of offenses listed above and **will be recommended for expulsion** for possession of weapons or replicas of weapons or narcotics or any controlled substance on the first offense.

Teachers may suspend a child from their class for a period of one day in the school office. The principal or designee may suspend a child for up to five consecutive days either in school or at home. In all situations regarding a suspension, whether in school or out-of-school, the parents will be required to attend a conference to discuss the situation and to review papers that will be placed in the child's cumulative records. A district policy has been established regarding all suspensions that include due process.

State law allows schools to require parents to spend a day with their child at school in the event of a continuing or severe disciplinary problem. Parents may be required by the school to do this and sit next to their child for an entire day and accompany them at recess, etc. By law the parent's employer is required to release them for the day but may charge them sick leave or vacation.

Corporal Punishment shall not be inflicted on any student at any time. Any amount of force that is reasonable and necessary for a school official to quell a disturbance threatening injury to persons or damage to property, for self-defense, or to obtain possession of weapons or dangerous objects shall not be considered corporal punishment.

Suspension/Expulsion

A child may be suspended or expelled from school for the following offenses according to the State Education Code:

- Caused or attempted to cause, or threatened to cause physical injury to staff, student, other.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.

- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of school officials or other school personnel.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
 - EC 48900.2 Committed sexual harassment (*applies only to pupils in grades 4 -12*)
 - EC 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (*Applies only to pupils in grades 4- 12*)
 - EC 48900.4 Engaged in harassment, threats, or intimidation. (*Applies only to pupils in grades 4-12*)

Racial/Ethnic Sensitivity

Children will not make remarks, slurs, innuendoes, jokes, etc. related to a person’s race, gender, ethnicity, religion, color, national origin, sexual orientation, or background. These remarks made in general or directed toward another child, adult, or family **will not be tolerated**. Students who make such remarks are subject to suspension or other consequences and will be counseled on the issue. Participating in, or conspiring to engage in, acts of hate or violence, is prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.

Controlled Substances

The Redondo Beach Unified School District follows a progressive approach to student discipline. Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or misusing legal drugs will be suspended. Washington Elementary School and the entire Redondo Beach Unified School District is a “**Smoke-Free Zone.**” Use of any tobacco product by anyone on the grounds or in the buildings is strictly prohibited at any time. This also includes field trips.

Weapons

The Redondo Beach Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon,

including but not limited to, any knife or any type of gun including pellet, bb, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look-alike of the above aforementioned. Students and parents are strictly prohibited from engaging in terrorist threats against school officials, school property, or both.

Sexual Harassment

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 student who feels that he/she is being harassed should immediately contact the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Beside the more obvious forms of sexual harassment that are more common among adults and adolescents, children at the elementary level are capable of other forms as noted below:

- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Displaying sexually suggestive objects in the educational environment

Terrorist Threats

A student may be suspended or expelled if it is determined that he /she made terrorist threats against school officials or school property, or both. A "terrorist threat" includes any statement, written or oral, by a person who threatens to commit a crime, which will result in death, great bodily injury to another person, or property damage in excess of \$1000.00, even if the person making such a threat has no intention of actually carrying it out.

Cheating/ Plagiarism

Using the work of other people rather than doing their own work deprives students of the chance to actually learn the material they are expected to learn. A student is considered to be in violation of school policy when (s)he participates in any of the following activities:

- Copying homework or any class assignment from whatever source (Plagiarizing), or allowing another student to copy one's own work
- Copying homework or assignments from other students
- Willfully falsifying data and presenting it as one's own research or work
- Passing notes during a test, looking on notes during a test, looking on another student's test
- Talking to others during a test

The staff at Washington expects each student to do his/ her own work. Students who engage in any form of cheating will receive no credit for the assignment, project, or test, and the student will be marked down on the report card in the area that addresses these basic standards.

Dress Code

The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The district expects students will attend school wearing clothing which is both neat and clean and which is **appropriate to the activities being conducted in school** and to the weather. In no case shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has **a disruptive effect upon the orderly operation of the school.** (Code Title 5, section 302, Board Policy 5132 a-b)

Students are expected to come to school ready to learn. They should be well fed, well groomed, and dressed appropriately. It is our goal to assist parents in establishing proper guidelines for children related to appearance. Students need to know that going to school is not unlike their parents going to work. It is important to remember that we are establishing a code that is appropriate for **young children** attending school. We are attempting to discourage children from taking on the appearance of various sub-cultures related to drug abuse, violence, promiscuity, and gang activity and prevent distractions to learning. **Therefore the following code regarding dress has been established and will be enforced:**

- No attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, other drugs, gang association, sex, and negative or profane comments.
- Students may not wear spaghetti strap tank-tops, crop-tops, tops with "spaghetti straps", muscle shirts, or cut-off shirts of any kind.
- Student's undergarments may not be exposed at any time.
- Students may not wear shirts that are so short they expose any skin. Students may not wear shorts that are too short. Discretion lies with the staff and principal.
- Sturdy footwear is required. Flexible footwear with low heels, such as tennis shoes, is strongly recommended in order to participate in physical education. No platform shoes, no open-toed shoes, sandals, Teva's, heelies, or open-heeled shoes such as "Jellies" etc. are allowed. All shoes must be securely tied or strapped and fit correctly and must have backs.
- Students may not wear oversized clothing. All pants must stay up by themselves and should not have to be constantly pulled up.
- Students may not wear make-up. This includes eye shadow, hair or facial glitter, etc.
- No dangling earrings.

