

**Livingston Union School District
Campus Park Elementary
2015/2016**



**Parent and Student Handbook
Manual para Padres Y Estudiantes**

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Livingston, CA 95334
Phone #: (209) 394-5460 Fax #: (209) 394-5461

Campus Park Elementary School

“Where Eagles Take Flight and Soar to New Heights”

OUR MISSION

At Campus Park School, we believe that it is our responsibility to provide a quality education in a caring environment for all of our students. We believe that to do so, our teachers must be continually trained so that they can apply the latest instructional methodologies. We also believe that our students must have access to the best instructional materials and technology. Furthermore, we believe that parents must be continually informed of their child’s progress, and be active participants in school activities in order to be a full partner, in their child’s education.

MESSAGE FROM THE PRINCIPAL

Welcome to Campus Park School! We are prepared to work together with you as a team, to support our students in their learning. Literacy, the ability to read, write, communicate and think is a primary focus. Every child should be able to read and write, on grade level, by the end of third grade. Students will continue to develop needed skills in technology, by using laptops, tablets, projector, the Internet, and other electronic devices. We will provide learning materials that are challenging and motivating for students. Our After School Program, “ASSETS,” will continue to support the educational program of your child. We look forward to sharing with you, achievement goals and challenges that our students face throughout the year.

Parents are important partners in the education of our children. Parent conferences, evening programs, Back to School Night, and Open House, are events planned throughout the year. In addition, as part of our parent involvement plan, the School Site Council and Parents Club, meet to conduct activities that support the school. We hope that you will feel welcomed at Campus Park School and choose to be an active partner in your child’s education. We look forward to another great year working with you and your child at Campus Park School!

We have designed this Parent Handbook to assist in making this year an excellent educational experience for students, parents, and the school team. It is highly recommended that you read the Handbook and should you have any questions or concerns regarding any of the material in this handbook, please contact your child’s teacher or call the office at 394-5460 to discuss your concerns.

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2015/2016

SCHOOL PERSONNEL

ADMINISTRATIVE SUPPORT STAFF

	<u>Room</u>
Jorge Arteaga, Principal	Office
Teresa Valdez, Secretary	Office
Lucy Hinojosa, Attendance Clerk	Office
Lori Morgan	Nurse
Katherine Alexander	Speech
Jorge Belmonte	Psychologist
Beth Jones/Jamie Steele	Library
Lucia Alfaro	Counseling
Alba Ross, Lorena Perez	Academic Clinician

TRANSITIONAL KINDERGARTEN:

Teresita Andam	B-4
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KINDERGARTEN:

Maria Guadalupe Sanchez (DLA)	B-1
Andrea McLeod	B-3
Shawna Silveira (DLA)	B-2

FIRST GRADE:

Rodolfo Mendoza (DLA)	C-1
Lupe Pimentel-Avalos (DLA)	C-2
Annette Aguilar	C-3
Music/P.E.	C-4

SECOND GRADE:

Maria Gonzalez	D-4
Araceli Aguilar	D-3
Irma Briones (DLA)	D-5
Belia Torres-Aguilar (DLA)	D-2

THIRD GRADE:

Margarita Aguilar	P-8
Jeanette Gonzalez (DLA)	D-1
Virginia Valdez	P-7
Lucy Macias (DLA)	D-6

FOURTH GRADE:

Rosario González (DLA)	P-9
Kuljit Bains	P-10
Margarita Russell	P-11

FIFTH GRADE:

Fabian Aguilar (DLA)	P-6
Norman Martin	P-4
Jorge Soria	P-5

SPECIAL ED:

Greg Hartman (SDC)	P-1
Scott Campbell (RSP)	P-2

Instructional Aide Blanca Bertalotto, Ida Escola, Kelli Flores, Mary Padron, Laura Renteria, Edit Salazar, Adriana Charupe

Computer Clerk Norma Del Toro

Cafeteria Sabine Cole, Tomasia Vasconcelos, Esther Rodriguez, Esmeralda Williams

Custodians Theresa Miranda, Louis Piceno, Leo Albers

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Campus Park Daily Schedule **2015/2016**

Opening of School

- | | |
|-----------|---|
| 7:30 a.m. | School Office Opens/Cafeteria Opens for Breakfast |
| 7:45 a.m. | Teachers Arrive on Campus
Students Released from Cafeteria to the Playground |
| 7:54 a.m. | Warning bell |
| 7:57 a.m. | School Starts – Students must be in class seated & ready to start the day |

*****All students should be on campus by 7:45 a.m., each day, to prevent being tardy. Students eating breakfast at school should arrive to the cafeteria by 7:40 a.m. to ensure plenty of time to eat breakfast.*****

Morning Recess

- | | |
|-------------------|------------|
| 9:40 – 10:00 a.m. | All grades |
|-------------------|------------|

Lunch Break

- | | |
|--------------------|--|
| 10:50 – 11:30 a.m. | TK/Kindergarten lunch break |
| 11:00 – 11:40 a.m. | 1 st grade lunch break |
| 11:10 – 11:50 a.m. | 2 nd grade lunch break |
| 11:20 – 12:00 p.m. | 3 rd grade lunch break |
| 11:30 – 12:10 p.m. | 4 th /5 th grade lunch break |

