

Los Alamitos Elementary School

Where Students are Scholars



Together Everyone Achieves More

Parent /Student Handbook 2021-2022

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Los Alamitos, CA 90720

Phone (714) 816-3300; Fax (714) 816-3315

<http://www.losal.org/lae>

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Attendance Line: (714) 816-3310

Extended Day Care: (714) 816-3316

**LOS ALAMITOS ELEMENTARY
SCHOOL
SCHOOL FACTS AND INFORMATION**



SCHOOL MASCOT

Tiger

SCHOOL COLORS

Blue, White, Gold

SCHOOL MOTTO

Together Everyone Achieves More

SCHOOL PLEDGE

*This day has been given to me fresh and new.
I can learn from it, or throw it away.
I will choose to do my best in thoughts, words and
actions
Today I will be a STAR.
I will Stop, Think, Act Responsibly, and Review.
Los Alamitos Elementary where every student is a
STAR!!*

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
David Boyer Meg Cutuli
Marlys Davidson Diana D. Hill
Karen Russell



ADMINISTRATION

Superintendent – Dr. Andrew Pulver
Ass't Superintendent, Business Services – Mrs. Elvia Galicia
Ass't Sup't. Educational Services – Mrs. Ondrea Reed
Ass't Sup't. Human Resources – Mr. Joe Fraser
Director of Special Education – Mrs. Grace Delk
Director of Safety & Personnel – Dr. Jerry Friedman
Director of Assessment – Mrs. Melissa Davis
Director Facilities, Maint, Operations – Mr. CJ Knowland

**Los Alamitos Unified School District
Mission Statement**

Students will thrive in a caring, respectful, and encouraging environment where they demonstrate academic excellence and develop unique talents in preparation for their future goals.

Welcome to Los Alamitos Elementary School! Every student deserves the opportunity for success that only a first-class school can provide. To this end, Los Alamitos Elementary School has established high academic standards and assembled a distinguished staff to ensure every student has that chance. Through a partnership between home and school, everything we do works to ensure all children are provided the best learning environment possible.

The information included in this handbook is to help you understand the procedures, policies and practices in place to help your child learn. Your familiarity with this information will help this be a successful year for your child! We look to your partnership for a fantastic year!

GENERAL SCHOOL ROUTINES & POLICES

School starts at **7:55 AM** every day. Students should arrive on campus no earlier than 7:40 AM. At 7:53 AM, a warning bell will ring to signal students that it is time to line up either in front of their classroom, or on Fridays at their assigned location for the flag ceremony. All students must be in line when the bell rings at 7:55 AM or they will be marked tardy. **Getting to school on time is an important responsibility all families must take seriously.**

Students in first grade through fifth grade will be dismissed at 2:20 every day except Wednesday. Every Wednesday is a modified day schedule. ALL students will be dismissed at 12:55 PM. This early dismissal allows teachers to have uninterrupted planning time without taking them away from the students. Dismissal for all kindergarten students will be 1:20 except on Wednesdays.

School Hours

Regular Schedule: 7:55 AM – 2:20 PM (M,T,Th, F)
7:55 AM – 12:55 PM (Wed)
Recess (K - 3) 9:45 AM – 10:00 AM
Recess (4 - 5) 10:05 AM – 10:20 AM
Lunch (K-1) 11:15 AM – 12:00 PM
11:10 AM – 12:05 PM (Wed)
Lunch (2-3) 11:45 AM – 12:30 PM
11:40 AM – 12:25 PM (Wed)
Lunch (4-5) 12:15 PM – 1:00 PM
12:10 PM – 12:55 PM (Wed)

Minimum Day Schedule: 7: 55 AM – 12:30 PM
Minimum days are held for Back-to-School Night, Parent Conferences, Student Assessments, Open House and the last day of school.

ATTENDANCE

Maintaining regular attendance is perhaps the single most important factor in a child's education. Instruction missed from school cannot be made up. Under California compulsory education laws, parents or guardians have the primary responsibility for keeping their students in regular attendance, recognizing that classroom attendance and punctuality are essential. Education Code Section 48290 provides for criminal prosecution of parents/guardians who have violated California compulsory education laws, including laws pertaining to truancy.

There are two important reasons why attending school daily and on time counts. First, regular attendance provides students the opportunity to learn. This is **not** to say that students should attend if they are sick. Second, California attendance laws no longer allow **any** excused absences. Therefore, when a student is absent from school, for any reason, no revenue is received for the day the student misses. Please make every effort to schedule any appointment or trip after school or during school holidays. If you choose to take your child out on a school day, consider submitting a personal check for \$40 to reimburse the school for the revenue lost the day of your child's absence. Monthly attendance awards are given to each student who has had perfect attendance. Students that are tardy or leave early are not eligible to receive a perfect attendance award. Yearly attendance awards will be given to perfect attendance students as well as an exceptional attendance award to students that have no more than a total of three tardies or early-outs total in the school year.

ABSENCES

If your child is absent, it is very important that you notify the school office before 9:00 a.m. by calling the attendance line at (714) 816-3310. Report the following: child's name, grade, teacher's name, and the reason for the absence.

<p>Attendance Phone Number (714) 816- 3310</p>
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If a student is absent for more than three days due to illness, a doctor's note should be submitted upon return to school.

