

Donald Graham Elementary



School Handbook

2015-2016

“Catch the Wave of Learning!” Donald Graham Elementary

35450 Frederick Street

Wildomar, CA 92595

Office: 951-678-8450

FAX: 951-678-8456

OFFICE HOURS:

7:00 A.M -3:30 P.M.

LAKE ELSINORE UNIFIED SCHOOL DISTRICT GOVERNING BOARD

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Juan Saucedo, President Stan Crippen, Clerk

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Mrs. Anderson, Secretary

Mrs. Johnson, Registration Clerk

Mrs. Sandoval, Health Aide
Mrs. Swoope, Media Clerk
Mr. Williams, Custodian

Ms. Fazekas, Media Clerk
Mr. Sandoval, Lead Custodian
Mr. Johnson, Custodian

TEACHING STAFF

Mrs. Baydala	Ms. Burke	Mrs. Murray	Mr. Castagneto
Mrs. DuCharme	Mrs. Fisher	Mrs. Garcia	Mrs. Harvey
Mrs. Foster	Mr. Alvarez	Ms. Long	Ms. McIntyre
Ms. Meza	Mrs. Nicholas	Mrs. Patula	Mrs. Mahlman
Mr. Quetsch	Miss. Blue	Mrs. Rowe	Mrs. Scarborough
Mrs. Sundahl	Mrs. Jones	Mrs. Valadez	Ms. Wills
Mrs. Walters	Mr. Wiggs		

SUPPORT STAFF

Ms. Bottino, Psychologist Ms. Rogers, Nurse Mrs. Stearns, Speech & Language

PARAEDUCATORS

Mrs. Jordan	Mrs. Sober	Mrs. Sorensen	Mrs. Coffin
Mrs. Luquin	Mrs. Groff	Mrs. Tripp	Mrs. Jimenez

Donald Graham Elementary School



Our goal is:

Teaching all students to become proficient or advanced in reading, writing and math.

Our Beliefs

- All students can learn
- Basic skills are a prerequisite for student achievement
 - Student learning should be our first priority
 - Arts education increases student performance
 - There must be high expectations for all
- All students and parents deserve to be treated with dignity and respect
 - Fiscal responsibility inspires trust
- Competent teachers inspire student achievement
 - Diversity strengthens an organization

- Children have different learning styles and needs
- Education is a partnership among parents, staff and community
 - A safe and healthy environment increases learning

Donald Graham Elementary Parent Involvement Policy

PARENT INVOLVEMENT

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

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



Donald Graham Elementary Three-Way Promise

The Teachers' Promise:

I understand the importance of the school experience to every student. I will strive to be a positive role model for my students. I agree to carry out the following responsibilities to the best of my ability:

- I will teach appropriate grade level standards, skills and concepts
- I will communicate with families about student progress
- I will provide a safe, positive and healthy learning environment for all students
- I will correct and return student work in a timely manner
- I will communicate regularly regarding expectations for homework and class work
- I will provide challenging work for all students

The Students' Promise:

I realize that my education is important to me. It helps me develop the skills I need to become a happy and productive person. I know my parents and teacher want me to do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. I agree to carry out the following responsibilities to the best of my ability:

- I will get to school on time everyday
- I will return all completed homework on time
- I will take all school communications and corrected work home to my family
- I will be responsible for my own behavior and follow school and classroom rules
- I will be a cooperative learner and ask for help when I need it
- I will respect all adults on campus and follow their directions
- I will do my best at all times



The Parents' Promise:

I understand that my child's school years are very important. I understand that my participation in my student's education will help his/her achievement and attitude. I will continue to carry out the following responsibilities to the best of my ability:

- I will make my child's education a priority
- I will make sure that my child arrives at school on time daily
- I will make sure that my child completes his/her homework and has a quiet place and time to do homework
- I will provide reading time for my child each day
- I will support the school's and district's homework and discipline policies
- I will review all school communications
- I will attend Back-to-School, Parent-Teacher conferences, Open House and other school events
- I will make sure my child get adequate sleep and has a healthy diet

DONALD GRAHAM ELEMENTARY SCHOOL PROCEDURES & REGULATIONS

ANIMALS ON CAMPUS

There are to be no animals, other than licensed service animals, on campus at any time.