Regular Dismissal

- | | |
|-----------|-----------------------------|
| 2:15 p.m. | End of student’s school day |
|-----------|-----------------------------|

Minimum Day Dismissal

- | | |
|-----------|--|
| 1:15 p.m. | |
|-----------|--|

*****Please make every effort not to take your child out of school before dismissal time*****

Closing of School

- | | |
|-----------|---------------------------|
| 3:30 p.m. | End of teacher’s work day |
| 4:30 p.m. | Office closes for the day |

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CAMPUS PARK - SCHOOL CALENDAR - 2015/2016

AUGUST/SEPT 2015

August 18	First Day of School for Students
September 1	Picture Day
September 3	Back to School Night at 6:00 p.m. (TK-2 nd grade) and 6:45 p.m. (3 rd -5 th grade)
September 7	Labor Day Holiday –No School
September 16	Early Release Day – Students Dismissed at 1:15 p.m.
September 30	Student of the Month Assembly

OCTOBER 2015

October 5 – October 9	Parent/Teacher Goal Setting Conferences
October 15	Picture Re-Take
October 21	Early Release Day – Students Dismissed at 1:15 p.m.
October 26 – 30	Red Ribbon Week/Parade October 30 th
October 29	Student of the Month Assembly
October 30	Halloween Parade at 1:00pm

NOVEMBER 2015

November 11	Veteran’s Day Holiday Observed – No School
November 18	Early Release Day – Students Dismissed at 1:15 p.m.
November 20	Minimum Day Students dismissed at 1:15pm
November 23 – 27	Thanksgiving Holiday - No School
November 30	Student of the Month Assembly

DECEMBER 2015

December 16	Winter Program
December 16	Early Release Day – Students Dismissed at 1:15 p.m.
December 18	Minimum Day – Students Dismissed at 1:15 p.m.
Dec. 21 – Jan. 1	Winter Recess – No School

JANUARY 2016

January 4	Classes Resume from Winter Recess
January 18	Martin Luther King’s Birthday Observed– Holiday No School
January 20	Early Release Day – Students Dismissed at 1:15 p.m.
January 29	Student of the Month Assembly

FEBRUARY 2016

February 12	Lincoln’s Birthday Observed – No School
February 15	Washington’s Birthday Observed – No School
February 17	Early Release Day – Students Dismissed at 1:15 p.m.
February 25	Multicultural Poetry Festival
February 29	Student of the Month Assembly

MARCH 2016

March 1	Spring Pictures
March 7 – 11	Parent Conference Week, Minimum Day all Week, 1:15 p.m. Dismissal
March 15 & 16	Kindergarten Round Up Registration for 2016/2017 School Year
March 14 – May 27	CAASPP Testing 3 rd -5 th grade
March 16	Early Release Day – Students Dismissed at 1:15 p.m.
March 23	Student of the Month Assembly
March 24	Minimum Day – 1:15 p.m. Dismissal
March 25 – April 1	Spring Recess – No School

APRIL 2016

March 14 – May 27	CAASPP Testing 3 rd -5 th grade
March 25 – April 1	Spring Recess – No School
April 20	Early Release Day – Students Dismissed at 1:15 p.m.
April 29	Spring Carnival
April 29	Student of the Month Assembly

MAY 2016

March 14 – May 27	CAASPP Testing 3 rd -5 th grade
May 13	Multicultural Dance and Picnic – 10:00 a.m.
May 18	Early Release Day – Students Dismissed at 1:15 p.m.
May 18	Open House – 6:00 pm
May 24	5 th Grade Students visit LMS Campus
May 30	Memorial Day Holiday – No School
May 25	Student of the Month Assembly
May 27	End of the Year Awards
May 31	Kindergarten Graduation

JUNE 2016

June 1	Last Day of School for Students – Minimum Day, 1:15 p.m. Dismissal
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ABSENCES

Attendance is very important and related to achievement. Students are required to attend school unless they are ill, under quarantine by a county or city health officer, have a medical or dental appointment, or attending funeral services for a member of the immediate family. An absence for one of these reasons is considered **excused**. If your child is absent for any other reason, the absence is considered **unexcused**. When your child is absent, a signed note explaining the reason for the absence is required. For your convenience, you may either send a note with the child or call the school office at 394-5460 as soon as you know your child will be absent.

ASSETS

Currently, the school is able to offer an after school care program called ASSETS for up to 100 students in 1st -5th grade. The program is run by Merced County Office of Education with qualified and well trained staff. It operates each school day from the time of student dismissal until 6:00 p.m. The free program reaches capacity of 100. Students will be placed on a waiting list to be enrolled. For more information call the ASSETS Coordinator (209) 631-4716.

BICYCLES

Students may ride bicycles to school. State law requires that individuals under the age of 18 wear a helmet when riding a bicycle. Bicycles must be locked in the designated bicycle parking area. The designated bicycle area is off limits during school hours. Bicycles may not be ridden on campus.