TARDY TO SCHOOL

If a student is tardy to school, the parent/guardian should sign the student in at the office and receive a tardy pass. If your child has a medical appointment and arrives late or has to be signed out early, please provide a note from the doctor. Parents of students with continual tardiness will receive a letter seeking correction. If a student is tardy without a valid excuse over 30 minutes 3 or more times per year, (s)he is considered truant. Repeated occurrences will be closely monitored.

Students residing in the district who are repeatedly absent or tardy will be reported to the Los Alamitos Unified School Attendance Review Board and the Orange County District Attorney's Office. Parents will be required to attend a meeting with the Attendance Board at the Los Alamitos Police Department. **Students residing outside of the district will risk having their transfer permit revoked.**



BUS RIDERS

Students riding the bus to school must follow the rules on the bus. If a rule is broken, the safety of all students is hindered and the privilege of riding the bus may be revoked. Bus riders are dropped off and picked up in the loop adjacent to the kindergarten classrooms. If a student receives a "Bus Citation", the parent will be notified. Only those students registered to ride the bus through the school district transportation department may ride.



BICYCLE RIDING/SCOOTERS

Students may only ride a bike or scooter to school with parent permission. A bike lock must be used to lock the bike in the rack as soon as the student arrives. Students must also wear a helmet. All bikes and scooters must be walked on campus and general traffic rules followed.

Skateboards and wheelies on shoes are NOT allowed to be used on campus. Please note we do not provide storage; therefore, it is recommended that students use other modes of transportation.

AFTER SCHOOL PICK-UP

Parents need to establish after school plans with their child before they arrive to school. Students are NOT permitted to telephone parents during school hours to change plans. Students need to know who is picking them up and where they are to go. If a student's regular pick-up plans fluctuate, please let the teacher know so the child can be reassured and helped.

At dismissal time, all students being picked up are to walk to the area by the school office. Parents picking up in cars need to drive slowly in a single file line and carefully pick up their child adjacent to the curb. All cars need to pull forward to the STOP line or until the car in front stops before picking up a child. Please do not wait for your child in your car in the parking lot. Students are not allowed to enter the parking lot without a parent or guardian.

If a student is being physically picked up, park only in designated stalls in the parking lot and cross the parking lot at the crosswalk assisted by a teacher or staff member on duty. Parents are to be in line or arrive at parent pick-up by 2:20 daily and by 12:55 on the modified Wednesdays. Staff cannot supervise students while waiting for parents who arrive late. If you are picking up a child at McAuliffe at their dismissal time, arrive to LAE on time and wait WITH your child at McAuliffe for their dismissal. Do not arrive late and do not ask your child to walk to McAuliffe unsupervised. The McAuliffe staff is unavailable to supervise LAE students. **There is no parent drop off/pick-up in the Kindergarten Loop. This is for BUSSES ONLY.**

SCHOOL-TO-HOME COMMUNICATION

For students to develop high standards of behavior, parents, students, and school staff need to communicate and model these standards effectively. Communication about your child's progress related to their school work and behavior is an essential ingredient to our relationship. Teachers, staff and the principal strive to maintain an 'open door policy' of communication. Parents are welcome to schedule an appointment with staff to discuss any issues. Contact the teacher first, then a conference can be scheduled with support staff or the principal if needed. To schedule an appointment or speak with a staff member, please leave a voice mail message, or send a note or email. Do not interrupt teachers during the school day or when they are with students.

STANDARDS OF CONDUCT

Students are taught to develop the skills needed to successfully meet life's challenges. An important standard at school is to practice the Golden Rule – "Treat others the way you want to be treated."

To do this, there are six character traits that serve as the foundation for how we treat each other:

Trustworthiness Be honest. Don't cheat or steal. Be reliable. Do what you say you'll do. Be loyal. Stand by your family, friends and country.

Respect Treat others with respect. Follow the Golden Rule. Use good manners. No bad language. Be considerate of the feelings of others. Respect authority.

Responsibility Do what you are supposed to do. Do your best. Think before you act. Be accountable for your choices. Have materials and assignments ready.

Fairness Play by the rules. Take turns and share. Listen to others. Don't take advantage of others or blame them carelessly.

Caring Be kind and compassionate. Show you care. Forgive others. Help people in need.

Citizenship Do your share to make the school and community better. Cooperate. Obey laws and rules. Protect the environment.

CHARACTER EDUCATION

To help students build good character at LAE, lessons are taught in the classroom addressing a specific trait each month. Lessons from the Lessons in Character program assist students in learning how to make good choices. Students also learn the STAR process which means to **Stop**, **Think ABC** (Alternatives, Behavior, Consequences), **Act** (I Am Choosing to ... act responsibly), and **Review**.

1. **STOP** in order to take time to think or calm down and think.
2. **THINK** through the ABCs of ethical behavior.
A – What are my alternatives?
B – What behavior can I choose? Or, what behavior did I choose?
C – What might be the consequences? Or, what will the consequences be?
3. **ACT** with the knowledge that you are responsible for your actions. Understand

that when you take action (ACT, you are choosing to ...)

4. **REVIEW.** Look at your actions and determine if they were consistent with the principles of good character. If not, what can be done the next time in order to make a better decision?

