



# Parent/Student Handbook

535 S. Dora Guzman Avenue  
La Puente, CA 91744  
626-965-2429

## MESSAGE FROM THE PRINCIPAL

Dear Students and Parents/Guardians,

On behalf of the entire Hurley staff, I welcome you to an exciting new year at Hurley Elementary School. We are dedicated to providing your child and your family with a quality education that will lead to a successful transition to career and/or college. As a staff we value respect, relationships, integrity, collaboration and high expectations. We believe all students can and will learn at high levels. We provide multiple layers of support in order for all students to achieve academic and behavioral success.

In addition to a rich academic program, regular homework, strong/appropriate discipline and dress code, we expect students to learn and live the following core character values:

- +**Trustworthiness** – honesty, reliability, courageous
- +**Respect** – others the way you want to be treated
- +**Responsibility** – accountable and dependable
- + **Fairness** – play by the rules
- + **Caring** – compassion and kindness
- + **Citizenship** –get involved to make school & community better

It is vital that **parents become partners in education** by visiting the school and keeping abreast of programs and curriculum, volunteering, and by attending parent meetings and activities. We are here to serve the students and the community in any way we can. We need your involvement and support!

This handbook has been prepared so that you will have important information about Hurley School at your fingertips throughout the year. Parents and students need to become familiar with the policies, procedures, and rules to ensure that you and your family experience a successful and fulfilling school year. This reference guide will answer questions that you may have throughout the school year. All information contained in this handbook is available on our website at [www.hurleyschool.org](http://www.hurleyschool.org).

We look forward to working with you and your child (children) this year. You have my commitment to make this the best year possible for the students and community of Hurley Elementary School. If you have questions, concerns or would just like to volunteer, contact us at (626) 965-2429.

Sincerely,

Yesenia Alvarez, Ph.D.

## Rowland Unified School District Board of Education

Mrs. Lynne Ebenkamp, President  
Mr. Cary C. Chen, Vice President  
Mrs. Donna Freedman, Clerk  
Mr. David M. Malkin, Member  
Mrs. Angelena M. Pride, Member

### **SUPERINTENDENT OF SCHOOLS**

Dr. Julie Mitchell

#### **Board Vision:**

The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have a collective commitment to be the best school district in California.

#### **Mission:**

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovate use of technology, creative exploration and nurturing learning experiences.

## **INNOVATIVE LEARNING FOR ALL!**

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, religion, age, marital status, sex, or handicap, in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education.

## **2017-2018 SCHOOL CALENDAR**

FIRST DAY OF SCHOOL - MONDAY, AUGUST 14, 2017  
LAST DAY OF SCHOOL - THURSDAY, JUNE 7, 2018

### **HOLIDAYS & PUPIL FREE DAYS (NO SCHOOL)**

|                   |                            |
|-------------------|----------------------------|
| Sept. 4, 2017     | LABOR DAY                  |
| Sept. 22, 2017    | Pupil Free Day             |
| Oct. 11, 2017     | PARENT CONFERENCE DAY      |
| Nov. 10, 2017     | VETERAN'S DAY              |
| Nov. 20-24, 2017  | THANKSGIVING HOLIDAY       |
| Dec. 18-29, 2017  | WINTER RECESS              |
| Jan. 1-5, 2018    | WINTER RECESS              |
| Jan. 15, 2018     | MARTIN LUTHER KING'S B'DAY |
| Feb. 12, 2018     | Pupil Free Day             |
| Feb. 19, 2018     | PRESIDENT'S DAY            |
| March 26-30, 2018 | SPRING BREAK               |
| April 2, 2018     | Pupil Free Day             |
| May 28, 2018      | MEMORIAL DAY               |

# SCHOOL SCHEDULE

## OFFICE HOURS

7:30a.m. - 4:00p.m. Monday – Friday

## CLASS HOURS

### Kindergarten

8:10 a.m. - 1:35 p.m. Monday – Friday

### Grades 1 - 3

8:10 a.m. - 2:23 p.m. Tuesday—Friday

8:10 a.m. - 1:29 p.m. Mondays (shortened day schedule)

### Grades 4 - 6

8:10 a.m.- 2:30 p.m. Tuesday—Friday

8:10 a.m. - 1:31 p.m. Mondays (shortened day schedule)

### Grade Level

### Recess

### Lunch

|                       |                 |                         |
|-----------------------|-----------------|-------------------------|
| Kindergarten          |                 | 11:15 a.m. – 11:55 a.m. |
| 1 <sup>st</sup> Grade | 10:35—10:50a.m. | 11:55 a.m. – 12:30 p.m. |
| 2 <sup>nd</sup> Grade | 10:35—10:50a.m. | 12:00 p.m. – 12:40 p.m. |
| 3 <sup>rd</sup> Grade | 10:35—10:50a.m. | 12:05 p.m. - 12:45 p.m. |
| 4 <sup>th</sup> Grade | 10:55—11:10a.m. | 12:10 p.m. - 12:50 p.m. |
| 5 <sup>th</sup> Grade | 10:55—11:10a.m. | 12:15 p.m. – 12:55 p.m. |
| 6 <sup>th</sup> Grade | 10:55—11:10a.m. | 12:20 p.m. – 1:00 p.m.  |

## REPORTING PERIODS (Grades K-6)

|                  |                         |
|------------------|-------------------------|
| November 8, 2017 | END OF FIRST TRIMESTER  |
| March 6, 2018    | END OF SECOND TRIMESTER |
| June 7, 2018     | END OF THIRD TRIMESTER  |

The Hurley Handbook has two sections

## Important Education Code:

1. Attendance
2. Classroom Discipline
3. Code of Conduct
4. Suspensions and Expulsions
5. Sexual Harassment & Bullying Policy

## Hurley A-Z General Information



## ATTENDANCE

It is important for students to come to school on time every day. When a student is unable to attend school, either call the school the day of the absence or send a signed note with your child when he/she returns explaining the reason for the absence. If a student has excessive absences or tardiness, he/she will be referred to the School Attendance Review Board (SARB). Students are expected to make up work missed because of an absence. It is the student's responsibility to find out what assignments were missed and return them within five days of an absence.

