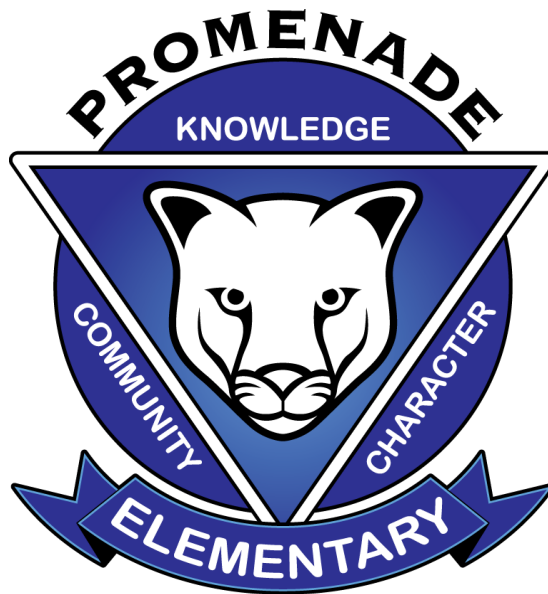


Alvord Unified School District

**PROMENADE ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK**

**2023-2024
Home of the Panthers**



**Erika Bowden, Principal
Eric Burris, Assistant Principal**



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**PROMENADE ELEMENTARY SCHOOL
PARENT / STUDENT HANDBOOK
TABLE OF CONTENTS**

	Page
Welcome to Promenade	3
School Schedule	4
Parent Groups	5
Parents on Campus	5
Aeries Parent Portal	5
Change of Address	5
Emergencies	5
Plan for a Positive and Safe School Climate	6
Expected Campus Behavior	6
Problem Solving Techniques	6
Bullying and Conflict	6
Electronic and Mobile Communication Devices	8
Things to Keep at Home	8
Consequences for Misbehavior	8
Due Process	9
Suspension/Expulsion List	9
Playground Procedures	9
Expected Bus Behavior	10
Expected Lunch Time Behavior	10
Dress Code	10
Spirit Days	10
Lost and Found	11
Travel to and from School	11
Parking Lot Safety and Courtesy	12
Attendance Policy	12
Transfers	12
School Visitation	13
Phone Calls	13
Study Trips	13
Leaving the School Grounds	13
School Breakfast and Lunch	13
Inclement Weather	13
Immunizations	14
School Entry Physical	14
Drugs and Medication	14
Illness and Contagious Diseases	14
Vision and Hearing Screening Clinic	14
Restroom Use	14
Insurance	15
Homework	15
Report Cards/Progress Reports	15
Devices, Library Books and Textbooks	15
Back-To-School Night	15
Parent Conferences	15
Student Birthdays	16
Parent Involvement Program	16
Teacher Requests	16
Awards Ceremonies	16

WELCOME TO PROMENADE ELEMENTARY SCHOOL

We build knowledge, develop character, and embrace community

Dear Parents,

Welcome to Promenade Elementary School. We are proud of our school and its educational program. We look forward to working with you and community members in educating your children, our most valuable and cherished asset.

The goal we all share is that our children receive an education which prepares them to be successful and productive citizens in an ever-changing global society. We ask for your support in meeting these goals. Research shows that when parents and schools work together **students do better**. Some suggestions from the Parent Institute on ways you can make a difference in your child's education are:

- ❖ **Read to your child every day.** Long after children learn to read for themselves, they love this special time with cherished family members. Kids who are read to are the kids who want to read on their own!
- ❖ **Join one of our many parent volunteer groups.** When parents and teachers work together schools improve.
- ❖ **Volunteer.** The more help parents give, the more time teachers can spend with students. Work full-time? There are still ways to help. Ask your child's teacher what you can do.
- ❖ **Let your children know school is important.** Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job, and day to day life.
- ❖ **Recognize your child's special gifts.** Each child has special talents. Perhaps the most important thing you can do is to help your child see how special they truly are. That boosts confidence and sets the stage for learning.