September – STAR; October – Respect for Others; November – Trustworthiness; December – Responsibility; January – Fairness; February – Caring; March – Citizenship; April/May– Choosing Good Character Traits

RECOGNITION for EXCELLENCE

Students are recognized by their teacher and the school. At the end of each month, a **“Tiger Award”** is given to students who demonstrate the qualities for the character trait of the month. A **Principal’s Achievement Award** is given at the end of each reporting period to students who demonstrate excellence in Academics, Attitude, Conduct, and/or Self-Discipline. These are students with the winning **“TIGER”** spirit - **‘Terrific Individual Gaining Education and Responsibility’**

Fifth graders have five special awards at the end of the year. The first award is the **Presidential Gold Academic Achievement Award**. This is given to students who have at least a 3.5 grade point average in 5th grade and scored a 4 (exceed standards) in either Math or English Language Arts in 4th grade. The second award is the **Academic Award for Educational Achievement**. This is given to students that have a 5th grade GPA of 3.5 or higher. The third award is the **Principal’s Honor Roll Award**. This is given to students that achieve a 4.0 GPA in both 4th and 5th grade. The fourth award is called the **STAR Award** which is given to students who put forth extraordinary effort all year. The fifth award is the **Golden Apple Award** which is given to students who have demonstrated the Tiger character and scholarly behavior. These students are respected by teachers and their peers.

RECOGNITION for POSITIVE ACTIONS

In addition to the awards mentioned, students are also recognized with Bucket-Filler tickets, classroom rewards, and positive feedback from their teachers.

REGULATIONS ON STUDENT BEHAVIOR

The primary objectives of our school rules are to help our children develop into responsible citizens. By working together, teachers, staff and parents cooperate in an effort to instill attitudes in students that reflect respect and pride for themselves, their school, their community, and their country. We are fully committed to providing a safe and secure school environment in which students can effectively learn. Student behavior that threatens the safety of the other pupils, staff or visitors will not be tolerated. Students will conduct themselves in the following ways:

- a. Students will respect authority by conforming to school rules and regulations and those provisions of civil law that apply to the conduct of juveniles or minors.
- b. Student conduct will reflect consideration for the rights and privileges of others and demands cooperation with all members of the school community.
- c. High personal standards of courtesy, decency, morality, clean language, honesty, and respectful relationships with others will be maintained. Respect for personal property, pride in the student's work, and achievement within the student's ability shall be expected of each student.

STUDENT BEHAVIOR

To meet the responsibilities of being a good student, children are encouraged to:

- Arrive to school on time.
- Respect the rights and property of others.
- Obey all school rules.
- Accept the consequences for your actions.
- Be prepared every day with your materials and work.
- Show an attitude for learning.



GENERAL CAMPUS EXPECTATIONS

1. **Students are expected to be respectful and nice to each other.** All students need to keep in mind the character traits taught during the year and use them as they interact with others.
2. **Students are not to stand in the hallways before, after school, or during recess.**

Students may hang up their backpack upon arrival to school, but then must leave the hallways and go out to the playground.

3. **At recess, students who have snacks MUST go to the tables to eat.** At the tables, students should sit down and eat their snack. When finished, students should throw their trash away and any leftover snack. Snacks are to be healthy and eaten only by the person who brings it. Only students with snacks may be at the tables.
4. **Freeze when the bell rings in the morning and at recess.** To freeze, students are to stop playing and kneel down. A whistle will be blown for students with playground equipment to return them. Then a second whistle will blow and all students are to immediately walk to their classroom line, sit down and wait for their teacher. Upper grade students may NOT come onto the playground until the teacher on duty blows a whistle that it is time.
5. **Students may NOT get drinks or go to the restroom AFTER the recess bell rings.** All students must line up directly following the whistle..

SCHOLARLINESS

Our goal is for all of us to become scholars. Scholars have many of these characteristics:

1. Scholars come with a half a "cup" of knowledge ready to learn more. They practice academic humility!
2. Scholars ponder ideas.
3. Scholars look at the world using many perspectives.
4. Scholars are ready with the supplies and tools needed to learn more.
5. Scholars have goals they want to reach; short term and long term goals.
6. Scholars take intellectual risks. They think "outside of the box."
7. Scholars take pride in the quality of their work!
8. Scholars have questions and want to seek the answers.
9. Scholars save ideas.
10. Scholars exercise their intellect. They learn to persevere.
11. Scholars use a variety of resources and references.

SCHOOL RULES

There are **four (4)** rules students are to follow:

1) Be Kind. *"Do my words and actions show respect and truth?"*

- Use good words and manners; say *"Please"* and *"Thank You."*
- Wait your turn.
- Help one another.

2) Be Safe. *"Are my actions safe for myself and others?"*

- Keep hands, feet and objects to myself.
- Stay in designated areas.
- Walk in hallways, from place to place and on the playground.

3) Be Responsible. *"Do my actions help me take care of myself and be a dependable member of our school family?"*

- Pick up after yourself.
- Dress and act appropriately.
- Throw nothing on the playground except playground equipment meant to be thrown.

4) Be An Upstander. *"Do my actions help make this a nice place where people feel welcome and accepted and where they can do their work and learn?"*

- Bring all materials to school every day.
- Be where you need to be on time.
- Follow directions the first time when given.