### Ways to Help Your Child Have Good Attendance

1. Make medical/dental appointments after school.
2. Establish a morning routine for you and your child to get him/her to school on time without stress.
3. Get children to bed early enough to ensure a good nights sleep.
4. Prepare school clothes, homework, lunches in advance to avoid last minute confusion.

### Perfect Attendance

To qualify for a perfect attendance award, students must be at school every day and on time. Students must have **0 absences, 0 tardies, and 0 early releases in order to qualify for this recognition.**

### INDEPENDENT STUDY PROGRAM

If your child is to be absent for more than **5** days due to travel or other family emergencies, an independent study contract can be arranged. We need at least **3** days to prepare the contract, so it is important for you to contact the office in advance. The contract provides your child with his/her uninterrupted school work, no unexcused absences and provides us with the necessary attendance in order to receive State funds. Please arrange family vacation time during scheduled school breaks. Classroom instruction is extremely important to maximize academic growth. Students on Independent Study do not qualify for Perfect Attendance.

### School Attendance Law

California State Law requires all children between the ages of six and eighteen years to attend school daily. Education Code section 48200 states that no student is permitted to leave school at recess or any other time before the regular hour of closing without the approval of the school principal or designee. Violations of this code section will be considered truanancies.

### Reporting Absences

Parents are expected to notify the school office prior to the beginning of school if their student is going to be absent. Parents should send a note with their student on the day of the student's return. The note should include an explanation for the student's absence.

### Excused Absences

**California Education Code section 48200 defines excused absences as:**

1. Due to Illness (must have note from parent or doctor)
2. Attendance at a medical doctor's appointment (must have note from doctor)
3. Attendance at a funeral of an immediate family member
4. Quarantine by the county or city health officer
5. Justifiable personal reasons including (but not limited to):
  - a. religious holidays or celebrations
  - b. appearance in court
  - c. attendance at a funeral

All students absent from school under any of the above stated reasons are entitled to complete all assignments and tests missed during the period of absence. Completion must be within a reasonable period of time and shall be given full credit.

### Unexcused Absences

Unexcused absences are those absences that do not meet the above listed criteria. An unexcused absence is an absence that occurs with the approval of the parent or guardian, without a prearranged agreement with a school administrator.

### Truancy

Any student who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant (Education Code 48260).

# ATTENDANCE CONTINUED

## Intervention

After a student is identified as “truant,” the school will mail a letter to the parent or guardian informing them of the student’s attendance situation. Should the problem persist, an additional letter will be sent followed by a meeting of the School Attendance Review Team (S.A.R.T.). In addition to school personnel, this meeting requires that the student and the parent/guardian must be present. Failure to comply with the direction of S.A.R.T. will result in the student’s referral to the School Attendance Review Board.

## School Attendance Review Board (S.A.R.B.)

Although voluntary compliance with mandatory school attendance laws is expected, the Rowland Unified School District has teamed with local law enforcement agencies to form the District’s School Attendance Review Board, or “S.A.R.B.” This board is committed to actively enforcing state laws relating to school attendance. The District’s School Attendance Review Board meets bi-monthly in order to intervene with students that are defined as habitual truants.

This collaborative effort of the District and law enforcement in the S.A.R.B. process has proven to be an effective tool in correcting the troublesome problem of truancy. Students that fail to comply with the directives of this Board are referred to the Los Angeles County District Attorney’s office.

The Rowland Unified School District utilizes the S.A.R.B. process as the last effort in a series of measures aimed at correcting a student’s unacceptable school attendance. It is hoped that all students would voluntarily comply with school attendance laws.

# CLASSROOM DISCIPLINE

All teachers have a plan for handling discipline in their classrooms. Please attend Back to School Night to familiarize yourself with your son/daughter’s teacher’s classroom rules and consequences. Some of the strategies listed below may be used for dealing with inappropriate behavior. The teacher will determine which ones to use based on the specific misbehavior of the child, and whether or not he/she has had previous problems of this nature:

- ◆ Verbal warning
- ◆ Counseling
- ◆ Loss of recess
- ◆ Detention
- ◆ Note sent home to parents or phone call to parents
- ◆ Loss of special class activity
- ◆ Parent-Teacher conference

When a teacher has used these strategies, and unacceptable behavior still continues, the child will be referred to the principal’s office. If a serious infraction has occurred, the child will be sent immediately to the office. The principal and/or teacher-in-charge will then take one or more of the following actions. Once again, this will be decided after consideration of the child’s specific misbehavior and previous incidents.