We challenge you, Promenade's parents, to ensure that your child attends school each and every day and that each day they arrive ON TIME and stay for the entire school day. Please remember that when your child is tardy, leaves early, or is absent they miss out on important learning time, and all students in the school lose out because attendance affects our funding. Please arrange medical and other appointments after school so your child will not miss school. When your child is absent, call the school office or send a note to the teacher with the reason for absence.

School-home communication is highly encouraged. If you have a question, call the school at 951-358-1650. If you wish to discuss a matter with the teacher or administration, an appointment can be made.

We look forward to meeting you and working together to ensure your child's success.

Sincerely,

Heather Goodwin, Principal
Promenade Elementary
Email: heather.goodwin@alvordschools.org
Phone: (951) 358-1650



**Promenade Elementary School
Daily Schedule
2023-2024**

OFFICE HOURS	7:30 a.m. – 4:00 p.m.
TEACHER WORKDAY	8:00 a.m. – 3:30 p.m.
<u>STUDENT DAY:</u>	
Transitional Kindergarten (TK) & Kindergarten (K)	8:30 a.m. – 2:30 p.m.*
Grades 1 – 5	8:30 a.m. – 2:45 p.m.*
<u>PROGRAMS:</u>	
Breakfast Program	7:55 a.m. – 8:15 a.m.
Expanded Learning AM Program	7:00 a.m. – 8:15 a.m.
Expanded Learning PM Program	Dismissal – 6:00 p.m.
<hr/>	
<u>ARRIVAL:</u>	
Campus Opens for Student Arrival	8:10 a.m.
Bell rings	8:25 a.m.
Instruction Begins	8:30 a.m.
<u>AM RECESS:</u>	
Grades TK & K	10:00 a.m. – 10:15 a.m.
Grades K & 1	10:55 a.m. – 11:10 a.m.
Grades 2 & 3	9:20 a.m. – 9:35 a.m.
Grades 4 & 5	9:40 a.m. – 9:55 a.m.
<u>LUNCH:</u>	
Grades TK & K	10:15 a.m. – 10:50 a.m.
Grades K & 1	11:10 a.m. – 11:45 a.m.
Grades 2 & 3	11:50 a.m. – 12:25 p.m.
Grades 4 & 5	12:45 p.m. – 1:20 p.m.
<u>PM RECESS:</u>	
PM Recess Grade TK & K	1:05 p.m. – 1:20 p.m.
PM Recess Grades K & 1	1:25 p.m. – 1:40 p.m.
PM Recess Grades 2 & 3	12:25 p.m. – 12 :40 p.m.
<u>DISMISSAL:</u>	
Grades TK & K	2:30 p.m.*
Grades 1 - 5	2:45 p.m.*
<u>*EARLY RELEASE DISMISSAL EVERY TUESDAY (and additional dates listed below):</u>	
Grades TK & K	1:15 p.m.
Grades 1 - 5	1:30 p.m.

ADDITIONAL EARLY RELEASE DATES:

October 2nd - 6th, 2023 (P/T Conf.), October 27, 2023, December 14, 2023, May 31, 2024

PARENT GROUPS

School Site Council (SSC): The School Site Council consists of parents and staff who work together to plan and evaluate the programs at Promenade which receive special funding. Members on the Council are elected. However, the meetings are open and all parents are encouraged to attend and participate.

English Language Advisory Committee (ELAC): ELAC consists of parents and staff who meet to discuss the planning and implementation of the English language development programs. The Committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education.

Parent-Teacher Organization (PTO): The PTO is a service organization, providing hundreds of hours of volunteer work and support of curriculum to the school on an annual basis. Participating in any way in PTO will be a very rewarding experience for both you and your child and will greatly enhance our school culture. You are welcome to attend meetings and strongly encouraged to show your support by assisting in any way you can.