Enforcement of Dress Code

The following consequences will occur for students who do not dress according to our established rules:

- The school will contact parents to bring appropriate clothing to school.
- Children will remain in the office until they are dressed appropriately.

Electronic Devices



Cell Phone Policy

Students may possess electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, while on campus or at school sponsored activities and they may use this device on campus **with permission** provided that such devices **do not disrupt the educational program or school activity**. However, students **may not** possess or use electronic signaling devices capable of taking, storing, displaying or transmitting photographic images while on campus or at school -sponsored activities.

Electronic signaling devices shall be **turned off during the school day and may not be visible at any time on school grounds**. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the school day or activity. The parent/guardian will be required to claim the electronic device at the school office.

A second infraction will result in the loss of the privilege to possess an electronic device on campus for up to the remainder of the year, at the discretion of the site administrator/designee.

RBUSD 1:1 Technology Program (Tablets/Chromebooks)

Students and their parents/guardians are reminded that using technology requires responsibility. Students should also be aware that everything done on any district owned network, or electronic communication device, may be monitored by school or school district authorities. Inappropriate use of the technology may result in disciplinary action.

RESPONSIBILITY for students:

Students are solely responsible for the technology device issued to them and should adhere to the following rules. Students must:

- Comply with the User Agreement, RBUSD Acceptable Use Policy, and all policies of the school district.
- Bring their Chromebooks (grades 3 -5) to school every day and make sure it is fully charged. Failure to do so may result in the loss of the student's ability to fully participate in the classroom learning process. Note: A fully charged Chromebook should last 8.5 hours.
- Treat their device with care and never leave it in an unsecured location.
- Keep their device in a protective case.
- Promptly report any problems with their device to their teacher or administrator.

- Not remove or interfere with the serial number and other identification of the device.
- Not attempt to remove or change the physical structure of the device, including the keys, or screencover.
- Not apply stickers on the device, or deface the device with pens, markers, crayons, etc.
- Not attempt to install or run any operating system on the device other than the Operating System supported by the school district.
- Keep their device clean. The screen must not be touched with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Not attempt to alter or bypass security.
- Not attempt to close the device with any supplies on the keyboard (e.g., pencil, pen, etc.).

Please see next page for Washington's Technology Discipline Matrix.

Washington Elementary School

Technology Use Discipline Matrix

**Communication between students, parents, teachers, and administrators is key.*

These are intended as guidelines, and appropriate consequences may vary for a specific incident dependent upon the **individual incident and student**.

Level of Offense	Description of Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1 *Parent Contact	<p>Unauthorized or inappropriate written/oral communication, use of email, website, apps, internet, and /or games</p> <p>Unauthorized participation in chat rooms/chatting/messaging services/</p> <p>Downloading, storing, creating unauthorized files, images, video, music, apps, data, or programs, including using false information (such as birthdate)</p> <p>Activities that may be disruptive to the school environment</p>	Verbal warning by teacher	Temporary loss of device for remainder of the school day	Temp loss of Device, parent to pick up from Principal	<p>Referral to Admin</p> <p>Temp loss of Device</p> <p>Suspension (dependent on nature of incident)</p>
Level 2 *Parent Contact	<p>Sharing, using, or modifying someone else's username and password</p> <p>Use of profane, inflammatory, or abusive language</p> <p>Plagiarism</p> <p>Taking pictures, audio, video without subject's or school's permission</p> <p>Activities of a serious nature that may be disruptive to the school environment</p> <p>Action violating existing RBUSD of Education policy</p>	<p>Referral to Admin</p> <p>Temp loss of device</p> <p>Possible Suspension - 1 Day</p>	<p>Referral to Admin</p> <p>Temp loss of device</p> <p>Possible Suspension - multiple days</p>	Referral to Admin Suspension - up to 5 days	
Level 3 *Parent Contact	<p>Sending, accessing, uploading, downloading, or distributing explicit, offensive, profane, threatening, cyberbullying, or obscene material that may demean staff or students</p> <p>Use of unauthorized, anonymous, and/or false communications such instant messaging apps</p>	<p>Referral to Admin</p> <p>Temp loss of device</p> <p>Suspension</p>	<p>Referral to Admin</p> <p>Suspension</p> <p><i>Possible Additional Consequences:</i></p> <ul style="list-style-type: none"> ●Referral to law enforcement ●Restitution in vandalism instances 		

EDUCATION CODE
BOARD POLICY & California Law



The Redondo Beach Unified School District's School Board Policies (see online at: rbusd.org) reflect the California Education Code and other California laws and codes. California Education Code, along with California Law and the California Code of Regulations, govern Washington School and all public schools in California. To view the California Education Code, Code of Regulations and Laws go to: www.cde.ca.gov



Washington Elementary Handbook 2017-18

I have reviewed the Washington Elementary Handbook for the 2017-18 school year.

I understand student expectations and school policies.

I understand that any questions that I may have in reference to Washington and RBUSD procedures and protocols should be brought to the Washington administration for clarification.

Student Name

Grade/ Teacher

Parent Signature

Date