- ◆ Counseling
- ◆ Discipline letter to parents
- ◆ Phone call to parents at home or at work
- ◆ Removal from class or playground for part or all of the day
- ◆ Community Service Contract
- ◆ Conference with the teacher and parents
- ◆ Behavior Contract
- ◆ Suspension from school and conference with parents
- ◆ Convening of a School Review Panel to review alternate placement independent home study, voluntary/involuntary transfer, expulsion.
- ◆ Recommendation for expulsion by the School Board in severe cases. PLEASE READ THE PAGE ENTITLED “EXPULSION”

## CLASSROOM DISCIPLINE CONTINUED

### At Hurley School we do many things to encourage good behavior.

Among the strategies we use are the following:

- ◆ Classroom rules and conflict resolution strategies are posted and discussed
- ◆ Positive student behavior is praised verbally, in notes and with rewards/ awards
- ◆ Teachers use strategies to reinforce correct student behavior
- ◆ Student recognition assemblies are held
- ◆ Students earn “Caught Being Good” coins to earn various classroom and school level rewards.
- ◆ Students earn Excellence in Responsibility pink slips to earn toys/school supplies in the Hurley Treasure Chest.
- ◆ The Hawk Award is given monthly and at the end of the year to students who exemplify outstanding behavior and character.

## CODE OF CONDUCT FOR STUDENTS

Hurley students are expected to behave and conduct themselves in such a manner as to not disrupt the normal educational process. All students are expected to practice respect, responsibility and relationships.

The following behaviors **are not allowed** in the Hurley School environment and will be dealt with in accordance with California Education Code 48900.

- ◆ Rough play, such as pushing, shoving, or kicking. "Play fighting" or pretending to fight.
- ◆ Any dangerous or unsafe behavior, such as throwing objects, running in hallways, playing pranks on other people, in rooms unsupervised.
- ◆ Possession of firecrackers, matches, lighters or any explosive devices, snap-pops, cap guns etc.
- ◆ Actions occurring off campus but related to school will be dealt with as if they occurred at school.

### GROUNDS FOR SUSPENSION AND EXPULSION

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal’s designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

- 48900 (a)      1. Caused, attempted to cause, or threatened to cause physical injury to another person.  
                    2. Willfully used force or violence upon the person of another, except in self-defense.
- 48900 (b)      Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the principal or designee’s concurrence.
- 48900 (c)      Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.

**GROUNDS FOR SUSPENSION AND EXPULSION CONTINUED**

- 48900 (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
- 48900 (e) Committed or attempted to commit robbery or extortion.
- 48900 (f) Caused or attempted to cause damage to school property or private property.
- 48900 (g) Stolen or attempted to steal school property or private property.
- 48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- 48900 (l) Knowingly received stolen school property or private property.
- 48900 (m) Possession of an imitation firearm, including BB guns.
- 48900 (n) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the penal code.
- 48900 (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
- 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

**GROUNDS FOR SUSPENSION AND EXPULSION CONTINUED**

- 48900 (q) Engaged in, or attempted to engage in hazing.
- 48900 (r) Engaged in an act of bullying, including or not limited to bullying committed by means of an electronic act directed at a pupil or staff member.

A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off campus.
- (4) During or while going to or coming from, a school sponsored activity.

- 48900 (s) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- 48900 (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases. [applies to 48900( l)]
- 48900.1 Attendance of Suspended Student's Parent or Guardian for Part of School Day. District Board policy provides school administrators the option of requiring a student's parent to attend a portion of the school day in the student's classroom, under specified circumstances. Education Code 48900.1

**GROUNDS FOR SUSPENSION AND EXPULSION CONTINUED**

- 48900.2 Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment This ground for suspension/expulsion shall not apply to students enrolled in Kindergarten or 1st through 3rd Grades.
- 48900.3 Students in Grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage or destroy real property of any other person for the purpose of intimidating or interfering with constitutional rights of another person because of the person's race, color, religion, ancestry, national origin or sexual orientation, as defined in Educational Code § 33032.5.
- 48900.4 Students in Grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district employees or students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
- 48900.7 Terrorist threats against school officials or school property or both.

**GROUNDS FOR SUSPENSION AND EXPULSION CONTINUED**

- 48915 (c)  
The Superintendent or principal shall suspend and immediately recommend expulsion for the following acts:
- 1.Possessing, selling, or furnishing a firearm.
  - 2.Brandishing a knife at another person.
  - 3.Unlawfully selling a controlled substance.
  - 4.Committing or attempting to commit a sexual assault.
  - 5.Possession of an explosive.
- 48915 (a) and (b)  
The Superintendent or principal shall suspend and recommend for suspended expulsion for the following acts:
- 1.Causing serious physical injury to another person except in self defense.
  - 2.Possession or any kind of knife, explosive, or dangerous object of no reasonable use to pupil.
  - 3.Unlawful possession of any controlled substance, except for the first offense for the possession of not more than 28.5 grams of marijuana, other than cannabis.
  - 4.Robbery or extortion
  - 5.Assault or battery upon any school employee.
  - 6.Other means of correction are not feasible or have not repeatedly failed to bring about proper conduct.
  - 7.Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.



## EXPULSION

California state law requires that students who commit certain types of acts be expelled from school, unless the Principal and the School Board find that due to extremely unusual circumstances, expulsion is not warranted. When a child is expelled, he/she is not permitted to return to a Rowland School until a year later. A child who has been expelled from the Rowland Unified School District is not permitted to enroll in any other school in the Rowland District. No other school district is required to accept that child, unless the family moves into the actual attendance area of another school district, and can provide proof of residence. In short, expulsion has serious consequences for the child and his/her family.

Please bear in mind that if your child commits any one of these acts listed below, he/she will probably be expelled. There are no "second chances". Although these penalties may seem severe to you, the safety of all children is of utmost importance. Any child who jeopardizes the safety of other children cannot be permitted to attend our school.