ARRIVAL AND DISMISSAL

Students are NOT to arrive on campus prior to 7:15 A.M. Parents are encouraged to drop off or pick up their child in the designated drop off/pick-up areas in the front of the school. Please do not park vehicles along the red or white curbs at any time. Students who are transported by bus will be dropped off and picked up at the bus driveway in front of the MPR building.

Students must leave the school grounds **at dismissal**. Students who are waiting for pick-up beyond fifteen minutes after the dismissal bell will be directed to wait in the office. Parents picking students up after 2:00 PM will be required to come into the front office and sign out their child.

We do not have personnel to provide supervision outside of the specified arrival and departure times.

ATTENDANCE

The State Law requires that all school age children must attend school every day. Students are expected to be in school each day. Consistent attendance serves as an effective habit necessary to promote learning. If your child will be absent for any reason, or will arrive late to school, please call the office at 951-678-8450. **All absences must be cleared through the attendance office within 5 days.** If your child will be absent for an extended period of time please notify the school in advance. Excused absences include; illness, doctor or dental appointment, funeral of an immediate relative.

Independent Study Contracts

Students who are absent for five or more days may be dropped. To avoid being dropped an independent study contract must be approved **two weeks** prior to the first day of absence. This contract must be signed by the teacher, student, and parents and then approved by a site administrator. Completed assignments must be returned to the day the student returns.

SARB/SART

Continued abuse of the attendance laws will result in a referral to the Child Welfare and Attendance Officer and a possible Student Attendance Review Board hearing. After three days of illness, a doctor's note is required to return to school.

Tardies

We expect students to arrive at school on time daily. Students who are tardy miss important learning time and disrupt the learning of others. If your child must be late for any reason, you will need to send a note explaining the reason or come in with your child to the attendance desk to check in. All students must check in the office and get a pass to class.

AWARDS AND RECOGNITION

Positive student efforts and behaviors are recognized. Classroom teachers develop appropriate incentives and awards.

Dynamic Dolphin Tickets:

Students will receive tickets when demonstrating school spirit or good character. There will be weekly chance drawings during the Friday Flag Ceremony for student prizes.

Principal Pizza Parties:

Each teacher will select one student each month for Pizza with the Principal. This honor may be awarded for excellent citizenship, academic achievement or accomplishing an individual goal.

Academic Achievement:

Each teacher will honor students who are academically performing well on State Standards and academic performance grades with an Awesome Academics Award. (Grades 1-5)

Bringing Up Grades (BUG) Award:

Each teacher will select a student who is giving outstanding classroom effort with bringing up their grades with hard work and determination.

Perfect Attendance:

Students with perfect attendance, no absences or tardies, for the entire school year will receive a special honor at the end of the school year.

Outstanding Character:

Donald Graham Elementary focuses on good character. Each month students will be given a character trait to focus on. Teachers will then select a student who best demonstrated that positive characteristic for the month. He/She will be honored with the Outstanding Character Award.

BACK TO SCHOOL NIGHT

Back to School Night is scheduled at the beginning of the school year. Parents are encouraged to visit their child's classroom, meet the teacher and become aware of their child's educational

program. This is a time to ask questions regarding the program and how it is taught. **This event is not for students.**

BICYCLE & SCOOTER RIDING

The privilege of riding a bicycle to and from school is reserved for students in grades 3-5.

California law requires a helmet be worn when riding a bicycle. Any parent of a student who rides to school without a helmet will be notified and required to bring a helmet in for the child. Bicycles and scooters must be walked on and off school grounds. Skateboards are not permitted on school grounds. All students riding a bike or scooter to school must have a Bike/Scooter permit signed by a parent/guardian on file in the front office.

CAFETERIA (BREAKFAST, LUNCH, SNACKS)

Children may bring lunches from home or purchase a healthy lunch provided by our cafeteria. Breakfast is served through the multi-purpose room from 7:30 until 7:55 AM. Lunch is served during students' designated lunch periods. Milk is also available for purchase. Breakfast is (\$1.50) and lunch is (\$2.50). **Information is available in the office for free or reduced price breakfast & lunch.** LEUSD is committed to following federal guidelines on the wellness policy. Students may also bring a recess snack. All food and beverages brought for a recess snack must be consumed at the blue tables. DGE staff is not permitted to cook students' food brought from home. Please do not send candy, soda or glass containers to school with students.

