



*Enterprise
Elementary School
What Have You Explored Today?*

STUDENT & PARENT HANDBOOK
MANUAL DEL PADRE Y ESTUDIANTE
2017-2018

3730 East Avenue J-4
Lancaster, CA 93535
(661) 946-6277

Enterprise Elementary School Handbook

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Eastside Union School District

45006 30th STREET EAST, LANCASTER, CA 93535, (661) 952-1200

Enterprise Elementary School

3730 East Avenue J4

Lancaster, CA 93535

(661) 946-6277, (661) 946-2781 FAX

Mary Kruppe, Principal

Krystal Day, Assistant Principal

Dear Explorer Parents and Guardians:

Welcome to Enterprise Elementary School! Coming to Enterprise signals the beginning of your school years. We want your time with us to be both productive and rewarding as you pursue your educational and personal goals. Your success and accomplishments, however, will depend more upon your own efforts and dedication to excellence. There is nothing beyond your reach when you always give your best effort.

This handbook is more than a collection of “do’s and don’ts.” We hope it will serve as a vehicle, moving you successfully through your school year, by describing programs, procedures, and most importantly, expectations for your behavior and achievement. Make friends and have fun while you learn.

Wishing you a successful year!

Mrs. Mary Kruppe

Principal

Enterprise Elementary School

Mission Statement

Enterprise Elementary is a positive, self-determined community of students, parents, and educators with common academic and behavioral goals for success.

Enterprise Chant

We are...

Learners

Engaged

Achievers

Determined

WE ARE EXPLORERS!

Enterprise Elementary School

Address: 3730 East Avenue J-4
Lancaster, CA 93535
Telephone: (661) 946-6277
Fax: (661) 946-2781

Website: <http://www.enterprise.eastsideusd.org/index.jsp>
Facebook: <https://www.facebook.com/entelementary>

School Colors: Cobalt Blue & Silver
School Mascot: Explorers

School Principal: Mrs. Mary Kruppe
Assistant Principal: Mrs. Krystal Day
School Secretary: Mrs. Sandra Ruelas
School Clerk: Ms. Elizabeth Montoya
School Clerk: Mrs. Jessica Martinez
District Nurse: Mrs. Gail Nelson

MORNING ARRIVAL

Classes begin promptly at 8:30 a.m. The gates open at 8:00 a.m. **There should not be any students on the campus prior to 8:00 a.m.** Dropping your student(s) off and having them wait at the gate before 8:00 a.m. is a serious safety risk. Supervision of students will not begin until 8:00 a.m. **Parents wanting to enter campus must sign in with the front office and receive a visitor's pass.** Students who arrive late will need to report to the office before going to class to receive a tardy pass. **Parents who drop their students off after 8:45 a.m. will need to come in the office and sign your student(s) in to school.**

All students being dropped off by parents/guardians or walking onto campus must enter through the Northeast gate located in the front parking lot area closest to Avenue J-4. Students will walk to their designated play areas and will remain there until they are picked up by their teachers. Kindergarten students may be dropped off at this same gate. They will walk to the kindergarten playground and will remain in this area until their teacher arrives. For the first two weeks of school, parents are welcome to park in the front lot and escort their kindergarten student to the kindergarten gate. This gate is located on the eastern side of the campus and borders 37th Street. Campus Leaders will be available to receive and monitor students on the playground. **Parents will not be able to drive their vehicles into this lot. This parking area is reserved for busses and staff only. We welcome parent volunteers to help us with this process.** Please inquire about our volunteer policy and let us know you want to assist with our Kindergarten arrival process by visiting our office or calling 661-946-6277.

PARKING

In order to maintain the safety of our students in the parking area and the campus as a whole there will be no parking in the front of the school or in the driveway of the school during the morning drop off hours of 8:00 am – 8:30 am, and in the afternoons from 1:20 pm – 2:45 pm. Parents are to remain in their vehicles when dropping students off, and maintain a free flow of traffic in front of the school to detract from traffic slow-downs. Parents/ Guardians are also required to drive slowly through the parking lot in order to keep our students and guests safe. Parents must also abide by general traffic laws. **Any cars found parking during these hours are subject to ticketing by the Eastside Union School District Deputy. Parents please be advised that the back parking lot is not to be used as a pick up or drop off point for students.**

DISMISSAL PROCEDURES

To promote student safety and an orderly campus environment during dismissal period parents/guardians are not allowed on campus before or during dismissal times. Should a parent/guardian need to access campus **they must sign in at the front office and obtain a visitors badge.**

Dismissal time for all students is 2:45 p.m. **Students are to be picked up on time. For your children's safety, we do not want them waiting alone. If there is an emergency, please contact the school office; otherwise, students left on campus after the office closes will be referred to the Los Angeles Sheriff's Department and Children's Services.**

In order to promote full access for your student's classroom curriculum; we request that during the school day parents refrain from pulling students out of class unless otherwise contacted by site administration. No phone calls will be put through to your child's classroom during this time

so that full access to instruction is allowed. Students **will not** be called out of class after **2:30 p.m.** to go home early.