### **Reasons for which expulsion may be recommended:**

1. Causing serious injury to another child or staff member.
2. Bringing weapons to school, possession of weapons, or furnish weapons to others. Knives, guns, explosive devices, including caps and firecrackers, cherry bombs, lighters, matches, or any other weapons are not allowed at school at any time. Please note that no type of knife, including jackknives, Boy Scout knives, steak knives, or butter knives may be brought. If your child has a pocket knife, be sure that he/she understands it must stay at home. Do not send knives to school with children in their lunches. There is no legitimate reason for bringing a weapon to school.
3. Possession of alcohol, drugs or look-alikes, including prescribed medicines.
4. Extortion: Taking something from another child under threat of harm.
5. Causing or attempting to damage or steal property.
6. Sexual Harassment: As defined in Education Code, Section 212.5.
7. Chronic disruptions of school activities or willfully defying the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

## **NOTIFICATION: SEXUAL HARASSMENT**

### *Sexual Harassment of, or by, Employees or Students*

It is the policy of the Rowland Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings. (Education Code 48900(n), 48900.2, 48915(c)(4), 48980 (g), 231.5, and 491)

Furthermore, it is the policy of the Rowland Unified School District Board of Education that sexual harassment of, or by, any employee or student shall not be tolerated. The Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student.

1. Pursuant to Education Code Section 212.5, sexual harassment is defined as follows:

"Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion."

"Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."

"The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."

"Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

## **NOTIFICATION: SEXUAL HARASSMENT, CONTINUED**

2. Students: In addition to the reasons specified in Education Code Section 48900; Section 48900.2 specifies that a student (in Grades 4-12) may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in Section 212.5. All recommendations and/or orders to expel shall be made pursuant to Education Code Section 48915.

For purposes of this policy, the conduct described in Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

## **NOTIFICATION: BULLYING PREVENTION POLICY**

It is Hurley Elementary School's policy that all of its students are provided with a safe and orderly environment that is free from any type of bullying. The school will not tolerate any type of bullying as outlined by the definition of bullying below. Conduct that constitutes bullying is prohibited and subject to disciplinary action.

### **Definition of Bullying**

Bullying is hostile behavior that is done on purpose and involves an imbalance of power between the bully and the person being afflicted by the bullying. **The bullying behavior is repeated over a period of time.**

### **Bullying behaviors include, but are not limited to:**

- \* Physical or verbal assaults
- \* Non-verbal or emotional threats or intimidation
- \* Social exclusion and isolation
- \* Extortion
- \* Teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing
- \* The use of a computer, phone, social media or telecommunications to send embarrassing, slanderous, threatening or intimidating messages

## NOTIFICATION: BULLYING PREVENTION, CONTINUED

### School procedures for reporting bullying incidents

- \* Members of the staff and students are expected to report bullying incidents to the principal or assistant principal within 24 hours of its occurrence.
- \* The principal or assistant principal will report the incident of bullying to the parent or legal guardian of all students involved.
- \* The principal or assistant principal will conduct the investigation and will take the appropriate disciplinary action.
- \* If necessary, the principal or assistant principal will refer the students involved in the incident to a counselor or Student Study Team.
- \* For students who engage in acts of bullying, the consequences may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the code of student conduct.



## **GENERAL INFORMATION ABOUT HURLEY SCHOOL (A-Z)**

### **ABSENCES**

Please send a note explaining all absences on the first day of any absence. If you're unable to send a note on the first day, please submit a note to the office when your child returns to school.

### **ARRIVAL AT SCHOOL**

It is the responsibility of parents and students to arrive at school on time. All students should arrive to campus by 8:05 a.m. to ensure a learning start time of 8:10 a.m.

### **BIRTHDAY CELEBRATIONS**

Each year many parents wish to provide treats for their child's classroom to celebrate a birthday. Unfortunately, this is disruptive to the academic program and interrupts instructional time. Birthday celebrations at school are not encouraged. If you would like to make arrangements with your child's teacher to distribute a healthy snack/drink for the class on your child's birthday, it must be done after the dismissal bell. Arrangements must be made with the child's teacher at least one week in advance. The teacher will then inform the office.

### **BOOK BAGS, BACK PACKS & ATHLETIC EQUIPMENT**

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Personal athletic equipment, including soccer balls and footballs, not specifically requested by a teacher is forbidden on the school grounds. Encourage students to only carry the items necessary for homework in their backpacks.

### **BREAKFAST**

Hurley provides universal breakfast for all students starting at 7:40 a.m.

### **CHILD ABUSE**

In accordance with the Rowland Unified School District and California law, school staff is obligated under penalty of fine and jail term to report a reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CONFERENCES**

Conferences with your child's teacher are an important part of his/her education. Conferences may be arranged with a note to the teacher, calling the school or by sending an email to the teacher. The Principal is available for conferences by calling 626-965-2429 for an appointment.

### **DISMISSAL**

Students should go directly home when they are dismissed unless requested to stay after school by the teacher. For their own safety, students are **NOT** to be on campus unsupervised.

### **DRESS CODE**

Hurley Elementary has adopted a dress code that promotes uniformity and safety. We encourage all students to wear the Royal Blue Hurley polo shirt daily. Parents will be contacted to bring appropriate clothing to school for students who violate the dress code.