CELL PHONES

Cell phone use on campus is not permitted, except in case of an emergency. With parent's permission, students may carry cell phones in their backpacks, **but must keep them turned OFF.** Students that have cell phones on during class will have them turned in to the front office and a parent/guardian must pick them up. **DGE is not responsible for lost or stolen cell phones.**

CHILD ABUSE:

Every employee at the school site is a mandated reporter, obligated by law to report any signs of the abuse of our students. The parent or guardian also has the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. To ensure that proper investigation takes place, a verbal or written complaint must be filed with the local child protective agency, school district or county office of education.

COMMUNICATION:

Parents should expect some form of communication from their child's teacher on a fairly regular basis. If you have any questions or concerns regarding your child's academic or social interaction, **the first person to contact is your child's teacher.** If you are not satisfied with the result of that communication, the next step would be to contact the principal to set up an appointment.

CROSSING GUARD:

A crossing guard is provided before and after school at the corner of Frederick and Woshka. It is imperative that all students utilize the crosswalk to help ensure their safety. We ask that parent help enforce this safety precaution by discouraging child from taking short cuts across the street. Parent drivers, please obey all stop signs in front of the school and speed limits throughout the neighborhood.

DRESS AND GROOM

It is important for children to be sent to school with clothing which is clean, safe and not a distraction to the educational program. The California Safety Code outlines the following expectations. Please discuss these guidelines with your student.

1. Student dress which interferes with or detracts from an environment conducive to academic learning or study, disrupts or threatens to disrupt the educational or instructional process, or which created an unnecessary or unreasonable risk of injury or harm to any student is prohibited. This may include hair coloring not of natural colors or distracting hair styles. (Mohawks are very popular right now. Students' Mohawks should not be in excess of two inches long.)
2. Clothing that allows undergarments to be visually observed is not permitted. Students must wear a shirt or other clothing covering the upper torso. Tank tops with low cut armholes, short tops that expose the midriff if the hand is raised, swim suits or halter tops, and/or off the shoulder sleeves are prohibited. Tank tops must have at least a 1" shoulder strap.
3. Short shorts, or skirts which allow undergarments to be seen, are not permitted. Shorts or skirt lengths cannot be shorter than the thumbs when arm is extended down.
4. Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, tobacco, alcohol, sex, profanity, violence or unlawful acts, is not permitted.
5. Jewelry which creates a health safety hazard is not permitted. Large hoop earrings are prohibited. Large chains are not to be worn or brought to school.
6. Students should not wear sandals, open-toe shoes, platform shoes or over-sized shoes. Students should wear appropriate shoes for recess and physical education.
7. Baseball hats may be only be worn outside. They must be worn correctly and may not be altered.
8. Any belts worn must be tucked into belt loops. Hanging belts are prohibited.
9. No makeup is to be worn to school (with the exception of plays, musicals, performances, etc.)
10. Temporary tattoos are a distraction in the classroom and are forbidden.
11. Clothing must be to proper size: **BAGGY CLOTHING OR EXCESSIVELY TIGHT CLOTHING IS NOT ACCEPTABLE.** Students wearing any of the above items will be referred to the office in order to call home and have their parent/guardian bring a change of clothes.

DRUGS, ALCOHOL, AND TOBACCO

The LEUSD will enforce the California State Education Code regarding drugs, alcohol, and other controlled substances and paraphernalia. Use or possession will result in suspension, referral to the proper authorities, and possible expulsion.

The use of tobacco by minors is prohibited by law. Students using tobacco products at school may be subject to suspension or other disciplinary procedures. Drug abuse prevention is included in our curriculum across all grade levels.

ELAC (English Language Advisory Committee)

Each school with 21 or more English learners, regardless of language, must form a functioning ELAC. Our committee meets regularly throughout the year. Please see website and flyers for dates and times. Phone call reminders will go out to the families of English learners.

ENGLISH LANGUAGE DEVELOPMENT

Students learning English as a second language receive thirty minutes of daily English language development by the classroom teachers and Bilingual Para-educators. The curriculum is *Avenues* for grades K-5. Student progress is monitored and communicated with parents on the regular progress report.