BREAKFAST AND LUNCH PROGRAM

Breakfast is the most important meal of the day! A healthy breakfast each day is necessary for students' success in school.

The cafeteria opens for breakfast daily at 7:30 a.m. and closes immediately after the last bus arrives or at 7:57 a.m. We encourage our students to eat breakfast at school before the start of the school day. Parents of students who are consistently late to school and are having breakfast after school begins will be contacted by the school.

Lunch is served daily to all students wishing to take part in our lunch program. You are, of course, invited to send a lunch from home with your child if you desire. No food is to be taken out to the playground as this may cause a safety issue. A monthly menu is sent home with students for your planning purpose.

During the breakfast and lunch time, students are to enter the cafeteria by themselves. It's important to foster and encourage our students to further develop their independence and self-confidence in doing for themselves. We ask that parents walk their children to the cafeteria door and then students will proceed into the cafeteria on their own. There is student supervision inside the cafeteria while our students are eating.

BULLYING/CYBERBULLYING

The School Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Bullying is defined as hurtful or aggressive acts that are carried out repeatedly over time that are unprovoked. These acts involve a real or perceived imbalance of power, with the more powerful individual or group attacking or intimidating those who are considered less powerful and who may have difficulty defending or protecting themselves. The perpetrators usually feel empowered and receive enjoyment when demonstrating hurtful or aggressive behavior and the victim(s) have a sense of being oppressed by the perpetrator(s). Bullying may be **physical** (hitting, kicking, spitting, pushing), **verbal** (taunting, malicious teasing, name calling, threatening), or **psychological** (spreading rumors via verbal, written, and electronic communication, manipulating social relationships, or promoting social exclusion, extortion, or intimidation).

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

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Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Upon request, parents may obtain a copy of the District’s Anti-Bullying policy from the school office.

BUS CONDUCT

In order to help ensure the safety and well-being of students, bus drivers, and others, the district expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students found to be in violation of the district’s bus conduct rules shall be subject to discipline including, but not limited to suspension, expulsion and/or denying a student the privilege of using school transportation.

BUS SURVEILLANCE SYSTEMS

The district believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems are installed and used on school buses to monitor student behavior while traveling to and from school and school activities. The contents of a recording may be a student record and may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate.

All pupils are expected to follow instructions regarding bus conduct. Bus riding is a privilege and may be revoked temporarily or permanently if students do not abide by safety regulations.

1. Bus riders shall listen and obey the bus driver’s instructions for safety.
2. Bus riders shall walk onto the bus and be seated as quickly as possible.
3. Bus riders shall stay seated while in the bus.
4. Bus riders shall place backpacks on floor in front of them.
5. Bus riders may talk quietly only with the person seated next to them. Riders may not talk to other riders behind them or across the bus from them. Bus riders shall be silent when instructed to by the bus driver. Bus riders must be silent at all railroad crossings.
6. Bus riders shall not place any items in the aisle of the bus. It must be kept clear for a safe pathway into and out of the bus.
7. Bus riders shall not throw anything inside or outside the bus.
8. Bus riders shall not put their hands, arms, or any other part of their body outside the bus window.
9. Bus riders shall not eat or drink while on the bus.
10. Bus riders shall not litter the bus.
11. Bus riders shall not bring any type of combustible item, ignition source, or weapon on the bus. Any violation of this rule will be grounds for immediate suspension for minimum of two (2) weeks from the bus.
12. Bus riders shall not touch another rider in any way that may be inappropriate.
13. Bus riders may not touch or operate any bus controls without the bus driver’s authorization, except during an emergency as instructed.
14. Bus riders shall give proper identification when requested by the bus driver.

Consequences

- | | |
|----------------------------|---|
| 1 st Violation: | Verbal warning by bus driver |
| 2 nd Violation: | Student will be assigned to designated seat |
| 3 rd Violation: | Driver issues a citation-students meets with principal/parents are notified |
| 4 th Violation: | Driver issues a second citation-parent conference with principal and transportation director. |
| 5 th Violation: | Driver issues a third citation-parent conference and 1-5 day suspension from bus services. |
| 6 th Violation: | Driver issues third fourth-4 or more citations will result in long-term bus services suspension and/or school suspension. |

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IMMEDIATE SUSPENSION FROM SCHOOL AND/OR BUS SERVICES
SUSPENSION FOR THREATENED OR ACTUAL BODILY HARM.

*Citations are written by bus drivers, but consequences are issued to students by the school administrator.

PLEASE BE SURE YOUR CHILD BRINGS A NOTE TO SCHOOL WHEN THERE IS A CHANGE IN HIS OR HER “GOING HOME PROCEDURES” WITHOUT NOTICE WE CANNOT ALLOW CHILDREN TO CHANGE THEIR GOING HOME PROCEDURE

CAFETERIA RULES

1. Be cooperative and patient with other students and cafeteria staff.
2. Keep hands, feet and objects to yourself.
3. Clean up your area before you leave your table.
4. Use an “indoor voice” when talking in the cafeteria.
5. No food is to be taken outside onto the playground (without prior staff approval)

CELL PHONES

Cell phones are allowed at school; however they are a distraction of the learning environment and must remain off between the hours of 7:30 AM and 2:30 PM. If a student’s cell phone is on and creating a distraction it will be confiscated by the teacher and sent to the office where it will be the responsibility of the parent to retrieve the phone. Should a student be found with their cell phone on again it will be confiscated and sent to the office where it will be held for a week and only returned to the parent. Should a third offence occur the student will lose their cell phone privileges for the remainder of the trimester. The Staff of Campus Park School is not responsible for lost, broken, damaged, or stolen cell phones.