#### **PANTS, SHORTS, CAPRIS, SKIRTS, SKORTS & JUMPERS**

- ◆ Must fit and be worn at the waist. (Undergarments may not show)
- ◆ Shorts must be no shorter than fingertip length
- ◆ Sweatpants and pajamas are prohibited
- ◆ Jeans with holes are not permitted

#### **JACKETS, SWEATSHIRTS & SWEATERS**

- ◆ Sweatshirts must be crew neck style or with a hood (hood may not be worn in the classroom or outdoors unless it's cold.
- ◆ Sweaters may be pullovers or cardigans
- ◆ Jackets, plain or with youth sports logos allowed

#### **MISCELLANEOUS**

**Socks** - Any solid color acceptable. Must be worn with closed toed shoes

**Belts** - No chains or hanging belts

**Shoes**- Must cover toes and heels - NO sandals, thongs or slippers

Tennis shoes must be laced & tied properly at all times

**Hats**- Are discouraged unless medically required.

### **DUAL IMMERSION**

Hurley Elementary School offers Dual Immersion instruction in Spanish and English. The program is designed to develop both the English and Spanish language and literacy at high levels. All parents are required to attend quarterly meetings. In 2017-2018, the program is available in grades TK-3. Specific entrance and exit criteria is established and families must consult with the principal to enter and/or leave the program.

## **EMERGENCY CONTACT**

**Any change in address, telephone number, parent's work, physician, or name of persons authorized to pick up your ill or injured child must be reported at once. Students will be released to those listed on the card ONLY. No exceptions will be made. All changes must be made from your Rowland Homelink account (<http://aeries.rowlandschools.org/homelink>).**

## **EMERGENCY PROCEDURES & RELEASE**

### **Fire (or other needed evacuation):**

- ◆ Students evacuate to blacktop and line up at assigned sites.

### **Earthquake Disaster:**

- ◆ Duck, cover and hold
- ◆ Fire drill procedure (initial stage)
- ◆ Students move to assigned pods (groups of classrooms) on grass
- ◆ School locked down for student safety
- ◆ Room-to-room search by designated staff
- ◆ Command Center to communicate with District services emergency services
- ◆ Parents or other designated adult sign in at Student Release
- ◆ Runners get students from pod area and escort them to Student Release area
- ◆ Student released to designated adult, exits through Student Release gate

### **Lockdown:**

- When announcement is made, proceed to the nearest available classroom and remain out of sight

It is **imperative** that procedures are followed so that school has information regarding **who** picked up student, at what **time**, and their **destination**. This information will facilitate the reunion of families so it must be followed carefully. Please be patient and **stay calm**. If children see that adults are upset, they will panic and may become upset, which impacts the process for a safe reunion.

***In the event Hurley campus needs to be evacuated, students will be at one of the following:***

Ranch Market Shopping Center: 17305 Valley Blvd., La Puente, CA 91744  
Pacific Palms Resort (lower lot): 1 Industry Hills Parkway, Industry, CA 91744  
Northam Elementary School: 17800 Renault Street La Puente, CA 91744  
Giano Intermediate School,: 3223 Giano Avenue, West Covina, CA 91792

**A sign will be left at Hurley School (front office) stating where students have been evacuated to.**

## **FIELDTRIPS**

School fieldtrips are an outstanding educational opportunity for Hurley students. Our goal is to have all students attend fieldtrips; however, when needed, parents will be encouraged to accompany their child on the field trip if necessary. If the parent cannot attend, it's possible the child will continue their educational experience at Hurley and not the field trip. The teaching staff will notify and inform parents of all expectations and requirements.

## **HEALTH SERVICES**

The nurse's office is located in the main office building. If a student becomes ill and needs assistance, he/she should inform the teacher and receive a pass to see the nurse/health clerk. Any on-campus injury needs to be reported to the teacher immediately. All students must have current emergency contact information on the Enrollment Identification Card and Consent to Treat form on file. Students are not permitted to leave the campus, at any time, without proper authorization from the office. Please update emergency information on a regular basis. A visit to the health office will always be communicated home with a health office slip. Please be sure to check you child's backpack daily for school communication. When the injury/visit is considered serious, a phone call will be made home in addition to the health slip.

## **HOMWORK POLICY**

Homework is an integral part of the instructional program in the Rowland Unified School District and Hurley School. A clearly stated homework policy will help create better communications between school and home.

Our policy is to assign homework on a daily basis (except Friday) for grades K-6. The work assigned should be an extension of the regular instructional program which should enrich, provide remediation, or allow for needed skills practice.

### **RUSD Board of Education Recommended Time Allotments**

These are recommended approximate times based on the average time that most students need in order to complete assignments. These times may vary depending on the level of difficulty of the work or the acquired skills of the students.

|                                   |                              |                              |                              |
|-----------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Kindergarten</b><br>10-20 min. | <b>Grade 1</b><br>10-30 min. | <b>Grade 2</b><br>20-30 min. | <b>Grade 3</b><br>30-40 min. |
| <b>Grade 4</b><br>40-50 min.      | <b>Grade 5</b><br>50-60 min. | <b>Grade 6</b><br>60-70 min. |                              |

To insure our students fully benefit from homework assignments, we need your help and support. Please be sure that your child completes assignments and that you provide a quiet place and time where your child can work. All homework assignments will be part of your child's agenda/binder reminder. Please develop strong organizational habits by checking the agenda daily with your child.

**Criteria for Homework:** Students should be able to complete the activity independently, however, parent support and involvement is encouraged. The assigned homework will have a specified due date.

**Types of Homework:** Assignments to reinforce and/or enrich specific skills; ongoing long-range assignments with time limits specified by classroom teacher; incomplete classroom assignments; Make-up assignment opportunities for students who have been absent.