PARENTS ON CAMPUS

Under the Education Code and Penal Code 627 et al, **all visitors are required to register in the school office. Visitors are required to show a photo ID when checking in and checking out students for early dismissal.** This provides parents an opportunity to advise the staff of their presence at school and of their needs. This requirement is intended to maintain a safe, secure, and peaceful campus.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate their rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

AERIES PARENT PORTAL

Access your parent portal account regularly to ensure we have the most up to date information for your student. Your portal account provides you access to report cards, grades and transcript information, attendance, test scores, medical records, contact information. Your contact information in Aeries Parent Portal is connected with the ParentSquare application, which is used as a communication tool by the district and school. You can access your portal account by going to: <https://alvord.asp.aeries.net/student> or you can visit the district website at <http://www.alvordschools.org>. ParentSquare also offers an app download for Android and Apple devices.

CHANGE OF ADDRESS

Please notify the school office when there is a change of address or telephone number.

EMERGENCIES

It is important that we have accurate, up-to-date information concerning the name and telephone numbers of people to contact in case of an emergency concerning your child. We need to be notified immediately if this information changes. In an emergency situation children will only be released to persons listed on the student's registration card. A child will only be released to a person 18 years or older.

PLAN FOR A POSITIVE AND SAFE SCHOOL CLIMATE

Our goal at Promenade Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in teaching and discipline.

The following school wide expectations have been developed to provide a safe and secure learning environment. It is the responsibility of each parent and teacher to instruct the students in proper behavior at school and to be consistent in the enforcement of these rules. The consequences and disciplinary actions have been carefully considered and will be enforced if expectations are not met.

EXPECTED CAMPUS BEHAVIOR

“Character is doing the right thing, even when no one is watching.”

Be KIND

Be STRONG

Be WELL

1. Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted
2. Running and playing in the hallways is not permitted.
3. Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers. Items such as electronic games, laser light pointers and toys are not permitted. Inappropriate items may be confiscated.
4. School property, facilities, and equipment must be used properly and safely.
5. Bicycles, skateboards, and skates (including Heelys) may not be ridden on campus.
6. Chewing gum is not permitted at school.
7. Hats need to be removed while indoors (polite etiquette).
8. All state and federal laws must be followed at all times.

PROBLEM SOLVING STRATEGIES

Our expectation for Promenade students is to treat everyone with dignity, respect and kindness at all times. Students are encouraged to be peacemakers by using the “Super 8 Rules” to solve problems:

1. Talk it over ... listen
2. Ignore it
3. Walk away
4. Say “I’m Sorry” or “Please stop that”
5. Take turns
6. Share
7. Find something else to do
8. Ask for help

BULLYING AND CONFLICT

Bullying is a serious issue and will not be tolerated. It is important to understand the difference between **CONFLICT** and **BULLYING** so that the school can address both issues appropriately.

Definition and Types of Bullying

Bullying is defined as: “When a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.”

The following 3 components **must co-exist** to constitute bullying

1. Bullying is aggressive behavior that involves unwanted, negative actions
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength

There are 9 types of bullying:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Due to the serious nature of any and all types of bullying, bullies will receive consequences. If your student witnesses bullying or is a victim of bullying, please report it to administration immediately.

Definition and Examples of Conflict

Conflict is defined as: "a struggle between two or more people who perceive they have incompatible goals or desires." Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view.

Here are some examples of conflict among children:

- Children quarrel over who gets to go first
- Children argue about the rules of a game on the playground
- Children call another student names when they don't know how to resolve a problem
- Children argue in class when working in collaborative groups because they don't agree on how to solve the problem
- Children change friends and friend groups.

When conflict occurs, it can be hurtful and conflict resolution and problem solving must occur. Further, consequences can be issued but conflict is very different from bullying.

Bullying versus Normal Conflict

Bullying

Intentional
Repeated
Feels Proud
Does not stop when asked
Does not feel sorry for actions
Part of a harmful situation

Normal Conflict

Accidental
Occasional
Feels Remorse
Changes behavior when asked
Apologizes and learns a lesson
Part of building relationships

What you can do to support your child in dealing with conflict.