EMERGENCY CARD

PLEASE BE SURE THAT YOUR CHILD HAS CURRENT EMERGENCY INFORMATION ON FILE IN THE SCHOOL OFFICE FOR THE CURRENT SCHOOL YEAR. Each emergency card must have a minimum of 3 numbers listed for contact purposes. Please indicate home, work, cellular phone numbers where you can be reached during school hours. In addition, list at least two separate emergency contact names and telephone numbers on the emergency card. Please make sure the emergency card is filled out completely and signed so that in the event that you cannot be reached, emergency treatment can be rendered to your child, if required. If your number changes during the school year, it is very important that you notify the school office of the change.

FIELD TRIPS

Field trips are an excellent opportunity to expand the learning experience for our students outside of the classroom. All field trips are standards based and connect with instruction in the classroom. All children are required to have a signed parent permission slip before going allowed to go on a field trip. Parents may go on field trips only as assigned supervisors if they have a purple badge. Children that are not enrolled at Donald Graham Elementary are not allowed to go on field trips because of insurance requirements. All students on the field trip must ride the bus to and from the destination, due to liability issues. Siblings are not permitted to attend. If a voluntary donation is asked to cover admission charges on a field trip, **no student will be excluded if they cannot donate the requested donation.**

FRIDAY FLAG CEREMONIES/MONDAY ANNOUNCEMENTS

Every Monday, announcements of weekly events will go out over the intercom. Every Friday at the commencement of school a brief flag ceremony is conducted in the quad area. The entire student body says the Pledge of Allegiance together and patriotic songs are sung. The PTA, Student Council and Principal will give announcements during Friday Flag.



GATE

Students who qualify for Gifted and Talented Education are provided GATE enrichment within the regular education classroom on a daily basis.

HEALTH SERVICES

Emergencies: Illness/Injuries

If a student becomes ill or is injured at school, the health technician or the district nurse will provide first aid, and if necessary, contact the parent/guardian. In case of serious illness or injury, 911 will be called and the student will be taken to the nearest medical facility. The parent/guardian will be notified as soon as 911 is activated. Please inform the school of any severe health issues your child may have. Please do not send your student to school if they are sick. Students must be fever-free for at least 24 hours before returning to school.

Medication

No medications, including over-the-counter, can be given during school hours without a completed "Medical Authorization Form" signed by the physician and the parent/guardian. All prescription medication must come to school in a pharmacy labeled container specifically for administering at school. Over-the-counter medications must be in the original container and sealed. If there is a change in the medication, a new medication authorization must be completed by the physician. Parents/Guardians are responsible to drop off the medication to the health office. Students are not allowed to carry medication to and from school.

Crutches, Casts, Slings and Other Medical Devices

If a student returns to school with an injury requiring crutches, a cast, a sling or other medical device, the school requires a release to return to school, any instructions concerning supervision or care of the student, and authorization to use the prescribed medical device from the **physician** and parent/guardian.

HOMEWORK

Homework will usually be assigned Monday through Thursday evenings.

1. Each teacher will inform students and parents/guardians of the homework policy.
2. The major reason for any assignment is to provide practical application of skills learned in the classroom. Students are expected to turn in their assignments **ON TIME AND NEATLY DONE**.
3. Completion of homework assignments is the students' responsibility.

LIBRARY & TECHNOLOGY

The library is open during school hours. Class visits are made on a weekly basis. Children are encouraged to take care of school materials. Parents/Guardians will be charged for lost or damaged books and other school property. Teachers also have the option to sign up to work in the computer lab and/or use the technology within the classroom. Here students have the opportunity to work on typing skills, math and language arts games, classroom projects, and research.

LOST AND FOUND

Lost and found articles are in a bin, in front of the campus, for students and parents/guardians to claim. Parents are encouraged to label all clothing with the student name. By having clothing marked, we can often return the lost article to the child without having to go through the lost and found. After several weeks, unclaimed clothing items are picked up by welfare groups.