Parents/guardians are to pick up their students in the following locations:

- **TK – 6th Grade** teachers will walk their students to the front in designated areas in front of the school.
- **Siblings** are to meet each other and walk to the front gates near the flagpole.

Parents please do not approach the lines to pick up you student(s). For safety reasons, please allow the teacher to walk their students to the designated lines before attempting to take the student home. This will allow the teachers to make contact with the pick-up person on a daily basis.

Students who ride their bicycles to school must wear bicycle helmets, park them in the bicycle rack near the Northeast gate, and lock their bikes.

Students walking home should leave campus immediately as the crossing guard is only available until 3:00 p.m.

LUNCH PERIOD

Students may bring lunch from home or buy a hot lunch in the cafeteria at a cost of \$2.25. A menu will be sent home, indicating items that will be served. During times of shortages or delivery problems, food items may be substituted. Any questions regarding the cafeteria program should be directed to the Director of Child Nutrition, who can be reached at (661) 952-1200, ext. 8229 or 8216.

All students will eat their lunch in the cafeteria. Misconduct or abuse of food will result in the loss of cafeteria privileges. Students found to be throwing food will be asked to assist in the cleanup of the area during their normal lunch recess time.

Students are expected to be courteous and cooperative in the cafeteria. Classes are seated by table and are asked to talk quietly and remain in their seats until they are dismissed. Students will be expected to clean up their area and place all trash in the containers provided.

VISITING THE SCHOOL

In the interest of continuing to provide a safe campus for our students, all gates will be locked during school hours. Guests must enter through the front doors at our school and are asked to sign in and acquire a pass identifying them as visitors or volunteers on campus. This procedure keeps unauthorized persons off campus. **Parents are encouraged to visit the school, however, we ask that appointments, conferences, and classroom visitations are set up with no less than 24 hour notice.**

VOLUNTEER INFORMATION

For the safety and protection of all students, every parent wishing to volunteer must first receive approval from the principal. Once approved, parents will be called by district personnel for an appointment to do the following:

- Volunteers are required to provide a copy of their most current negative tuberculosis test prior to starting their volunteer service at a school site, which must be renewed every 4 years in accordance with EC 49406.

- Volunteers will need to take in their driver's license and social security card.
- Volunteers must be at least 18 years old.

This regulation includes those parents who attend class parties or field trips. Because of school liability policies, toddlers and preschoolers may not visit during class time.

The Eastside Union School District must comply with EC 35021 and 1240(a); therefore, school volunteers who will help on the playground or will be working one-on-one with students must be fingerprinted. The current fee for this procedure is \$47.00. The applicant must pay this fee by cashier's check or cash at the district office. Fingerprint clearance must be received prior to the volunteer starting service at the school site.

Once volunteers complete 40 hours of documented service by the school administrator, the district will reimburse the fee. In order to be reimbursed, the volunteer must maintain a Volunteer Log (provided by the school office), which is to be signed by the site administrator. The \$47.00 fee is nonrefundable if less than 40 hours of volunteer service is documented.

ATTENDANCE POLICY

Regular, punctual attendance is a good habit to form early in life. It is directly related to the progress a child makes in school. With your help, your child will develop the belief that school is so important that he/she will want to be in attendance every day.

Two kinds of absences exist: excused and unexcused. Illness, a medical or dental appointment, and funerals of relatives (1 day in California, 3 days out of California) are considered excused absences by the state. Absences for other reasons are considered unexcused. The district receives no financial support from the state for any type of absence. The State of California now considers a child to be truant if he/she is absent three or more days without a valid excuse.

Please make every effort to reserve weekends, holidays, or semester breaks for vacations, trips out of town, and/or other activities that would cause your child to be absent. If it is necessary for your child(ren) to be absent from school for five (5) or more days, please call the office and arrange for **Independent Study**. Your cooperation is deeply appreciated.