- Encourage your child to set their limits by telling the other child to stop or to leave them alone
- Encourage your child to tell an adult if they need help to resolve the problem
- Teach your child how to walk away, find a friend or problem solve the conflict
- Reach out to your child's teacher or administration for support

ELECTRONIC & MOBILE COMMUNICATION DEVICES (CELL PHONES & SMART WATCHES)

In accordance with Board Policy 5131.8, *“Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances (Education Code §§48901.5, 48901.7):”*

1. *In the case of an emergency, or in response to a perceived threat of danger*
2. *When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator*
3. *When a licensed physician or surgeon determines that the possession or use is necessary for the student’s health and well-being*
4. *When the possession or use is required by the student’s IEP*

Students shall be personally and solely responsible for the security of their cell phones and smart watches. It is expected that the devices are turned off and stored in their backpack, except in the circumstances described above. However, any device possessed or used in violation of Board Policy may be immediately confiscated by school personnel. Absent compelling and unusual circumstances, mobile communication devices that are confiscated by the schools will only be returned to the student’s parent or guardian. Alvord Unified School District shall not assume responsibility for theft, loss or damage of a cell phone or any other personal mobile communication device.

Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and will be subject to appropriate disciplinary action. Additional aggravating factors subject a student to more stringent disciplinary consequence when the circumstances warrant:

Using mobile communication devices to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited. Further, using cellular telephones or other devices with photographic capabilities in classrooms, playground, library, cafeteria, restrooms or any other common student areas is also prohibited.

THINGS TO KEEP AT HOME

1. Gum
2. Personal items. These include, but are not limited to:
 - a. Any toys, including trading cards
 - b. Electronic devices, such as Tablets/iPads, wireless earbuds, MP3 players, and handheld video games (Electronic devices will be confiscated and a parent will have to pick-up the item from the office.)
 - c. Sports equipment, such as footballs, basketballs, tennis balls, or soccer balls
 - d. Anything with wheels (skates, skateboards, scooters, and Heelys shoes)
 - e. Sharpies and permanent markers
3. Weapons, or simulated weapons, may NEVER be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, pocket knives, explosives, and all other dangerous objects.

CONSEQUENCES FOR MISBEHAVIOR

Students may receive Panther Dollars and other **rewards** for following rules and demonstrating **safe, responsible** and **respectful behavior**. Failure to follow school rules may result in the following action or actions (not necessarily in this order):

1. Counseling / Warning
2. Parent notification
3. Loss of privilege, end-of-the-year activities
4. Restructured recess
5. Damage or replacement fees
6. Suspension
7. Referral for expulsion
8. Police action

DUE PROCESS

Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the principal/designee. At this time the pupil will be afforded an opportunity to know what he/she is accused of and to tell their side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested.

A STUDENT MAY BE SUSPENDED AND/OR REFERRED FOR EXPULSION FOR THE FOLLOWING ACTIONS:

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.
3. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
5. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property, or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed, or used tobacco, or any product containing tobacco or nicotine products.
10. Committed an obscene act, or engaged in habitual profanity or vulgarity.
11. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
12. Disrupted school activities, or willfully defied the authority of school personnel.
13. Knowingly received stolen property.
14. Possession of an imitation firearm.
15. Committed or attempted to commit a sexual assault.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Committed sexual harassment (grades 4-5).
18. Caused, attempted to cause, and threatened to cause, or participate in an act of hate violence (Grades 4-5).
19. Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4-5).
20. Terrorist threats against school official, or school property, or both.
21. Aided or abetted in the infliction or attempted infliction of injury to another student
22. Engaged in an act of bullying.