MESSAGES FOR STUDENTS AND USE OF THE SCHOOL TELEPHONE

Classrooms will not be interrupted during instructional time except in emergency cases. To keep classroom interruptions to a minimum, please ask for a message to be communicated to your child only in an emergency. Confirm after-school plans before your child leaves for school. Communicate clearly to your child before he/she arrives at school or in writing to your child's teacher you transportation arrangements for the day. Please make sure that your child and your child's teacher are aware of any change to his/her routine by sending a note with your child. This is particularly necessary when changes in bus rides and babysitter situations arise in your family. Student calls from the school telephone will be limited to matters of serious or emergency nature only. Students will not be able to use the phone for forgotten lunches, backpacks or band instruments.

NONDISCRIMINATION

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

NO EXCUSES UNIVERSITY

Donald Graham Elementary is a No Excuses University School whose purpose is to promote college readiness for all students. We believe in a culture of universal achievement for our students. We promote six exceptional systems and our staff believes that all of our students are capable of meeting academic standards. With parents and school working together, we have the power to make this opportunity a reality.

OPEN HOUSE

Open House is scheduled during spring. This is an excellent opportunity for students to share their school experience with their families. Keep in mind that this is NOT an opportunity to have a conference about your student. Please email your teachers or call the school if you need to conference about your students.

PARENT CONFERENCES

Parent conferences are held in the fall after the first trimester of school and again as needed in the spring. Teachers schedule all parent conferences. Parents may contact their child's teacher for conferences at other times during the year by calling the school, or by sending a note with their child.

PARKING

Parent parking is on the south end of the campus, across from Pawi Street. Parents who want to physically escort their child to the front gate in the morning or greet him/her at the front gate in the afternoon **must** use the south parking lot. The staff parking lot is located on the north end of the campus. This lot is for staff and students with special needs only; student may not be dropped-off nor picked up from this lot.

Parents who wish to simply drop off and/or pick up their students can use either of the drive-thru areas: along the white curb in the parent parking lot or along the white curb just north of the parking area. Cars may stop (**not park**) along the white curb. At dismissal time parents may wait in their cars along the white curb in the drive-thru areas, but cannot leave the car unattended. Please pull forward as far as directed by staff.

Double parking is not permitted due to the traffic congestion that results, but more importantly, double parking jeopardizes the safety of the children. Due to limited space and poor visibility, recreational vehicles (RVs) are not permitted at any time in the parking lot.

Please help us provide a safe dismissal for students by following these rules! Your patience is appreciated!

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS

The purpose of PBIS is to create and maintain an effective learning environment by establishing school and behavioral expectations as well as the supportive culture needed to achieve social, emotional and behavioral success, both in school and throughout a student's life experiences.

PERSONAL ITEMS

Students are not allowed to bring personal items from school that are not directly related to the educational program including toys, card games, radios/MP3 players, playground balls, markers electronic games, or any other object that is determined to be a distraction. This will help prevent loss or damage of something that may be of great value. **DGE is not responsible for loss of personal property.**

PTA (Parent Teacher Association)

The Parent Teacher Association is an organization of parents and teachers who work together for the benefit of the children at Donald Graham Elementary. The PTA sponsors many activities throughout the year. These events are successful because parents and teachers volunteer their time to make school activities fun for students and their families.

REGISTRATION REQUIREMENTS

Parent of children entering kindergarten must provide dates and place of service where the child received polio, DPT, measles, mumps, chicken pox, hepatitis B and rubella immunizations, as well as TB Montoux testing and a physical examination. The child's birth certificate and proof of residency is also required.

REPORT CARDS/PROGRESS REPORT

Report cards are issued at the end of each trimester. We have found this procedure to be an excellent opportunity to communicate with parents. Additional reports may be made by the teacher directly to the parent. Progress reports come out every six weeks that indicate the student's progress toward grade level standards.

RULES FOR DESIGNATED AREAS OF SCHOOL

Open Areas

1. Stay on walkways.
2. Walk.
3. Carry a pass to the office, restrooms, library, etc. (exception being pull-out programs).
4. No hanging out in front of classrooms before or after school and recess.

Playground

1. No fighting or inappropriate language.
2. Students cannot bring their own equipment for playground use at recess or lunch.
3. Students must line up at designated line area.
4. Walk to and from playground games and activities.
5. No playing with equipment after the bell rings.
6. No tackle football is permitted or other contact sports.

7. No playing tag of any kind.

Lunchroom

1. Leave area clean and throw away all trash.
2. Be quiet, raise hand, and remain seated until dismissed.
3. Do not throw food.
4. Put trash in trash cans.
5. Use inside voices (no screaming, yelling).