## **HOW TO HANDLE CONFLICTS**

Conflict is part of life and we teach our students how to deal with and cope with conflict. Fighting is not a method to resolve issues/conflicts at Hurley School. If you are involved in a fight, your parents will be contacted and you will be disciplined and possibly suspended. We encourage the following actions: (1) Ask the person to "STOP" (2) Talk it over - listen (3) Walk away and report the incident to an adult. (4) Do something else and/or ask for help.

## **INSURANCE**

Student accident insurance is available to parents through a private carrier. Information and forms are provided at the beginning of the school year. The school district **DOES NOT** provide accident insurance. Parents are advised that any medical expenses incurred due to injuries at school are their responsibility.

## **LIBRARY**

Hurley School has a library. The library is open until 3pm daily and students can utilize the library service for their homework, research projects and daily reading. Students may access information through a wide variety of books, resource materials and computer technology. Students will be held financially responsible for lost or damaged books. A \$5 fee will also be assessed for damaged/missing bar codes. Those who misuse their library privileges will not be permitted to check out books. In addition to the school library, there are public libraries in the immediate school area.

## **LOST AND FOUND**

Each year many things of value are lost by pupils of all grades. Every article that could possibly be lost should be plainly marked with your child's name. Please see that your child makes an effort to recover all belongings. Articles not claimed are given to a charitable organization several times a year.

## LUNCH PROGRAM

Hurley School offers a free and reduced lunch service. A meal application must be completed yearly to receive free and reduced lunch services. Students are encouraged to participate in the lunch program or bring their own sack lunch. Students are expected to eat lunch daily. Glass bottles are not permitted at school. Please provide your child with a healthy lunch and avoid sending your children to school with candy and soda. The lunch price is \$2.00 per meal with milk.

## MEDICATION AT SCHOOL

Regulations require that no pupil is permitted to carry medication, including inhalants (unless they have a doctor's note on file) or aspirin, on his/her person. In addition, no school personnel can dispense **ANY** medication, (over-the-counter or prescription), without a **PROPERLY COMPLETED FORM FROM THE PHYSICIAN - NO EXCEPTIONS.** Medications, properly labeled, from a physician may be kept in a locked cabinet at school. Students with a life threatening disorder (i.e. Diabetes, seizures, etc.) should supply the school with a 3 day supply of medication and written instructions to be used only in the case of a disaster. All medications will be sent home in June. Contact the School Nurse for further information.

## MONTHLY PARENT CALENDAR

An informative school calendar will go home each month. This calendar will include opportunities for parent engagement/involvement and contain important dates about student activities and events. We encourage you to read and discuss this with your child.

## NUTRITION

We count on your support to develop good nutritional eating habits with our students. Throughout the year, we may have various celebrations and encourage the following from home:

### Snack Suggestions:

|                        |                             |              |
|------------------------|-----------------------------|--------------|
| Fruit juice (not soda) | Raw and packaged vegetables |              |
| Cheese and/or crackers | Fresh/dried fruits          | 1/2 sandwich |
| Beef jerky             | Hard boiled eggs            | Rice cakes   |

### NOT ENCOURAGED:

|                 |                     |            |
|-----------------|---------------------|------------|
| Candy/gum       | Donuts/cake/cookies | Soda/chips |
| Sunflower seeds | Other dessert items |            |

## PARENT INVOLVEMENT

There are numerous opportunities for parental involvement and support at Hurley School. Your involvement and support is critical for your child's success and the success of Hurley school. Together we can provide your children with all the support and encouragement necessary to achieve at high levels and transition successfully to college and career.

Please review the monthly calendar for important events and volunteer opportunities and support our school fundraisers so we can provide all children with engaging and motivational field trips, assemblies and rewards. These types of experiences are not covered in the regular school budget and we depend solely on fundraising and community support.

Below are some volunteer opportunities:

- Tutor a child or a small group of children  
(requires finger printing clearance)
- Make instructional materials
- Share your expertise and experiences
- Accompany the classes on field trips

Parent volunteers must fill out a volunteer application and demonstrate proof of TB clearance. Clearance is valid for four years and thereafter can conduct a risk assessment questionnaire with the school principal. The initial TB test, if needed, will be paid by the school. Parents can go to the local Family Resource Center for their test. The Family Resource Center is located at Northam Elementary school.

In addition to volunteer opportunities at the school site, we have several councils that require parent involvement and decision making. Please consider the following opportunities: School Site Council, English Language Advisory Council, Positive Behavior Supports Committee, Dual Immersion Committee and PTA. If any of these committees interest you, please contact the principal. In addition to the councils, the schools hosts monthly Coffee with the Principal events to share important information and learning with all families.

## **SCHOOL SITE COUNCIL (SCC) MEMBERS**

The major role of the SSC is to aid in the planning, evaluating and assessing of the Single Plan for Student Achievement (SPSA). We review test scores, budget for the school year and receive parent input regarding programs and special events.

This council is composed of 5 parents, 3 teachers, the principal and 1 school representative. All of our meetings are listed on the school calendar and are open to everyone. Representatives are elected.

## **ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC) MEMBERS**

The major role of the ELAC is to aid in the planning, evaluating and assessing The council is composed of parents of English Language Learner students and school administration. We review test scores, school budget and receive parent input regarding programs and special events. This council advises the School Site Council on various programs and expenditures.