If a student is absent from school, the parent is to call the school the same day to explain the reason for the absence. Call (661) 946-6277. In addition, the student must bring a note back to school which states the date and the reason for the absence. The note must contain the student's first and last name and must be signed by a parent or guardian.

ABOLISH CHRONIC TRUANCY (A.C.T.)

According to the California Penal Code and Education code, "...each person between the ages of 6 and 18 years not exempted is subject to compulsory full-time education. Each person subject to compulsory full-time education...shall attend the public full-time day school or continuation school or classes for the full-time designated as the length of the school day by the governing board of the school district." Failure to comply with the Penal Code and Education Code may result in court action. Education, by law, is a parental responsibility.

Enterprise Elementary has been selected to participate in the Abolish Chronic Truancy program (A.C.T.) sponsored by the Los Angeles County District Attorney's Office. Students who have exhibited poor attendance (**10 full-day absences in a semester or 15 full-day absences in the preceding 12-month period**) will be referred to the District Attorney's A.C.T. Program if attendance problems cannot be resolved at the school level.

Once referred to A.C.T., ALL student absences must be verified with a doctor's note. If they will not be seeing a doctor, students are to be brought to the school health office to be excused from school for that day.

LATE ARRIVAL

Tardiness is a very poor habit to form. It is extremely disruptive to the educational process because the teacher must spend time catching the tardy students up with the activities they missed. We strongly urge you to make every effort to have your child at school on time. Students at Columbia are considered late after 8:30 a.m. If a student is tardy, they must report to the office to be admitted to the classroom. Please be aware that **a student is truant per the Education Code if the student has an unexcused tardy of more than 30 minutes on three different days or more.** Three (3) tardies of any kind are considered one unexcused absence.

MAKE-UP WORK

ALL MAKE-UP WORK IS THE STUDENT'S RESPONSIBILITY. Students should make arrangements to get missed assignments from teachers and, if necessary, make an appointment with the teacher after school for assistance. Students who have been absent will be permitted to make up missed assignments. A student has the same number of days to make up the work as he/she was absent (i.e., If the absence was for two days, then the make-up work must be turned in two days after the student returns to school).

MEDICAL PROCEDURES

It is important that the Enterprise office personnel know if a child has any special medical restrictions or needs. Students needing medicine during school hours must have a medication form on file in the office, indicating the prescribed amount of medicine as well as the time schedule and method for administering it. Medication forms are available in the office, and they must be signed by the doctor as well as by the parent or guardian. Medications are to be brought to the office by the parent only. For safety reasons, no student is allowed to carry medication on school grounds, including non-prescription medicines, such as cough drops, throat lozenges, inhalers, and/or aspirin.

HOMEWORK POLICIES

Enterprise has a Homework Plan that includes guidelines for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians. This plan identifies the following:

- Homework assignments in grades K-3 promote the development of skills and encourage family participation.
- In grades 4-6, homework assignments will continue to reinforce skill development and encourage family participation. Assignments will help develop good personal study habits and will include occasional special projects. Teachers will instruct students on how to develop good study techniques and habits.

HOMEWORK STANDARDS

Teachers may assign homework either four or five days weekly.

- Kindergarten homework assignments should stimulate students to talk with their parents/guardians. Teachers will encourage parents/guardians to read to their children for at least 20 minutes every day.

- First grade students will be expected to spend 1 to 2 hours weekly on homework, about 20 minutes every day.
- Second grade students will be expected to spend 2 to 3 hours weekly on homework, about 20 – 30 minutes every day.
- Third grade students will be expected to spend 2 to 3 hours weekly on homework, about 30 minutes every day.
- Fourth grade students will be expected to spend 3 to 4 hours weekly on homework, about 45 minutes every day.
- Fifth grade and sixth grade students will be expected to spend 4 to 5 hours weekly on homework, about 1 hour every day.

This time may be exceeded if assigned work is not completed in class. Consequences for incomplete or missing homework may include loss of privileges or assignment to an alternate class to complete the homework.

If there are any questions concerning the quality or quantity of homework assigned, parents should contact the teacher before it develops into a problem affecting the student's grade.

TEXTBOOKS AND SUPPLIES

Students will be issued textbooks at the beginning of the year. A suggested supply list of other necessities will be sent home. Any lost or damaged school books or library books must be paid for.