SOLVING PROBLEMS

Kindness and good manners link us together and strengthen the bonds within our school, our community, and in our families. Even when everyone is following school rules and trying to cooperate, problems can still occur. It is important that students learn to solve problems.

Here are 6 ways to solve conflicts:

- 1) Talk it over.
- 2) Take turns and share.
- 3) Assume best intentions.
- 4) Walk away.
- 5) Say you're sorry.
- 6) Ask for help.

These six problem-solving strategies can help students resolve conflicts successfully without tattling, fighting or bullying. The goal at Los Alamitos Elementary School is for students to be able to resolve conflicts independently without adult intervention whenever possible. However, always remember to ask for assistance if at least two ways to solve the problem have been tried and the problem can still not be successfully solved.

REINFORCEMENTS & CONSEQUENCES

Students are expected to manage their behavior and learn from their mistakes. Lessons are

taught to help students learn how to behave and demonstrate manners. To help students accomplish this, students receive a violation if they do not follow a rule or procedure after they have had sufficient time to learn it. After each violation, a student will earn a consequence appropriate to the action. This may include a detention during recess, lunch, or after school. Students caught being good and respectful, whether in class or out, will receive TIGER tickets. When these are earned, positive incentives are given. A written referral may be given at any time based on the severity of student misbehavior. When a referral is given, parents will be contacted and a consequence assigned. Unacceptable behavior includes fighting, kicking, shoving, name-calling or inappropriate language, damaging school property, misconduct on the way to or from school, or disrespecting authority.

SUSPENSION AND EXPULSION

Removing a student from the educational program, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process, since such removal deprives a child of his/her right to an education. In addition to specific acts occurring during the school day, pupils shall be suspended or expelled if their actions occur during a school-sponsored activity after hours or while going to or coming from school.

STUDENT SAFETY

Your child's safety is a high priority. At LAE, there are systems in place to ensure all students feel safe. If a student is in need of assistance because he/she is not sure what to do or is feeling threatened, there is always an adult nearby. Students are encouraged to seek help from an adult.

If a student is coming to school or going home and feels threatened by a child or adult, he/she should return back to school for help or run home, whichever is closest. Be sure to inform the school of any situation that occurs before or after school, or on campus while at school.

CONFLICT MANAGEMENT

The goal for students to resolve conflict without adult intervention is taught through lessons to help students learn and apply strategies. Students are encouraged to use two strategies

to solve a problem before they go to an adult. True discipline, rather than punishment, uses logical and realistic consequences. Discipline, meaning "to teach," gives ownership of the problem to the student. Students who experience logical and realistic consequences learn they have positive control over their lives. To have positive self-esteem, students need to develop a sense of responsibility.



GENERAL SCHOOL ROUTINES

CLOSED CAMPUS

We are a closed campus. Gates will be locked at all times except during arrival and dismissal.

EARLY RELEASE

In the event it is necessary for a student to be released before dismissal time, parents must come to the office to sign the child out. Children will be released only to adults listed as an emergency contact in Aeries.

VISITING SCHOOL

As long as there are no restrictions imposed by the California Public Health Department, parents are welcome to come to school to volunteer and assist. However, to ensure the safety of all students and staff, ALL must check in with the office to obtain a **VISITOR'S BADGE** by providing your driver's license. Anyone on campus without a badge will be asked to report to the office to obtain one. Arrangements for a parent to come on campus for lunch must be made with office staff in advance. Parents are not permitted to be on the playground or to walk to a child's classroom without checking in at the office first.

SCHOOL NOTICES -Take Home Tuesday

Important notices are sent home each Tuesday through an e-newsletter and take-home folder. Any folder that a student brings home will need to be returned every Wednesday. Parents/guardians can volunteer to organize "Tiger Take Home" folders for their child's class.

LOST AND FOUND

Lost clothing left on the playground is collected daily. Each year, hundreds of articles of clothing are given to charity as they are unclaimed by the students. To lessen the amount of "lost"

clothing, **all students should have their name** on the label of jackets and sweatshirts and hats written in permanent marker. Remember what your child wears to school. When your child returns home, if an article of clothing is not there, have your child check lost and found to retrieve it. At the end of each month, **all unclaimed clothing will be given to charity.**

ALL student property including backpacks, lunch bags, hats, sweatshirts and jackets are to have the student's last name written on it in permanent marker!

EMERGENCY INFORMATION

In case of an emergency, it is important that your information is accurate and up to date. **Please notify the school if any of your information changes.** If a court order exists regarding a child's custody, provide a copy of that agreement to keep in file in the office.



HOMEWORK

Homework reinforces classroom learning. It helps students develop good study habits and organizational skills. It is usually assigned Monday through Thursday, averaging 20 – 30 minutes in the primary grades, and 60 minutes per day in 4th & 5th grade. Additionally, students are expected to read at least 20 minutes each day. It is recommended that a special place be established for school materials so they are not lost or left home. If a student forgets to return homework, consequences are given. Students may NOT call home without teacher permission to have homework brought to school.



BOOKS

All textbooks needed for a student's education are furnished. If a book provided is lost, damaged, or destroyed, the child's family will be obligated to pay the replacement cost which is generally \$30 to \$50 per book. The cost to replace a damaged barcode is \$5.00.