## **Dual Immersion**

As we continue to expand our Dual Immersion program, we are looking for parent volunteers to attend monthly meetings and contribute to our program design, evaluation and progress.

## **Positive Behavior Supports**

As we continue to improve multi-tiered services for all Hurley students, we are looking for a parent volunteer to provide perspective and input on the various services and positive recognition opportunities at Hurley.

## **Parent Teacher Association**

The PTA is looking for motivated and energetic parents who can provide time and service to the PTA organization in multiple capacities. The PTA serves the Hurley families and students with parent and student events and celebrations.

## **PARKING LOT (STAFF ONLY)**

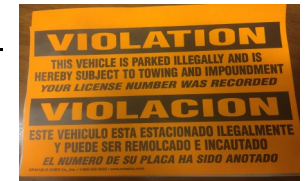
Parking in the parking lot is limited to **STAFF ONLY** between the hours of 7:00am and 3:00 pm. If space is not available in our main parking lot, you need to park on the street if you need to get out of your car.

## **CIRCLE DRIVEWAY**

To ensure the safety of children and adults, it is imperative that the following procedures be observed:

- \* All cars must enter from the north driveway off Dora Guzman Avenue and exit from the south driveway.
- \* Students may load and unload only in the designated lane in the circle drive.
- \* For safety purposes, students may only enter and exit the vehicle from the passenger side.
- \* Drivers must stay inside their cars in the circle drive and continue to pull forward as space becomes available.
- \* Speeds of less than 5 miles per hour should be utilized in the circle driveway at all times.

**Violations will result in the following sticker:**



**All drivers must follow directions and show respect for staff members on duty.**

## **PEDESTRIANS.**

- ◆ Parents and/or students may not cross the circle driveway at any time. Please cross in the crosswalk at the enter and exit driveways.

## **CROSSING GUARDS**

Crossing Guards are provided to ensure student safety. Cars are not to enter the crosswalk while a pedestrian or Crossing Guard is inside the crosswalk.

*The Rowland Unified School District has given schools the authority to issue tickets to offenders.*



## **PARTIES**

Hurley School encourages the use of all instructional minutes and therefore doesn't encourage school parties. However, some staff may practice two parties per year. Parties should be kept very simple and must take place after the lunch hour. Any snacks brought to the party from home should be store bought and as nutritious as possible.

## **PETS**

Pets may not be brought to school. **DOGS are not permitted on campus.** Please do not bring your dog when you are dropping off or picking up your child from school.

## **RECOGNITION, REWARD & AWARD PROGRAMS**

Hurley Elementary offers a variety of meaningful and motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, behavioral success, character, effort, leadership, personal growth and sportsmanship activities are recognized through:

- Student of the Month
- Monthly Hawk Awards
- Reading Incentive Program (Quarterly)
- Hurley Caught Being Good Coins and Individual Excellence Slips
- Honor Roll
- Perfect Attendance and End of the Year Awards
- 6<sup>th</sup> Grade Awards Night

Parents are invited to attend. Balloons, flowers etc. are not allowed to be given at the assembly or in the classroom. They become a distraction. Please save them for home.

## **REGISTRATION**

All students new to Rowland Unified School District are required to provide the following when registering:

1. Proof of birth date: Birth Certificate
2. Proof of Immunizations
3. Proof of residence.

## **RELEASING STUDENTS**

District policy states that students cannot leave school premises during school hours without a parent/guardian signing them out. Parents or guardians who come for students before regular class dismissal must come to the office for an official release from the classroom. The office will not call for the student and have them waiting in the office until the parent arrives to pick them up. TEACHERS ARE NOT PERMITTED TO RELEASE STUDENTS WITHOUT OFFICE APPROVAL.

## **STUDENT ACTIVITIES**

### **ACTIVITIES**

Students will have the opportunity to participate in activities sponsored by Student Council or PTA. Special days are contingent on good behavior.

### **Music & BAND**

All students have the opportunity to learn music in the Rowland Unified School District. Students in grades 1-3 will receive general music. Grade 4 students have the option of general music or strings. Grade 5 and 6 students have the option of general music, strings or band. Loan of an instrument can be arranged through the music teacher.

### **Education Through Music Camp**

Under the direction of Mrs. Forgette, Hurley students have the opportunity to participate in a week long music camp during June.

### **GATE (Gifted and Talented Education, Grades 4-6)**

In addition to in-class participation and RUSD activities, identified GATE students are offered various after-school workshop sessions. GATE students and other high achieving students participate in various Los Angeles County competitions, such as the Annual Science Olympiad.

### **Rowland Unified Mariachi**

All students grades 4-6 have the opportunity to participate in the Mariachi program. The group practices twice weekly from 3:30—5:30 pm. The band requires multiple performances throughout the year and it's an extraordinary experience for Hurley students. Although the group is open to all students in the school district, its home base is here at Hurley school. Third grade students may join at the discretion of the music teacher.

### **Sports**

Under the direction of Hurley teachers, students in grades 4th –6th grade have the opportunity to try out for the Hurley softball, basketball and soccer teams. Teams are co-ed and students develop athletic skills, teamwork and engage in friendly competition with other Rowland elementary schools.

### **STUDENT COUNCIL**

Students in grades 4th-6th have an opportunity to run for Student Council. This council meets on a regular basis to discuss school related issues, and plan school-wide activities.

### **TUTORING**

Throughout the year, Hurley School will offer various tutoring opportunities to support academic achievement.