CHANGE OF ADDRESS or TELEPHONE NUMBERS

It is critical for the health and safety of your child that you keep the school informed if you change your phone number. Please send a note to your child’s teacher or call the school office at 394-5460 anytime a phone number listed on your child’s Emergency Information form changes. This includes phone numbers for home, cell phones, work, babysitters, and people you have listed as emergency contacts. If you are moving, notify the school office immediately. Please call 394-5460 or send a note to your child’s teacher. If you are moving from Livingston, please notify the office as far in advance as possible. The necessary forms will be filled out for the next school your child will attend. This will help prevent any disruption in your child’s education.

COUNSELING SERVICES

The School Counseling Program at the elementary level of education addresses the personal, social, emotional and academic needs of all students in grades K-5. The role of the elementary school counselor is to counsel, consult and collaborate with students, parents, staff and administration. All subjects discussed are kept confidential unless the student requests or consents to the inclusion of another interested person or a required by mandating reporting laws. A counseling referral may be initiated by the student, student’s parent/guardian or a school staff member by discussing your concerns with your child’s teacher or the school principal. A signed parental consent form must be received before on-going services can begin.

DISMISSAL TIME

Dismissal time is 2:15 on regular school days and 1:15 on minimum days. If your child is picked up after school, please be sure you are on time. There is no supervision after school for your child. Teachers have meetings and the office staff has important school business to conduct after school. If you have an emergency situation and are going to be late, please call and inform the school office at 394-5460, and/or make arrangements for someone else to pick up your child.

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DRESS CODE

School staff and students are to dress in a manner that is age appropriate and acceptable. Since styles are constantly changing, it is impossible to list all of the appropriate and inappropriate forms of clothing. Standards include but are not limited to the following:

1. No professional sports team clothing will be worn, including hats, shirts, or jackets.
2. Attire identified with gangs, such as bandannas, gloves, jackets, work fatigues, knit caps and over-display of known gang colors, must not be worn.
3. No clothing or hats advertising alcohol, drugs, tobacco or clothing with crude, profane or sexually explicit language may be worn.
4. Pants must fit at the waist, no sagging or bagging.
5. Low necklines, low backs, bare midriffs and inappropriate tank tops may not be worn. All undergarments must be covered.
6. Hats, caps and other non-religious head coverings shall not be worn indoors.
7. Shoes must be appropriate for school activities.
8. School clothing must be clean and in good repair.
9. Belts must be worn inside belt loops at all times. Belt ends may not hang.
10. Skirts and shorts must be at least mid-thigh in length.
11. Clothing must fit appropriately and may only be one or two sizes too large (to accommodate growth).

DRINKING FOUNTAIN RULES

1. Use the drinking fountain on your way to the playground and with yard supervisor’s permission during recess.
2. Be courteous to others as you wait for your turn.
3. Count to 10 as you wait for your turn.
4. Stand an arm’s length away from the person in front of you as you wait for your turn.

FIELD TRIPS

Any parent who wishes to attend a field trip with his/her child and/or volunteer in the classroom/school must first fill out an “Authorization to Release Information” form which is used to request a local law enforcement agency to conduct an automated records check of a prospective volunteer in order to ascertain whether the prospective volunteer has been convicted of any sex offense as defined in Section 44010. This form must be filled out in the school’s office. Please allow three weeks for the form to clear. Filling out the “Authorization to Release Information” form is the responsibility of the parent and not the school. Please understand that this procedure is for your child’s safety and welfare. No siblings or other minors may accompany parent chaperones on any field trip.

FOGGY DAY SCHEDULE

In the event of a foggy day, a delayed bus schedule is necessary. The information will be broadcast at 7:00 a.m. on the following radio stations:

KMJ	Fresno	580 on the A.M. radio dial
KYOS	Merced	1480 on the A.M. radio dial
KNTD	Livingston	95.9 on the F.M. radio dial

HEAD LICE

The district’s head lice policy encourages early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences. School staff shall report all suspected cases of head lice to the school nurse as soon as possible. The school nurse or designee shall examine the student and other students who are siblings of the affected student. If a student is found with active head lice, he/she shall be excluded from attendance. The parent/guardian of the affected student shall be given information about the recommended treatment for head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class and allowed to remain in school if no active head lice are detected. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks. Three school days of excused absence will be allowed for the communicable condition to be resolved. Staff will maintain the privacy of students identified as having head lice.