STUDENT DRESS

Dress standards at Los Alamitos Elementary School are based on common sense, safety and comply with school district policy. Clothing should be safe, comfortable, adequately conceal undergarments, and exhibit no writing that would be offensive to others at school. Clothing that is too tight or short, bares midriffs or is backless is not allowed. Students are expected to wear safe footwear; athletic shoes are strongly recommended as everyday wear. They are especially appropriate for physical education and recess and must be worn with laces tied. Girls should wear shorts under skirts or dresses so they can participate fully in P.E. and playground activities. Students dressed inappropriately will be counseled and sent to the office or home in order to change clothes and dress properly for school. Suitable dress helps remind students they are at school and are to behave accordingly. Personal appearance which disrupts school activities is not tolerated.

HATS

Baseball caps are allowed as long as it is worn with the bill in front.



BREAKFAST AND LUNCH

Students are to bring a lunch from home or buy it at school. If a student forgets his/her lunch, direct them to use their prepaid lunch account. Late lunches will be left in a designated spot for the student to pick up. No calls will be made.

Please do not send candy, soda, or take-out for lunch. They are not permitted at school.

School lunches cost \$3.25 per day and milk is \$.40. Lunch should be prepaid online or in the school office. Breakfast is available before school from 7:30 to 7:45 and during recess. All students have an individual PIN number they enter as they go through the lunch line when purchasing a lunch. Free and reduced lunch is available for families who qualify. For information about this program, contact the school office. Please be aware there are students with life-threatening food allergies. We have designated peanut and fish free tables in the lunch area. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. Parents may not bring treats to classrooms. We appreciate your cooperation in our endeavor to keep all students safe. Students

with special diets requiring accommodations in the cafeteria due to life-threatening medical conditions are required to submit a Medical Statement. For more information, please call (562) 799-4592, ext 81115.

SNACKS

At recess, students may eat a healthy snack. The snack must be taken to the lunch tables and eaten there. No food may be eaten on the playground or taken back to class. Parents are encouraged to pack a serving size of a snack that can be eaten in one sitting. There is no sharing of food at snack or lunch. **Please do not send candy or soda for snacks. They are not permitted at school.**

TOYS AT SCHOOL

Toys are not permitted at school. This includes iPods, video games, balls and collection or trading cards. Items for sharing are to be carried in a bag and left inside the classroom during the school day. The student is responsible to take care of items brought to school. The school cannot take responsibility for lost items. If a toy is brought to school, the student will be reminded to put it away. If this does not occur, the item will be placed in the office to be picked up after school by the parent.



CELL PHONES

Students are discouraged from bringing cell phones to school. However, if a parent requires their child to carry one, it should have the student's name on it, be turned off, and kept in his/her backpack. If a student is caught using it without permission, it will be taken away and the parent will need to retrieve it. The school cannot take responsibility for lost phones. Any phones brought to school are at the student's own risk.

CLASS PARTIES

The School Board Policy permits two parties during the school year. These are scheduled for the day before the winter break and the last day of school. **Since the school day is to be used for instruction, food or treats brought in for any unscheduled event such as birthdays or special holidays are against district policy.**

Surprise parties planned by students or parents are against school policy. Appreciation or recognition for a student or teacher may be demonstrated through a personal note or

through the donation of a new book through the Media Center's Book Dedication Program.

EXTENDED DAY CARE

Extended Day Care (Kids' Korner) is a parent paid extended day child care service available for students currently attending LAE. Hours are from 6:30 AM until school begins and from dismissal until 6:00 PM. Trained personnel provide supervised homework time, outdoor games, quiet indoor activities, crafts and computer time.

For information, please call (714) 816- 3316.

STUDENT LEADERSHIP

Leadership Program

Students in 4th and 5th grade are provided an opportunity to learn leadership skills and serve the school through the LAE Leadership Program. At the end of the year, students complete an application and are selected for participation in the following year. New students are given the opportunity to apply in the beginning of the year. Leadership provides valuable service to the school community. Some of these may include: announcing assemblies, promoting school spirit, and assisting the school through different jobs. Students act as liaisons for all students by seeking their input into school decisions. It is a wonderful way to engage in community service and to learn the qualities of being an effective leader.

INSTRUCTIONAL SUPPORT PROGRAMS



MUSIC

All students receive music instruction by a credentialed music teacher. Experiences include vocal, instrumental, and creative movement. During each school year, several grade levels participate in a musical performance. Some grade levels also receive keyboarding instruction as part of the MIND program.



ART

Students are provided art experiences in their classroom and through special art assemblies. Art lessons include various media, art principles, appreciation, and the study of famous artists.

MEDIA CENTER

The Media Center and Makerspace are connected to each other and feature a comprehensive library and access to multiple technological tools. The Makerspace provides opportunities for students to engage in integrated STEAM (Science, Technology, Engineering, Arts and Mathematics) challenges with the NGSS (Next Generation Science Standards) concepts embedded and specific to each grade level. The Media Center teacher and instructional assistant also work together with classroom teachers to provide lessons in digital citizenship, coding, and research and presentation skills.



Families must reimburse the Media Center for damaged barcodes or books as well as lost books, textbooks or materials.

PHYSICAL EDUCATION

Participation in physical education is required of all students. Individual and team sports are taught stressing physical fitness, good sportsmanship and participation. If a student cannot participate, a parent note is required. If the request for no participation exceeds more than three days, a doctor's note is necessary.