BICYCLES

By California State Law, students must wear a bicycle helmet to ride a bike to school. Bikes are to be walked onto the school grounds, parked in the bike rack, and then locked. Kindergarten and first grade students may not ride bikes to and from school unless accompanied by a parent. For safety reasons, **roller skates, scooters, skateboards, and shoes with wheels (combination tennis shoes/roller skates) are not permitted on campus.**

SCHOOL PROPERTY

A clean school is a pleasant place in which to learn and work. Students are expected to help keep the school clean by putting paper and trash in the proper place. They should keep desks neat and clean.

STUDENT POSSESSIONS

Any personal property brought to or left on the school premises is done so at the risk of the owner! The school and its staff assume no responsibility for items stolen or damaged while on campus or while in transit to or from campus. The owner assumes all risks for personal property brought to school.

Students are asked to leave personal items, such as toys, balls, video games, purses, mini-backpacks, large amounts of cash, cards, or play weapons at home. **Students are not allowed to have cell phones or electronic devices on campus.** The school is not liable for the replacement of items that are lost, stolen, or destroyed. If students' possessions are brought to school, even after students are warned, the items will be confiscated and held by the teacher or by administration until the parent is able to come to school to pick them up or until the last day of school.

LOST AND FOUND

Money, purses, wallets, jewelry, or other valuables that are found should be turned in to the school office. Lost items will be held for a reasonable length of time until the rightful owner claims the lost articles. Clothing items, lunch boxes, and backpacks are kept in the Lost and Found in the cafeteria. After a reasonable length of time, unclaimed items are sent to a charitable organization. **Parents are encouraged to label all items their children bring or wear to school.** We often have students who have belongings that look like another's lost property.

DRESS AND PERSONAL HABITS

California Administrative Code Title 5, Education, Section 302 states: *A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare himself for the school room, before entering.*

Students are expected to come to school appropriately dressed for a productive day. Students should feel comfortable in their environment and recognize that school is a place where they go to get an education.

Dress that is extreme or that causes distracting, disruptive, or unsafe situations is considered inappropriate and unacceptable. Examples of inappropriate clothing would include, but are not limited to, the following regulations:

1. Pants are to be clean, no frayed cuffs, rips, or holes, and are to be worn at the waist (no sagging, no hip-huggers). Pants or shorts are not to be more than one inch larger than the student's waist. Belts must be worn at all times.
2. Shorts and skirts must extend to a student's fingertips.
3. Halter-tops, see-through tops, strapless or bareback dresses, and cut-off or midriff shirts are not to be worn. No skin or undergarments should show when students reach, raise their hands, or sit down.
4. No bandanas of any kind or color, skullcaps, headbands, do-rags, hairnets, or hair curlers are allowed. If worn, they will be confiscated.
5. **No hats are allowed to be worn inside buildings.** They may be worn outside to protect from weather.
6. Appropriate shoes must be worn at all times; no slippers, flip flops, backless sandals, open-toed shoes, or heels over one inch.
7. For safety reasons, pocket chains are not allowed.
8. No garment that promotes illegal activity or has offensive pictures and/or words may be worn (eg. Sexual innuendoes, weapons, drugs, etc.).
9. Anything that distracts from the smooth functioning of the school program, as determined by administration, is unacceptable.

We reserve the right to modify our dress expectations as needed and when necessary.

When students violate these guidelines, we will call home for a change of clothing. Students who persist in violating the District's standards may be suspended and/or recommended for expulsion.

GUM, CANDY, AND SUNFLOWER SEEDS

Gum, candy, and sunflower seeds are forbidden at school at all times. This includes before school, after school, and in sack lunches. The only exception, ever, will be class parties.

CONDUCT

Student:

Under California law, students will be held strictly accountable for disorderly conduct on school property and on the way to and from school. Students are expected to follow the directions of school personnel while on school property, on the way to and from school, and at any school function.

Students are expected to conduct themselves in a manner that will bring credit to themselves, their parents, and the school at all times. Some important tenets are the following:

1. Follow the directions of school personnel.
2. Be on time to class with appropriate materials.
3. Show respect and courtesy to adults, other students, materials, and all property, including school property.
4. Keep hands, feet, and objects to yourself.
5. Food and/or drinks are not allowed in classrooms.

Parent:

Civility Policy (1313 BP)

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, mutual respect, civility and orderly conduct among district employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression. The district encourages the public's cooperation with and adherence to this policy.

Expected Level of Behavior:

1. District employees should treat parents/guardians and other members of the public with civility, courtesy and respect.
2. Parents/guardians and other members of the public should treat students, staff, and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy and respect.