HEALTH EDUCATION and FAMILY LIFE

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Campus Park provides instruction in health and family life to fourth and fifth graders in accordance with Education Code provisions. All curriculums follow State Department of Education guidelines. You are invited to review and discuss the curriculum with your child’s fourth or fifth grade teacher at any time. An information letter containing more details will be sent to parents in the spring. If you do not wish your child to participate in the family life unit, you may contact your child’s teacher or the principal when you receive the letter in the spring.

HEALTHY SCHOOL ACT

Livingston Union School District Parent/Guardian

Governor Davis signed into law the Healthy Schools Act of 2000 (Assembly Bill 2260). This law requires schools to notify parents, guardians and school employees about pesticides used in their schools and requires the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law took effect January 1, 2001. Each school district is to implement the following requirement by law:

* Notification of all pesticide products the school district expects to use on school grounds must be sent annually to parents or guardian of all students. These products include over-the-counter pesticides available at retail outlets, but do not include certain products exempted under the law. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information. Visit DPR’s Web site at <http://www.cdpr.ca.gov> and click on School IPM Program.

* Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made. Parents or Guardians that wish to be notified of each pesticide application shall submit request in writing with name and address to the school. Those requesting notifications will be placed on a registry and will be notified at least 72 hours before pesticides are applied.

* Each school District will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted 24 hours in advance and remain posted 72 hours after application of pesticides, and will contain information as specified in the law.

* Each school will maintain records of all pesticide use at school for four years and the records will be available to the public upon request.

The department of Pesticide Regulation’s school IPM program aims to promote and facilitate the voluntary adoption of IPM programs.

* DPR will develop a model IMP program guidebook that reflects conditions in California.

* DPR will establish and maintain an Internet Web site that functions as a comprehensive directory

* DPR will assist school districts to establish IMP policies and programs.

* DPR will establish and IPM training program for individuals designated by the district to be in charge of pest management.

The following pesticides may be used in or at your school this year. (July 1, 2015 – June 31, 2016)

<u>Product Name</u>	<u>Manufacture Name</u>	<u>U.S.E.P.A#</u>	<u>Active Ingredient</u>
Tempo 20 wp(Ext)	Mayer	3125-396	Cyfluthrin
Suspend SC	AgrEvo	432-763	Deltamethrin
Tempo 20 wp(INT)	Bayer	3125-380	Cyfluthrin
No Foam B	Creative Marketing	1050775-50008	Poly Ethanol & Research, Inc Fatty Acids
PT 565 Plus	Whitmire Micro-Gen	499-310	Pyrethrins
ULD BP 100	Micro-Gen	11540-9	Pyrethrins
Delta Dust	AgrEvo	432-772	Deltamethrin
Premise 75	Bayer	3125-455	Imidacloprid
Roundup Pro	Monsanto	524-475	Glyphosate
Surflan	Elanco	1471-113	Oryzalin

For information, go to <http://www.cdpr.ca.gov/> and click on School IPM Program, or e-mail DPR at school ipm@empr.ca.gov

HOMEWORK

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Homework contributes towards building responsibility, self-discipline and life-long learning habits. The time spent on homework directly influences students’ ability to meet the district’s academic standards. Teachers at Campus Park will observe the following guidelines when assigning homework:

- Homework will be assigned on a regular basis.
- The assigned homework will be tied to current subject matter.
- Homework will be assigned in amounts and levels of difficulty in which students can complete successfully.
- Homework will be explained to students before it is sent home.
- Homework will be checked and feedback should be provided to the student.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and test missed during the absence. Students shall receive full credit for work completed satisfactorily within a reasonable period of time. (Education Code 48205)

INCENTIVES FOR GOOD BEHAVIOR/POSITIVE REWARDS

- A. **ONGOING REINFORCEMENT AND ACKNOWLEDGMENT:** Administration and staff will acknowledge and reinforce students for special efforts and achievement. This may include verbal praise and/or phone calls, certificates, letters of commendation, character trait recognition, etc.
- B. **SCHOOL-WIDE ASSEMBLIES:** Assemblies will be held to recognize special achievements, citizenship, scholarship, sports achievements, etc. Parents are invited and encouraged to attend.

INSTRUCTIONAL PROGRAMS and PLACEMENTS OF STUDENTS

The District implements a number of models in the educational program for students identified as English learners. All English learners are placed in a program based upon the provisions of California Education Code Section 300, which states that all English learners shall be placed in English language classrooms unless a parental exception waiver has been granted for an alternative program. Upon enrollment of their child, parents of English learners are to be informed of the placement of their child in a Sheltered English Immersion program, the instructional programs available, and the opportunity to apply for a parental exception waiver or request an English Language Mainstream placement.