RESPONSIBILITIES OF STUDENTS, PARENTS AND STAFF

I. Responsibilities of Students

- Attend school regularly and on time.
- Respect the rights and property of others.
- Obey school rules and regulations.
- Accept consequences for poor judgment and actions.
- Be prepared for class with appropriate materials, work, and attitude for learning.

II. Responsibilities of Parents

- Recognize that the home needs to assume primary responsibility for a child's development.
- Maintain frequent communication with the school, especially at designated times.
- Become actively involved in participating and supporting school programs and activities.

- Collaborate with school staff regarding expectations and resolving problems.
- Provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.

III. Responsibilities for School Staff

- Accept each child as a unique individual and to respect his/her rights and property.
- Establish and maintain open communication between students, parents and staff in diagnosing, planning, implementing and evaluating learning experiences to meet each pupil's needs in a safe atmosphere conducive to enthusiastic learning.
- Provide opportunities for students to make good decisions, assume responsibility and show self-discipline.
- Provide supervision to ensure the safety of students within the school complex.
- Communicate school rules and policies to students and parents clearly.

IV. Legal Responsibilities

Ensure the rights of all persons and Education Code identified specific pupil responsibilities:

- Pupils shall cooperate with school personnel.
- Pupils shall avoid profanity or vulgarity.
- Pupils shall not use or possess tobacco, narcotics or alcohol.
- Pupils shall respect public and private property.
- Pupils shall maintain regular attendance.
- Pupils shall respect the physical welfare of students and school personnel.

SPECIAL INSTRUCTIONAL PROGRAMS

Los Alamitos Elementary School has a comprehensive instructional program beginning with transitional kindergarten and continuing through fifth grade. Parents are encouraged to attend regularly scheduled School Site Council meetings where important program, instructional achievement, and financial issues are discussed.

PSYCHOLOGICAL SERVICES

The school psychologist is on site on a part-time basis. She works with staff and parents to support students with academic, health and/or behavior issues that are noticed.

SPEECH and the Specialized Academic Instruction

Students identified with a learning disability are eligible for special education services offered through a variety of programs. At LAE, there are two programs for students with special needs. The first is the Specialized Academic Instruction and the second is Speech and Language Services. Both programs provide instruction specific to address goals and objectives recorded on a student's IEP (Individualized Education Plan).

GIFTED AND TALENTED EDUCATION (GATE)

Each year, all students in 3rd grade are tested. Teachers in grades 4 and 5 identify students who exhibit gifted qualities. A screening form is completed and reviewed by the teacher, principal and any other support staff who are familiar with the candidate. After a review of work samples and assessment data, a student may be recommended for further testing. After testing is completed, the committee determines eligibility and those students identified receive instruction which is differentiated in their classrooms. Special activities are also offered based on a student interest survey.

COMMUNITY AND PARENT INVOLVEMENT



PTA (Parent Teacher Association)

The PTA is a national organization which strives to:

- Promote the welfare of children and youth.
- Raise the standards of home life.
- Secure adequate laws for the care and protection of children.
- Bring into closer relation the home and the school.
- Develop united efforts between educators and the public to secure the highest educational advantages for all children.
- Promote the education of all students.

The LAE PTA provides many resources, community-based events, and programs to the school. All of the work is done by individuals who volunteer their time. Regardless of how much time you can offer, your help makes a difference and is appreciated. Plan to attend monthly PTA meetings. These meetings provide information about our school and support activities in place. To get involved, contact Brittany Hollar, PTA President, by e-mail at laeptapresident@gmail.com.

ROOM COORDINATORS

Each classroom needs at least two parents to serve as Room Coordinators. These individuals work behind the scenes as important liaisons between parents and the classroom teacher. They help get volunteers for activities such as the school carnival and book fair by communicating with the parents in the classroom. Room Coordinators meet quarterly through the PTA to plan upcoming events. Your help and support is essential to allow your child's class to be represented!

PARENT VOLUNTEERS - V.I.T.A.L.

The parent volunteer program is called V.I.T.A.L. (*Volunteers in Teaching and Learning*) and includes helpers in the classroom, room parents and workers preparing classroom materials. Volunteers are trained at the beginning of the year. Regular classroom volunteers must have a current TB test on file in the Health Office. TB tests are good for 4 years.

FLAE - Friends of LAE

FLAE is a parent booster club with the purpose to raise funds to support school programs that would be cut without this financial support. Each year FLAE works to raise funds to support the Media Center, technology, and other school needs.

To raise funds, parents coordinate events and programs such as the Fit-a-thon, Reading Challenge, and Starry Night, an evening silent auction/dinner event. Parents are encouraged to participate in all of the opportunities provided by FLAE, as well as attend meetings. Contact Autumn Bignami, President, by email at flaepresident@gmail.com to volunteer!

SCHOOL SITE COUNCIL - SSC

The School Site Council provides staff and community involvement in developing,

monitoring and evaluating the School Improvement Plan. The SSC is responsible for approving the school plan, establishing the school improvement budget, advising staff of needs, and communicating between the school and community. Membership includes five parents and five school staff. Parents are encouraged to attend School Site Council meetings to become familiar with curriculum, instruction, assessment measures and school finances. Meetings are scheduled three to four times per year. Check the school calendar for meeting dates and times!