SCHOOLWIDE DISCIPLINE PLAN

It is essential to the Donald Graham Staff that we provide a safe and effective learning and playing environment for our students. Therefore, all students are expected to follow School-Wide Positive Behavior Support Plan

School-Wide Expectations:

1. BE SAFE
2. BE RESPONSIBLE
3. BE RESPECTFUL



Social Skills Expectations:

1. Getting the Teacher's Attention
2. Asking Permission
3. Following Instructions
4. Waiting Your Turn
5. Staying on Task
6. Listening
7. Working with Others
8. Showing Respect
9. Accepting "No" for an Answer
10. Asking for Help
11. Making an Apology
12. Resisting Peer Pressure
13. Disagreeing Appropriately
14. Using Appropriate Voice & Tone
15. Giving Criticism
16. Accepting Criticism & Consequences



Positive Consequences for Appropriate Behavior:

1. Compliments given to students
2. Character Trait Awards
3. Dynamic Dolphin Tickets
4. Student of the Month Award
5. BUG Awards (Bringing Up Grades)

Consequences for Inappropriate Behavior:

1. Warning
2. Time-out
3. Referral
4. Reflection time in another classroom

5. Parent notification
6. Recess detention
7. In school suspension/ Off campus suspension
8. Loss of participation in end of the year activities
9. Expulsion

SCHOOL BUS

Riding the bus is a privilege. Children using these services should be reminded that misbehavior at the bus stop or on the bus may result in a loss of this privilege. Children should arrive at the bus stop no more than ten minutes before the bus is due. Children regularly riding the bus must bring a not from home if they are not going to ride the bus home. Students are not allowed to change to a different bus or bus stop. The consequences for receiving a bus referral are as follows:

1st Referral- Conference with student and Principal

2nd Referral- Conference with student, parent, Principal and transportation representative, 3-day suspension from bus privileges

3rd Referral- 3 week suspension from bus privileges

4th Referral-Suspension from bus for remainder of trimester

SCHOOL PROPERTY

Each student is expected to take care of school and personal property, such as books, desks, furnishings, equipment, grounds and building. The parents/guardians of a student who willfully defaces school property are legally liable for the amount of damage. Parents are asked to sign a form in order for students to take books home from the library. Students are responsible for all books and materials assigned or given to them by the school. If the occasion arises, students will be asked to pay fines and/or the replacement costs of lost or damaged items.

SCHOOL VISITS

Visitors on campus are welcome, as the staff appreciates the opportunity to explain and demonstrate the school programs and policies. **Classroom visitations must first be arranged with teachers at least 24 hours in advance.** When coming onto school grounds, parent and community members **must** check in at the school office. School visitations will not be permitted during testing periods. If you would like a conference, a date and time should be arranged with the classroom teacher. We welcome the chance to showcase our school.

SEXUAL HARASSMENT

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school or other District administrator. A complain of harassment can also be filed in accordance with AR 1312.1- Complaints Concerning School Personnel or AR 1312.3- Uniform

Complain Procedures. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (Board Policy 5145.7)

SNACKS

Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, cheese or nuts. Junk food and soda pop are not appropriate at school. All snacks and beverages must be consumed at the bench areas on the playground.

SPECIAL EDUCATION

Special Education is a federal program. Any student who qualifies for Special Education will receive services as written in their Individual Education Plan (IEP). DGE offers a Continuum of Services for Special Education students.

SSC (School Site Council)

The School Site Council (SSC) is a representative body at the school site. It is made up of administrators, teachers, parents and community members. The primary responsibilities of the SSC include overseeing the school plan. Also reviewing with the principal, teachers, support personnel and pupils the implementation of the School Improvement Program. The SSC periodically helps with the assessment of effectiveness in the program.

STUDENT BEHAVIOR/DISCIPLINE

In order to maintain a safe and productive learning environment, all students are expected to demonstrate appropriate behavior while on campus, and while coming to and from school. School expectations are taught to students by the principal, teachers, and enforced by all staff members throughout the year. Students may be given a Disciplinary Referral by a campus supervisor, teacher, or administrator if an expectation is not met. For minor infractions, students will be disciplined in accordance with the offense. Students will be given a warning on first offense. Continued infractions for minor infractions may lead to loss of recesses, parent conferences, in-school suspensions, and out-of-school suspensions.