FOUR PROGRAM OPTIONS FOR EL STUDENTS OFFERED BY THE DISTRICT

1. **English Language Mainstream** - The English Language Mainstream Program is designed for English learners who have reached “**reasonable fluency**” or whose parents or guardians have requested a mainstream program. An English learner who has reached “reasonable fluency” is a student who has reached the Early Advanced or Advanced level of English proficiency. In an English Language Mainstream Classroom, instruction is delivered in English by a teacher who possesses the CLAD, BCLAD or SB395 Certificate or other commensurate certificate or credential.
2. **Sheltered English Immersion** – The Sheltered English Immersion Program is designed for students who have “**less than reasonable fluency**” and whose parents or guardians have not requested a waiver for an alternative program. An English learner who has reached reasonable fluency is a student who is at the Beginning, Early Intermediate or Intermediate level of English proficiency. In the Sheltered English Immersion Program, instruction is delivered by a teacher who possesses the CLAD, BCLAD or SB395 Certificate or other commensurate certificate or credential.
3. **Alternative Program (Bilingual)** – This program is designed for any Spanish- speaking English learner for whom a current parental exception waiver is on file. The bilingual program is based on the internationally recognized educational research that shows students make an easier transfer into the second language (i.e., English) when they have developed strong skills in the primary language. In this program, the instruction of the reading process is taught in the primary language first. English learners receive primary language instruction in the core subjects of reading/language arts, math, history and science. Concurrently, content-level, English vocabulary is introduced as appropriate in a bilingual setting. As students move through the grades and their level of English proficiency increases to the intermediate level and above, more instruction is provided in English. In the bilingual program, instruction is delivered by a teacher who possesses a BCLAD, Bilingual Certificate of Competence, or Bilingual Cross-Cultural Specialist Credential.
4. **Dual Language Immersion Academy** – The Dual Language Immersion Academy is an enriched educational approach, which integrates a roughly equal number of English-dominant and Spanish-dominant speakers for at least half of the school day for the purpose of providing literacy instruction in two languages. Students in the Dual Language Immersion Academy develop fluency and literacy in two languages-Spanish and English; achieve proficiency in all academic subjects; cultivate

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an understanding and appreciation of other cultures; and develop positive attitudes toward fellow students, their families and their community. LUSD currently implements a 50/50 model in which students receive half of the instruction in English and the other half in Spanish throughout the elementary years. In this program, English instruction is delivered by a teacher who possesses a CLAD credential or SB395 certificate and Spanish instruction is delivered by a teacher who possesses a BCLAD, Bilingual Certificate of Competence, or Bilingual Cross-Cultural Specialist Credential.

SPECIAL EDUCATION SERVICES

The parents and the school work together in a partnership to provide a free, individually appropriate education for the student. “WE” have a team of specially trained staff members known as the Student Study Team. During the course of the school year, your child may be referred to the Student Study Team if he/she is observed to be having learning, behavior, attendance or other difficulties that may require some form of assistance in the regular classroom.

The Student Study Team may carry out informal assessment activities (e.g. observing your child in the classroom, assessing reading, math or other academic skills, screening for speech, vision or hearing problems, etc.) to assist in making appropriate recommendations. The teacher will keep you informed regarding any unusual difficulties your child is having at school as well as any extra steps taken to provide assistance. No assessment for determining Special Education eligibility will be conducted without your written consent.

ITEMS THAT DO NOT BELONG AT SCHOOL

1. Knives, guns, chains, matches, explosives, tobacco products, drugs, alcohol, and other potentially dangerous objects, will be taken away, parents will be notified and student may be suspended.
2. Skateboards, roller blades, tape recorders, video games or electronic devices/games, beepers, cell phones, hardballs, nail clippers, make-up, trading cards and toy or water guns will be taken away and returned to the child’s parent upon conference with the classroom teacher or principal.
3. Gum, sunflower seeds, chips, and other snacks are not allowed on campus without prior school approval.

LOST AND FOUND

We have a lost and found box in the cafeteria. Unclaimed items are donated to a charitable organization.

MEDICATION

If your child is on medication of any kind, please notify the school nurse. The school **CANNOT** administer any medication of ANY TYPE without written doctor and parent permission. Only medication in a prescription bottle with student’s name and dosage will be administered. We will not administer over-the-counter medications. In addition, please do not send over the counter medication such as Tylenol or cough drops to school with your child.

PLAYGROUND RULES

1. Walk to and from playground.
2. Be courteous to others and keep hands, feet and objects to yourself.
3. Walk around the yellow safety lines.
4. Playground equipment should be carried to and from playground.
5. All balls will be used in the open field away from windows, trees, fences and roofs.
6. Regular softballs and bats are only to be used under teacher supervision. Hard baseballs are not allowed on the playground.
7. Tetherballs are to be hit with your hands, and put up and taken down with the supervision of an adult.
8. Big Toys – Do not push, run or play tag on it, in, around, or under the Big-Toy, Sandbox area.
BE SAFE - PLAY SAFE!
9. Jump ropes will be used for jumping. Jump ropes are not to be used to tie others or to play tug-o-war.
10. Do not throw sand or dirt.
Use ramps (not the terrace steps) to enter and exit the playground

PARENT CONCERNS/COMPLAINTS

Occasionally, parents have concerns about something that is happening at school. Following the subsequent procedures will allow us to address concern adequately and in a timely manner:

1. Share your concern with your child’s teacher.
2. If you feel that your concern has not been dealt with properly, contact the school principal.

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3. If you are still not satisfied with the way in which your concern has been dealt with, contact the district office at (209)394-5400.
4. If you are still dissatisfied, ask to be put on the agenda for the next school board meeting to discuss your concern.