EMERGENCY AND CIVIL DEFENSE PLAN

Student safety is a priority at school. School officials have a legal as well as moral responsibility to plan for the maximum safety and welfare of students and staff during school hours. We have worked diligently over recent years to plan and practice safety and security measures. Our school has an Emergency Preparedness Plan. Students and staff practice emergency procedures on a regular basis. We have emergency supplies such as water, food, and first aid equipment on hand. We also have staff members trained in First Aid/CPR, and who are part of emergency teams such as Search and Rescue, Security, and Student Accountability.

The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense authority. Procedures for dealing with fire, earthquakes, terrorism, chemical spills, etc. are an integral part of each classroom program.

In the event of an actual emergency, children will be kept at school and supervised by the school staff until parents or other authorized persons pick them up. If the school is not safe, the district will evacuate all students to another site. In the event of an earthquake or other emergency, students will evacuate to the emergency area near the lunch area. All practices and procedures are designed for student protection.

All parents, those who work both at home and outside the home, should make arrangements with friends who can pick up and care for their child in the event parents are detained or injured in a major disaster and are unable to come to the school.

For suggestions on how to develop a comprehensive home emergency preparedness plan, you may access online www.ready.gov, the website of the U.S. Department of Homeland Security. If you do not have access to the internet, a copy of this information is available at each school site.

HEALTH SERVICES

The Health Services Department for the Los Alamitos Unified School District consists of two credentialed school nurses (CSN) who share responsibility for all students in the District and part time school-based licensed and unlicensed health office staff members. The CSNs oversee the operation of the Health Offices at each school site and work to standardize health practices in the District. They serve as consultants to parents, teachers and administrators concerning the health needs of all students. They coordinate state mandated screenings of Hearing and Vision. The screenings are scheduled periodically throughout the year for designated grade levels.

Health office clerks and LVNs maintain current training in CPR and first aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or the front office staff, will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

MEDICATION POLICIES AND PROCEDURES

The administration of medication in the Los Alamitos Unified School District is done in accordance with the California Education Code(Sec. 49423):

Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. The only exceptions involve special or serious problems where it is **absolutely necessary** to give medication during school hours, and where it is not possible for the

parent to administer it to the student. Parents are urged, with the help of the physician, to work out a schedule of giving medication outside school hours. The school nurse serves all the District schools and is not available every day to administer medication to every child who must receive it. Therefore, the school office staff (clerks, secretary, or principal) might be the person to administer it. They cannot be expected to assume this responsibility unless it is necessary.

*****All medications must be kept in the Health Office. This includes over-the-counter medications such as ibuprofen and cough drops. No medication will be dispensed without proper release forms.**

In order for school staff to administer **any medication** (prescription or over-the-counter) to a student, specific **orders** must be written and signed by the student's **physician** on the **"Physician's Request for Administration of Medication"** form which is **available in the health office or online**.

The request must *clearly* specify:

1. The **name** of the medication.
2. The **reason** for the medication.
3. The **dose, time, and/or frequency**.

New orders are required any time the medication, dosage, or the time is changed.

Parent signature giving authorization to administer the medication is also **required on the form**.

You are strongly advised to teach your child to assume responsibility for coming to the health office to receive the medication at the appropriate time. Medication should be delivered to and taken home from the school by a parent or another responsible adult. Medication must be in an original prescription container, properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, time of administration, and route (such as oral, topical or other site for administration). A parent may request two containers from the pharmacist, one for school and one for home.

If the student gets more than one medication at school, each medication must be in a separately labeled container. Envelopes, zip-lock bags, or other types of containers will not be accepted.

Parents are also responsible for cutting pills in half. Children may not carry their own medication unless it is a doctor-approved inhaler or EpiPen. Please do not send pills, cough syrup, or any other medicine in your child's lunch.

Inhalers must have a pharmacy label on them or must be in the labeled box. If necessary, emergency medication such as EpiPen or asthma inhalers may be carried by a student when ordered by the physician, requested by the parent and approved by the school nurse. A second medication should be kept in the office for an emergency.

Medication orders are valid for the current school year only, and must be renewed annually at the beginning of each school year.

INJURY OR ACCIDENTS AT SCHOOL

Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, extremely important that **current emergency contact phone numbers are accurate in Aeries and/or on file in the school office. Please update the school office if this information changes mid-school year.** If parents are unavailable in the event of an emergency, paramedics will be called.

Following a severe injury or illness, a note must be received from the family physician stating that the child is cleared to return to school. The use of wheelchairs, crutches or other activity limitations or restrictions must also be ordered by the physician and the note provided to the school office.

ILLNESS

Any student feeling ill should inform the teacher and ask for a pass to the Health Office. Students feeling weak or faint are accompanied to the office. If it appears that a student requires longer than a 15-minute rest, a parent will be contacted and asked to pick the child up so proper care and attention can be received at home. No student will be allowed to remain in school with a fever or any contagious disease. If your student shows symptoms of illness during the night,

please keep him/her home from school. Students who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness, it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced. Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. The following guidelines may help your child stay healthy and help in determining whether or not you should send your child to school.