PLAYGROUND PROCEDURES

- School rules must be followed at all times.
- Play equipment for use on school grounds must be provided by the school. Items brought from home are not to be used unless approved in advance by a teacher and marked with the student's full name.
- Students must stay within boundaries of the playground.
- Eating and drinking are only permitted in designated areas.
- Students should not walk through a game in progress or disrupt games.
- Playing in or around restrooms is not permitted. Students who observe vandalism and fail to report the problem are as guilty as those who cause damage.
- Water bottle filling stations and restrooms are to be used BEFORE the bell rings.
- When the bell rings, students must immediately freeze until the Campus Supervisor blows the whistle. Students are to WALK to their assigned place.
- **ANY** behavior resembling fighting or wrestling is forbidden (i.e. play fighting).

EXPECTED BUS BEHAVIOR

Bus drivers are required to maintain a safe and quiet environment on their buses. In order to accomplish this, students must obey the following rules:

- Wait in line at the bus stop and follow all school rules while waiting.
- All students must obey the bus driver and follow their directions. NO arguing with the bus driver.
- All students must remain seated, facing the front of the bus at all times, keeping hands, feet and objects INSIDE the bus at all times.
- All students must speak quietly and not make loud noises on the bus.
- Students must refrain from saying inappropriate things (no offensive language or gestures).
- The center aisle must be kept clear of books, backpacks and lunch pails at all times.
- Students must keep their feet and hands to themselves.
- Students may not throw any item in or out of the bus.
- No food, candy or drinks may be eaten on the bus.
- No pets may be brought onto the bus.

Failure to follow the above rules may result in the loss of bus riding privileges.

EXPECTED LUNCH TIME BEHAVIOR

- Students are to be escorted to lunch area by their teacher in an orderly manner. Running or loud talking is not permitted.
- Students are expected to line up single file in the cafeteria area. Cutting into line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
- Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. Throwing of food, yelling, running, selling or trading of food is not permitted.
- Student respect of Campus Supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
- Campus Supervisors have the responsibility and authority to discipline students in accordance with School and District guidelines and the California Education Code.
- Each student is responsible for the disposal of their trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
- At the conclusion of the lunch period, all students are to line up in an orderly manner and quietly await their teacher's prompt arrival.

DRESS CODE

The dress code is vital to insure personal safety, to create a positive learning environment, and to discourage classroom disruptions or distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students. All Promenade staff is responsible for assuring that all students follow the dress code. Changes may be made during the school year.

School Spirit Days

Friday: School Spirit Day- Wear your Promenade shirts or our school colors blue and white!

Monthly: One or more days each month are identified as themed spirit days

Students may NOT wear:

- Clothing with words/graphics pertaining to drugs, alcohol, gangs, profanity, sex, racist or demeaning information
- Any gang or gang-like attire
- Chains or weapons (including wallet chains)
- Oversized or ill-fitting clothing
- Sleeveless tops with large armholes or shoulder straps narrower than two inches
- Strapless or tube tops

- Bare midriffs
- Short shorts
- Tattered clothing
- Undergarments showing
- Lack of undergarments
- Underwear t-shirts
- Shirts, tops or sweaters unbuttoned below the sternum
- Bathing suits
- Unsafe jewelry or clothing
- Footwear without a heel strap or footwear with wheels

The following are NOT RECOMMENDED:

- Sandals with open toes (due to safety on the playground, closed toe shoes are best.)

Non-Compliance with Dress Code:

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal or designee. The following progressive interventions will be followed:

1. Verbal warning - child may be required to turn shirt inside out or borrow school shirt
2. Notice sent home with student for return with parent signature
3. Phone call home – parents may be expected to bring appropriate clothing
4. Loss of privileges in classroom or recess
5. Referral to office:
 - student may be required to change clothes
 - an appointment may be scheduled with the parent to formulate a compliance plan for the student

LOST AND FOUND

Lost items, including clothing, may be claimed from the Lost and Found carts in the MPR. In order to minimize the number of lost items, please label ALL BELONGINGS on the inside with your child's first and last name. Unclaimed items will be donated to charities throughout the school year.