Unacceptable/Disruptive Behavior:

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school or district, constitutes unacceptable behavior. Unacceptable conduct includes but is not limited to:

1. Disruption of or threats to disrupt school classrooms, activities, and/or operations
2. Threats to the health and safety of students or district employees
3. Battery or assault upon students, district employees or other persons
4. Willfully causing damage to district property

5. Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner; and/or
6. Unauthorized entry onto district premises and school grounds

Disruptions

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may notify law enforcement officials.

Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district employee, as defined in the Civility Policy, may complete a Report of Complaint.

BEHAVIOR

Any behavior which detracts from a teacher's ability to teach or from a student's opportunity to learn will not be tolerated. All persons on campus have a right to attend or visit school without threat to their health and safety. All persons on campus should be treated with courtesy and respect. The discipline policy is based on these three statements. During the first two weeks of school, Enterprise teachers will carefully review the discipline policy in each class. Serious consequences will be reserved for students who choose to disregard the rules. All rules apply to the students of Enterprise during the school day as well as during extra-curricular activities.

SELF-DISCIPLINE

One of the most important lessons schools teach is self-discipline. While it is not taught as a subject, self-discipline underlies the entire educational structure. Training in this area helps to develop one's self-control, character, orderliness, and efficiency. We promote the idea that our students make our school an effective place of learning, and that they also learn to reflect on what they do and why they do it.

DISCIPLINE

Disciplinary measures include the use of a positive and progressive demerit system which includes interventions such as: counseling, detention, lunch detention, suspension, and expulsion. Detention involves the confinement of a student to a designated area during recesses. Lunch Detention is the loss of free time during the lunch period. Suspension from school refers to the exclusion of a student from the educational process; i.e., from the school and from the Eastside Union School District. Expulsion refers to the permanent exclusion of a student from the educational process from school and from the Eastside Union School District.

SUSPENSIONS

According to California Education Code 48900, grounds for suspension or expulsion include, but are not limited to, the following:

- (a) Assault/Fighting
 - (1) Caused, attempted to cause, or threatened to cause physical injury to another person
 - (2) Willfully used force or violence upon the person of another, except in self-defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance an alcoholic beverage, or an intoxicant of any kind
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished the same to any person
- (e) Committed or attempted to commit robbery or extortion
- (f) Caused or attempted to cause damage to school property or private property
- (g) Stolen or attempted to steal school property or private property
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- (l) Knowingly received stolen school property or private property
- (m) Possessed an imitation firearm
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- (q) Engaged in, or attempted to engage in, hazing

Other Education Code violations:

1. Committed sexual harassment (Ed. Code 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in hate violence (Ed Code 48900.3)
3. Engaged in harassment, threats, or intimidation (Ed Code 48900.4)
4. Made terroristic threats against school officials and/or school property (Ed Code 48900.7)

Students who are suspended from school may not participate in any school-sponsored activity during the period of suspension and may be excluded from any future school-sponsored activity. Students may not visit the campus during their suspension.

EXPULSIONS

Expulsion is the permanent exclusion of a student from school. The authority to expel a student rests exclusively with the governing Board of Trustees. The principal of the school will make a recommendation to expel a student to the Board Members based on the offense.

DENIAL OF VISITATIONS

The following provisions of law shall apply to visitors, parents, and friends:

The principal or designee may refuse to allow visitors to enter the school grounds if he/she concludes that the visitors' presence or actions would disrupt the school, students, or employees. Visitors are not allowed to interfere with the peaceful conduct of school activities or to disrupt the school, students, or staff. (Penal Code 627.4)

The principal or designee may request that visitors who have failed to check in at the office or whose visitation privileges have been denied or revoked, promptly leave the school grounds. When visitors are directed to leave, the principal or designee shall inform the visitors that if they reenter the school within the forbidden period of time, they will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

IMPORTANT RULES AND PROCEDURES

Education Code 48910 affirms that teachers may suspend students who disrupt their classes for a period of time not to exceed two school days. Students are not allowed to attend school functions during the time of the suspension. Per Ed Code 48910, *the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.*

If you wish to speak with your child's teacher, please do so before 8:00 a.m. or after 2:45 p.m. Please feel free to make an appointment with your child's teacher for a parent conference.

Successful students come from schools which have dynamic partnerships between teachers and parents. Together we can make a difference!