### SAFETY ON CAMPUS

It is imperative for the safety of all students that the school be aware of any non-authorized person on campus. **Upon entering the Hurley campus, every visitor MUST FIRST report to the office, sign in and wear a visitor's badge (including volunteers).** If your child walks to school, arrange for your child to walk to and from school with at least one other child. **Students MUST BE PICKED UP AFTER SCHOOL PROMPTLY WITHIN 10 MINUTES OF DISMISSAL.** There is no supervision of students after that time. Students who habitually remain at school after the 10 minute period will be referred to the **School Attendance Review Board**.

### SELLING ITEMS ON CAMPUS

The sale of items (other than those approved by the school) on campus by students or adults is prohibited.

### SUPERVISION

The school site does not provide supervision of students in the morning prior to 7:40 a.m. Please do not drop your child off on campus prior to 7:40am. Hurley Elementary school does offer before child care with Options Surround Care and after school care until 6:00pm with Options Enrichment. Please contact the Options Program for information. The Options Surround Care number is (626) 581-0625. The Options Enrichment Program number is (626) 839-3868.

## SCHOOL RULES FOR STUDENTS & PARENTS

*At Hurley School, our behavioral expectations are centered around the three R(s): Respect, Responsibility and Relationships. Additionally, the values associated with Character Counts are embedded in our everyday language and expectations.*

### STUDENTS:

1. Treat all persons with respect and dignity.
2. Practice Responsibility
3. Develop and maintain positive relationships



### PARENTS:

1. If you walk to Hurley to pick up your child, please wait on the benches that have been provided in front of the office. **DO NOT** wait by the classrooms, in the parking lot or on the playground.
2. Be sure that your child goes directly home after school.
3. Primary students may wait for upper grade siblings on the benches directly in front of the office door. Students are expected to follow all of the same school rules while waiting.
4. For student safety, **DO NOT USE CELL PHONES** while driving in the circle drive. **IT IS ILLEGAL.**
5. Parents are to treat all persons and employees with respect and dignity. Foul language/gestures will be grounds for removal from campus.

### TARDIES

Tardiness to school interferes with classroom procedures as well as student progress, and **MUST** be avoided. Students who are tardy to school **must check in at the office.** Students who have chronic tardies to school may be required to serve consequences after school or during the day and may be referred to the **School Attendance Review Board**.

## **TELEPHONES**

Students may use the office phone, with permission, in case of emergency or necessary school business. Students may not call home for forgotten homework, lunch etc.

## **CELL PHONES**

Cell phones must be turned off and kept in the student's backpack at all times. They are for before and after school emergency use only. **The school is not responsible for lost or stolen phones.** The school reserves the right to confiscate phones being used inappropriately.

**First Violation** – phone will be confiscated and held in the office. Phone will be returned to the student after school. Parent will be notified of first violation.

**Second Violation** – Phone will be confiscated and held in the office and only released to parent. Student will no longer have the privilege of possessing a phone at school.

\* If a student requires a phone for before and after school safety, they will be required to check the phone into the office each morning and pick it up after school each afternoon.

## **TESTING**

All students are expected to learn and master specific skills. The RUSD has developed a balanced, rigorous curriculum for each grade level, which reflects the academic areas taught each year. Testing results are analyzed by district and site staff for the purpose of program improvement.

The STAR will be administered in Grades TK-6 during school year. In addition, district grade level tests designed to measure achievement are administered throughout the year. The specific test(s) to be used, grades to which they are assigned, as well as the dates of administration will be communicated to you through the monthly calendar.

## **TEXTBOOKS**

Although all textbooks are furnished free of charge, students are required to pay for loss or damage beyond normal wear. Books, and other materials, left in the classroom and on campus remain the responsibility of the students.

## **TRANSITIONAL KINDERGARTEN**

Hurley Elementary offers Transitional Kindergarten for all students who turn five years old between September 2 and March 31. It's a wonderful opportunity to give your child a great foundation for Kindergarten. The program runs daily on the Kindergarten schedule: 8:10 am—1:35 pm.

## **TOYS**

Toys, fidget spinners, comic books, trading cards, etc. are not to be brought to school - they get lost, broken, are distracting, or are traded, exchanged or purchased by other students. Such things as toy guns, knives, squirt guns, radios, MP3s, and any form of fireworks are forbidden. Trading cards (baseball, Yugio etc.) will be confiscated.

## **VANDALISM**

Students show pride in their school by keeping the school grounds free from trash and vandalism. Anyone who sees or knows of acts of vandalism is encouraged to report it to the school or the Sheriff's Dept. Student vandals and their parents will be fully prosecuted under the law. Parents will be financially responsible for all vandalism caused by their student. Student vandals will be subject to expulsion from school and parents will be held responsible for all damages, under Ed. Code 48900.

### **Important Phone Numbers:**

|                    |              |
|--------------------|--------------|
| Graffiti Hotline   | 800-675-4357 |
| Sheriff (Walnut)   | 909-595-2264 |
| Sheriff (Industry) | 626-330-3322 |

## VISITATIONS

We believe that parents are an integral part of all school programs. The school welcomes parent volunteers & visitations. The following are guidelines to visitations:

- 1.) The office staff & teacher must be notified prior to the visitation.
- 2.) All visitors must register and sign in in the office & wear a visitor's badge.
- 3.) All visitors must check out through the office and return the visitor's badge.
- 4.) Visitations are limited to an agreed upon time with the teacher.
- 5.) The teacher may not be interrupted to conference with visitors.

Parents are welcome to make an appointment for a conference before or after school hours. Parents will not be permitted on campus after 8:00 am without an administrator.