Your child should not be sent to school, or will be sent home, if the following are present:

1. A temperature of 100.0° or above (orally) or 99.0° or above under the arm within the last 24 hours. A child must be fever free, without medication, for at least 24 hours before returning to school. If a student is sent home with a fever during the day they MAY NOT return the next day.

2. Vomiting 2 or more times in a 24-hour period, or with associated fever and illness.

3. Diarrhea when unable to contain watery stools in the toilet until condition resolves. If a child wears a diaper, he/she may not be in school with watery stools, increased frequency and when associated with fever and behavior changes that indicate illness.

4. Red eyes with purulent (whitish/yellow mucus) eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is "noninfectious" or that treatment has begun.

5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is "not contagious" or that appropriate treatment has begun. Some rashes will need to be covered at school even during treatment.

6. Head lice. Request "Parent Guidelines for Treating Head Lice" from the health office. Parents are expected to treat their child's head the same day. Head lice do not transmit disease, but they are a nuisance. Parents can find it upsetting to learn that their child or a classmate has become infested with lice, but having head lice is a fairly common problem and has nothing to do with hygiene. In fact, good hygiene or cleanliness have nothing to do with lice infestation. If you or your child has head lice, please notify the school health office. If

your child has live lice, please do not send them to school. Treat their hair with a pediculicide (products like RID, NIX or Ovide) and notify the school. Your student may attend school after treatment. Ongoing daily nit removal at home is expected. Home treatment guidelines and resources can be obtained on the California Department of Public Health website or from the school health office. The health office will discretely monitor students with a recent case for 1-2 weeks following and until occurrence has cleared.

If your child complains of feeling ill or seems "not themselves," please keep them home. You can observe your child and contact your family physician if the symptoms do not subside.

SCHOOL HEALTH GUIDELINES AND COMMUNICABLE DISEASE CONTROL

Parents are urged to adhere to the California Health and Safety Codes. It is the responsibility of the parent to notify school **IMMEDIATELY** when a communicable disease is suspected or diagnosed. This is an important step in the control of disease. Examples of infectious conditions which should be reported immediately are head lice, chicken pox, measles, mumps, pertussis and impetigo.

READMISSION FOLLOWING COMMUNICABLE ILLNESS

The school office must clear children before being allowed to re-enter the classroom.

Health Resources in Orange County

- Health Care Agency - (714) 834-3400
- Child Health and Disability Prevention Program (CHDP) - (800) 564-8448
- Healthy Families Insurance Program (via We Care) - (562) 598-9790
- Poison Control - (800) 876-4766
- Pest Control (800) 491-1899 Free Immunization Reference line - (800) 564-8448

IMPORTANT DATES AND SCHOOL CALENDAR

ALL DATES ARE SUBJECT TO CHANGE.

Some dates of school events are listed below. Specific details of upcoming events will be communicated to each family. Always check Parent Square/read emails, check the school marquee, Tuesday Take Home folder, and the school website for up-to-date information.

TBD – Outdoor Science School (5th grade)
Aug 12 – Popsicle Class Posting Party, 5:00 PM
Aug 13 – Kindergarten Kickoff, 2:00-3:30 PM
Aug 16 – First Day of School
7:55 AM to 11:30 AM for Kindergarten
7:55 AM to 2:20 PM for Gr. 1-5
Aug 24 – Back to School Night 5:45 to 7:15 PM
(Students dismissed at **12:30 PM**)
Aug 26, 27, 30, 31 Fall Assessments
(Students dismissed at **12:30 PM**)
Aug 31 – Family Art Night
Sept 2 – Regular K Schedule begins
Sept 6 – NO SCHOOL, Labor Day
Sept 10-11 – Camp LAE
Sept 17 – Fall School Pictures
Oct 7 – Fit-a-thon
Oct 8 – NO SCHOOL, Staff Development
Oct 18, 19, 21, 22, 25 – Fall Parent Conferences
(Students dismissed at **12:30 PM**)
Oct 25-29 – RED RIBBON Week
Oct 29 – Halloween Parade, 8:00 AM
Oct 29 – Trunk or Treat
Nov 5 – Make-up Pictures
Nov 11-12 – NO SCHOOL, Veteran's Day
Nov 19 – Movie Night
Nov 22-26 – NO SCHOOL, Thanksgiving Holidays
Dec 23-Jan 7 – NO SCHOOL, Winter Break
Jan 17 – NO SCHOOL, Martin Luther King Holiday
Jan 25 – 4th Grade Performance, 6:30 PM
Feb 4 – NO SCHOOL, Staff Development
Feb 21-25 – President's Day Holidays
Feb 28-Mar 4 – Book Fair
Mar 2 – Read Across America/DEAR Day
Mar 5 – Spring Pictures/5th Grade Panoramic
Mar 21, 22, 24, 25, 28 – Spring Parent Conferences
(Students dismissed at **12:30 PM**)
Mar 30 – 2nd Grade Performance, 6:30 PM
Apr 14 – Open House 6:30 PM
(Students dismissed at **12:30 PM**)
Apr 18-22 – NO SCHOOL, Spring Break
May 26 – Carnival
May 27 – NO SCHOOL, Planning Day
May 30 – NO SCHOOL, Memorial Day
June 10 – 5th Grade Promotion, 8:30 AM
June 10 – Last Day of School, 12:30 PM dismissal