Severe infractions may result in immediate suspension from class or a suspension and/or expulsion from school. Behaviors that may result in suspension and/or expulsion include:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
3. Possessing, using, selling or otherwise furnishing, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
4. Offering or arranging or negotiating to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Committing robbery or extortion.
6. Causing or attempting to cause damage to school property, or private property.
7. Stealing or attempting to steal school property, or private property.
8. Possessing or using tobacco.
9. Committing an obscene act, or engaging in habitual profanity or vulgarity.
10. Negotiating to sell any drug paraphernalia.

11. Disrupting school activities, or willfully defying the authority of school personnel.
12. Knowingly receiving stolen school property or private property.
13. Committing a sexual harassment as defined by Education Code 212.5

It is the responsibility of the suspended students to ask his/her teacher for, and to complete, all appropriate class assignments, which will be missed during the day(s) of suspension. Any students who is suspended or expelled from school is in the custody of his/her parents, and is not allowed to participate in any school activity, or to come onto campus during the suspended period.

Bullying

Bullying is an injurious act used to hurt, frighten, or control others over a period of time. Donald Graham Elementary will not tolerate bullying. Students are expected to report all acts of bullying to an adult staff member. In bullying matters, administrators will determine the disciplinary action appropriate for the behavior.

STUDENT RELEASE (LEAVING THE SCHOOL GROUNDS)

Students are not free to leave campus for any reason during school hours unless released to person who has checked in through the office. All parents/guardians are required to sign out students from the office and then the office personnel will call the student out of the classroom.

During non-emergency situations, an adult listed on the emergency card may check a student out from school with a note from the parent giving him/her permission to take the child from school. In an emergency or in a time of sickness, the office will release a student during school hours only to those persons listed on the student emergency card.

A parent may only be forbidden to see or take a child by a court decree. If you are in a situation where certain people are not allowed to see or take your child by a court decree, be sure to provide office staff with a copy of the legal documents mandating this ruling. **Students will not be released after 1:30 except in cases of emergency.**

STUDENT RESPONSIBILITY

It is the duty of the students to comply with school regulations, pursue the required course of study and submit to adult authority. Along with this go the duties of punctual and regular attendance, obeying direction of school officials, observing good and proper behavior, diligence in study, respect for adults, kindness and courtesy to schoolmates and refraining from profanity and vulgarity. (California Ed. Code, Section 48921 and CAC, Title V, Section 300)

TRANSFERS/MOVING FROM THE SCHOOL

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

VOLUNTEERS

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

1. Volunteer packets may be picked up in the school office.

2. The packet is to be completed by the volunteer and signed for approval by the classroom teacher(s) and the school principal.
3. The packet is then to be taken to the district office where a Megan's Law check is run.
 - Red Badges do not require fingerprinting. Red Badge volunteer work with the direct supervision of a school employee.
 - Purple Badge employees require fingerprinting. Purple Badge volunteer work under the supervision of a school employee and may also serve as a volunteer on field trips.
 - Parents that regularly come onto campus in the morning to drop off their student(s) are required to have a volunteer badge. Otherwise, parents may drop off their child at the front gate.
 - Volunteer badges must be renewed on an annual basis.
 - Sign in and out of the office every time you arrive and leave.
 - Do not bring older or pre-school aged children with you to the classroom.
 - Volunteers work in the classroom, or the hallways, with the teacher. Volunteers are not to be on the playground or at the lunch tables.
 - Volunteers are permitted to use the copy machines from 8:00 - 10:15 am & 12:45 - 1:45 pm. Parents are not to "hang out" or eat lunch in the staff lounge, due to confidentiality reasons, from 10:15 - 12:45.

Donald Graham Elementary Family Guide Notification

My child and I have reviewed and understand all the school policies including the Donald Graham Elementary Three-Way Promise, Parent Involvement Policy, Discipline Plan and Dress Code.

Student Name: _____

Teacher: _____ Grade: _____

Date: _____

Parent/Guardian Signature

Student Signature

Please sign and return THIS PAGE to your child's teacher.

Thank you!

DGE Staff