PARENT-TEACHER CONFERENCES

In the fall and again in the spring, Parent-Teacher Conferences are scheduled. Parents are requested to come to school at a prearranged time to talk with their child's teacher about his or her academic and social growth. We strongly feel that the Parent-Teacher Conference is the most meaningful method of communication and reporting between school and home. During the conference there can be a mutual exchange of pertinent information about each individual child, which may be very important to his/her progress in school.

PARENT INVOLVEMENT

At Campus Park we consider parents our partners in education. We encourage all parents to become involved in their child's school life by participating in one or more of the many ways listed below:

1. Volunteer in the classroom.
2. Attend parent conferences, Open House, Back to School Night and other school events.
3. Attend parent education seminars offered by the school
4. Attend field trips
5. Join the school's English Learners Advisory Committee, Parent Club, or the Site Council.
6. Be active in the Parent Club.
7. Be in contact with your child's teacher.
8. Monitor your child's television watching and make sure homework is completed on time.

Please note: All volunteers must complete a volunteer application which is submitted to the Livingston Police Department. This clearance must be approved prior to the start of volunteer work and/or attending any/all field trips. This form must be renewed each school year.

RADIOS/ELECTRONIC DEVICES

The use of personal radios, tape players, pagers, CD players, compact discs, electronic games and other electronic devices are not allowed at school (unless with prior approval of classroom teacher/administrator). Hearing aids, Visual Assistants and other medically necessary devices are excluded. Should a student be found with such a device it will be confiscated and sent to the office-where it will only be returned to the parent. Use of such devices on a field trip is at the discretion of the individual teacher. The Staff of Campus Park School is not responsible for lost, broken, damaged, or stolen electronic devices.

RESTROOM RULES

1. No playing in restrooms.
2. Always flush the toilet/urinal after using the restroom.
3. Wash your hands before leaving the restroom.
4. Help to keep the restroom clean by putting paper towels in the wastebasket.

SCHOOL ACTIVITIES AND PARENT INVOLVEMENT

It is very important that parents be involved in their children's education. Research shows that students who have parents that are active and involved in their child's school and education are far more successful than students whose parents are not involved.

The most important way you can be actively involved in your child's learning, and help the school and the teachers to provide the best education possible for your child, is to ensure that both you and your child are meeting your responsibilities outlined in the **Family-School Compact**. A copy of this important document is included at the back of this handbook for your reference during the school year. Your child's teacher will be discussing the Family-School Compact in class and then the teacher and your child will sign the compact, which will then be sent home for you to read and sign also. The Family-School Compacts are kept on file in the school office. **When teachers, parents and children do everything contained in the Family-School Compact, children will achieve academic and social success.**

SCHOOL HOURS

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School hours for students are from 7:57 a.m. to 2:15 p.m. Supervision of students is not provided in the morning until 7:30. **DO NOT** send your children to school until after that time. Following are scheduled minimum days with a 1:15 p.m. release time:

September 16	October 21	November 20	December 16	December 18
January 20	February 17	March 7-11	March 16	March 24
	April 20	May 18	June 1	

STUDENT ACCIDENTAL INSURANCE FOR PARTICIPATION IN SPORTS

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. The District does not provide medical and hospital services for students injured while participating in athletic activities, however the district does provide optional coverage for students at a reasonable price through a private insurance carrier. Some students may also qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling 1-800-880-5305. (Ed. Code, §§ 32221.5, 49471)

STUDENT EXPECTATIONS (*Make good decisions – Solve problems – Show respect*)

1. WE take Responsibility for Learning
 - WE arrive at school on time
 - WE are prepared for class
 - WE demonstrate responsible attitude in daily work
 - WE complete homework carefully, thoughtfully, and on time
 - WE are active engaged learners
2. WE Settle our differences in a Peaceful Manner
 - WE respect other people’s property and personal space
 - WE use kind words to solve problems
 - WE do not physically or verbally fight with others
3. WE follow the directions of Adults in Charge
 - WE look at the speaker
 - WE listen and show respect to all adults
4. WE are sensitive to the needs and feelings of others
 - WE use appropriate language and manners at all time
 - WE do not bully or tease other children
 - WE will help each other
 - WE are friendly and courteous
5. WE are expected to move safely through the school
 - WE do not play in the bathroom or hallways
 - WE do not run in the lunchroom, hallways, on terraces or the ramps

Our School is Special . . . Let’s keep it that way!

Consequences

1. Verbal warning
2. Reminder Warning Slip
3. Warning Notice (Parent notified)
4. Consequence Slip (Parent notified)
5. Parent conference (in person or via telephone)
6. Referral to principal (Parent Notified)
7. Severe Clause – refer to office; possible consequences include detention or suspension.

Rewards

1. Eagle Awards

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2. Recognition and praise
3. Teacher selected rewards
4. Student of the month award
5. End of the year awards

STUDENT CONDUCT

We believe all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. In accordance with Education Code and district policies, the staff has developed standards of conduct. Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyber bullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section below titled "Bullying/Cyber bullying".
4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of a laser pointer, unless used for a valid instructional or other school- related purpose with prior approval from the principal or designee. (Penal Code [417.27](#))
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty on school work or tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code [48901.5](#))

Students may possess or use on school campus personal electronic signaling devices at designated times (determined by school sites) including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, personal digital assistants (PDAs), cameras, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, it will be the responsibility of the parent/guardian to make arrangements to retrieve the device from the school.