If parents have an issue with a teacher, we ask that they take the following steps:

1. Talk to the teacher about the issue.
2. If the issue is not resolved, have a conference with the teacher and Dean of Instruction.
3. If resolution is not reached, make an appointment with the teacher, Dean of Instruction, and Principal.

PARENT/TEACHER CONFERENCES

The school calendar includes scheduled minimum days for Parent/Teacher Conferences. Please make every effort to attend these valuable conferences. Parents are also welcome to contact the school to make arrangements for additional conferences, as needed. If you have a concern regarding any classroom problem, please discuss it with the teacher in an effort to resolve the matter.

REPORT CARDS

The year is divided into four quarters and two semesters. At the end of each quarter, a report card will be sent home for all grades, kindergarten through sixth grade. Numeric grades are used to designate a student's achievement in the following manner:

Achievement

- 4- Exceeding Proficiency
- 3- Meeting Proficiency
- 2- Approaching Proficiency
- 1- Not Meeting Proficiency
- M- Modified Curriculum

Effort and Attitude

- E- Excellent
- S- Satisfactory
- I- Improving
- N- Needs improvement
- U- Unsatisfactory
- NA- Not applicable

It is important that parents review their children's report cards with them and discuss the information provided. Parents are encouraged to contact their child's teacher if they have any questions or concerns so that a conference can be arranged.

ACADEMIC HONORS

Student of the Month and Citizenship Awards are given on a monthly basis to students in recognition of outstanding performance in the following areas: effort, citizenship, attendance, academics, achievement, and ability to work with others.

Perfect Attendance awards are given each semester to any student who has maintained perfect attendance for the entire semester and/or school year.

DISASTER DRILLS

Disaster drills are required by law and are held frequently. It is essential that everyone listens and follows directions. All students and school personnel will promptly clear the building using designated routes.

TEACHER CHANGE REQUESTS

Class lists are made with great care and considerations of student grades, behaviors, social skills, academic strengths, academic weakness, socio-emotional needs, and personality. These are just a few of the many criteria used to create diverse and well balanced classes at Enterprise Elementary School. All teachers in common grade levels utilize the same curriculum, textbooks, and teaching timelines. All teachers work collaboratively at least twice a month to ensure homework, tests, projects etc. are common in theme, concept, and content. **Therefore, teacher requests are not accepted. Teacher change requests will ONLY be reviewed twice a year: (1) September 2 (2) December 16.** Requests for changes may be submitted with a detailed reason for the request. However, changes are not guaranteed and the following steps must be taken [in order] by the parent before a request is considered by the principal:

1. Parent must contact the teacher to address any needs or concerns (phone, email, left message, or written note).

2. Parent must schedule and attend a meeting with teacher to discuss any needs or concerns.
3. Parent must schedule and attend a meeting with the teacher and Dean of Instruction to address any needs or concerns.
4. Parents must schedule and attend a meeting with the teacher, Dean of Instruction, and Principal to address any needs or concerns.

Communication between the adults in a child's life is key to that child's success. Our goal is to foster and maintain open and honest communication to benefit all of our students. Continuity in a class is vital for improved academic achievement.

ENTERPRISE ELEMENTARY SCHOOL 2017-18 SCHEDULE

SCHOOL TIMES

MON/TUES/THURS/FRI:	all grades 8:30 a.m. – 2:45 p.m.
WEDNESDAYS:	all grades 8:30 a.m. – 1:30 p.m.
MINIMUM DAYS:	all grades 8:30 a.m. – 12:30 p.m.

MONDAY, TUESDAY, THURSDAY AND FRIDAY RECESS

Kinder A / 1 st	9:30 - 9:45
Kinder B / 2 nd & 3 rd	9:45 - 10:00
4 th & 5 th Grade	10:00 – 10:15
6 th Grade	10:45 – 11:00

LUNCH

LUNCH

1 st Grade/Kinder A	11:00 - 11:40
2 nd Grade/Kinder B	11:20 - 12:00
3 rd Grade	11:40 - 12:20
4 th Grade	12:00 - 12:40
5 th Grade	12:20 - 1:00
6 th Grade	12:40 - 1:20

MINIMUM DAY LUNCH (12:30 DISMISSAL - no recess)

1 st Grade/Kinder A	10:00 – 10:40
2 nd Grade/Kinder B	10:20 – 11:00
3 rd Grade	10:40 – 11:20
4 th Grade	11:00 – 11:40
5 th Grade	11:20 – 12:00
6 th Grade	11:40 – 12:20