The Livingston Union School District staff and administration is not responsible for lost, broken, damaged, or stolen electronic devices.

In accordance with search and seizure procedures, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

A student who violates this policy may be prohibited from possessing mobile communications devices or electronic equipment at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

STUDENT DISCIPLINE

We believe that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. School staff shall use preventative measures, age-appropriate strategies and positive conflict resolution techniques whenever possible to correct student behavior to keep students in school and participating

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in the instructional program. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
9. Recess restriction
10. Detention
11. Community service
12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
13. Reassignment to an alternative educational environment
14. Suspension and expulsion in accordance with law and Board policy

STUDENT RIGHTS

A “Right” is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers also have “Rights.”

RESPECT – You have a right to be respected and treated with kindness at school.

LEARNING – You have a right to learn at school.

SAFETY – You have a right to be safe at school.

FAIRNESS – You have a right to tell your side of the problem before anything happens.

RESPONSIBLE USE OF TECHNOLOGY RESOURCES

The district intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The district shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall annually sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The district also reserves the right to monitor use of the district's systems for improper use without advance notice or consent.

SUSPENSION AND EXPULSION

Maintaining an environment, which promotes learning and protects the health, safety, and welfare of all students, may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards and the disciplinary procedures for addressing violations of those standards, including suspension and/or expulsion.

Students facing suspension or expulsion shall be provided with fair and equitable treatment by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices, hearings and appeals as specified in law and administrative regulation.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

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The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in the district’s administrative regulation.

Notification to Law Enforcement Authorities

In accordance to Education Code 48902, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may violate law.

Removal from Class by a Teacher and Parental Attendance

A teacher may remove any student from his/her class for the remainder of the day and the following day for committing an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise defied valid staff authority, or any other act listed in the district’s administrative regulation. When removing a student from his/her class, the teacher shall report this action to the principal or designee and send the student to the principal or designee for appropriate action.

The teacher of the classroom may require the student’s parent/guardian to attend a portion of a school day in his/her child’s classroom. When a teacher makes this request, the principal shall notify the parent/guardian that the parent/guardian’s attendance is requested pursuant to law (Education Code 48900.1). The parent/guardian’s attendance may be on either the date the student is scheduled to return to class or within one week thereafter and may request the parent/guardian to meet with the principal after the visit and before leaving school.

TARDY AND EARLY RELEASE

Tardiness interferes with learning and disrupts the classroom instruction. All students should be in school every day on time. Instruction begins promptly at 7:57 a.m. each morning. Please make sure your child arrives at school by 7:50 a.m. **Students may not be dropped off at school earlier than 7:30 a.m.** Students must report to the office before going to class when tardy.

Students leaving school early will miss out on critical instruction. ***Please make every effort to schedule appointments for after school and during school vacations.*** Parents who need to take a child out of school before the end of the school day must first sign in (register) at the office. This, of course, is strictly for the safety of your child. **Students will not be released from class early if the request is made within 15 minutes (1:15 p.m./2:15 p.m.) of release time unless it is an emergency.**

A student who accumulates 5+ tardiness and/or early releases will not be considered for Perfect Attendance Awards. Exceptions will not be granted.

TELEPHONE USE

The school phone is a business phone and is to be used by school personnel only. Only in cases deemed as an emergency by the school office may students use the school phone. Homework left at home, permission to participate in special activities, permission to visit a friend, etc., are NOT considered emergencies. Please have your children make appropriate arrangements before leaving for school.

VISITORS ON CAMPUS

We believe that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. We encourage interested parents/guardians and community members to visit the schools and participate in the educational program. At the same time, a school’s most fundamental duty is to protect the safety and welfare of its students and staff.

To ensure the safety of students and staff and minimize interruption of the instructional program, the school district has established procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time, when possible.

A visitor is a person entering school premises for a purpose other than leaving or collecting children at the beginning or end of the school day. Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

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Registration Procedures

1. Visitors are required to report directly to the school office upon entering school grounds:
(Penal Code 627.3)
 - A. Each visitor shall enter his or her name, the purpose of his or her visit, and the time of entrance into the visitor’s logbook.
 - B. Visitors will be issued an identification badge (dated) that must be worn and visible during the visit.
2. Permission to proceed to a classroom or any area of the school must be cleared by office personnel.
3. Should the intended visit interfere with the planned instructional program, the principal/designee will so advise the visitor and suggest another time for the visit.
 - A. Requests to observe a classroom, the visitor must make arrangements with the teacher and state the purpose of observation. This should be made at least two days in advance of the intended visit.
 - B. Visitors must verbalize their intended destination to school office personnel. Office personnel will then contact the classroom teacher or supervisor on duty.
4. Visitors will wait in the front office until permission is given to proceed to the classroom.
5. Visitors will report back to the main office, sign-out, return identification badge, and proceed directly off school grounds.