TRAVEL TO AND FROM SCHOOL

The safety of our children is very important. The following are suggestions and rules which will help your child be safe:

1. Insist that your child go directly to and from school. We encourage parents never to let students travel alone.
2. Know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find the reason for the delay.
3. **Students should not arrive before 8:15 a.m., unless they are in the Breakfast Program which starts at 7:55 a.m.** Students should depart school as soon as dismissed.
4. **Please pick students up PROMPTLY after school.**
5. Students should stay off private property and travel the recommended routes to and from school.
6. You must call the front office if your child is to change their regular routine. For instance, if your child is not supposed to walk home as usual and is to wait for you to pick them up, we must receive a call! Otherwise, we will dismiss them as usual. Young children, especially, have difficulty remembering what a parent said when it is time to go home. Arrangements need to be made BEFORE school. Children may not use the phone to change plans.
7. Advise your child to avoid strangers and not get into a car with someone he/she doesn't know. Tell them not to accept money, candy or presents from strangers, and not to help a stranger look for lost animals or get directions.
8. Parents picking up and dropping off students are required to comply with all traffic instructions at the front and back of the school for the safety of all children.

USE THE CROSSWALKS AT ALL TIMES. JAY WALKING IS NOT PERMISSIBLE.

PARKING LOT SAFETY AND COURTESY

Parents and students are required to follow all traffic and safety rules when dropping off children before school or picking up children after school. When crossing the street, use crosswalks and corners. Use sidewalks whenever possible and avoid walking through parking lots and/or in between vehicles. Please be courteous of others by not blocking vehicle or pedestrian traffic, and by following staff member directions at all times - **this might save a child's life.**

MAIN LOT (Off Promenade)

Vehicle traffic is limited to **BUS and SPECIAL EDUCATION use ONLY.** There is no parking in the circular loop or red zones.

LOWER LOT (Off Hamilton)

The primary purpose of the lower lot is allow for non-stop vehicle drop-off and pick-up of students during arrival and dismissal. **Drivers should remain in their vehicles at all times** in order to ensure a smooth and consistent flow of traffic. As you enter the lower lot in the morning, please remind your child to be ready (gather their belongings, etc.). Once in the designated loading/unloading zone, students should exit on the **right side of the vehicle only** – this is curbside and for your child's safety. If a child requires assistance, we have staff and student valets available to help.

Overflow parking from the main lot is also permitted in the lower lot, however access to campus for parents/visitors is via the **main office only.** No parents/visitors may access campus via the lower lot.

ATTENDANCE POLICY

Students are expected, by law, to attend school every day unless they are ill. Doctor and dentist appointments should be scheduled after school. Daily attendance allows the student to access the necessary instruction in the classroom.

Students must not only attend school daily but arrive on time. **On time means a student must be lined up when the bell rings at 8:30 a.m.** Any time after 8:30 a.m. is considered late or tardy (if greater than 29 minutes). PARENTS MUST CALL THE SCHOOL OFFICE OR SEND A NOTE WITH THE REASON FOR ABSENCE OR TARDY THE DAY OF OR DAY AFTER.

Independent Study: Should there be an occasion that cannot be avoided where a student needs to be absent from school, school work **may** be provided by the classroom teacher. Please contact the front office a minimum of 2 weeks in advance to learn about the details.

Perfect Attendance: Promenade perfect attendance policy is as follows:

1. Student arrives to school on time every day
2. Student remains in school for the entire school day every day

** Independent Study will not be considered for perfect attendance. **

TRANSFERS

Whenever a child leaves to go to another school, parents need to inform the school office and teacher. Please let us know a few days ahead and specify the last day of attendance.

If your child is attending Promenade Elementary School on an approved transfer whether it is an intra-district (within AUSD) or inter-district (outside AUSD) transfer all parents and students are required to follow the agreement signed at the time the transfer request was submitted to AUSD. Students who are here on a transfer and are having **behavioral or attendance issues may have their transfer revoked** by the principal or by the school district.

Each parent is required to renew transfers during the annual window for submittal of student transfers. Transfers received after the deadline may not be approved by AUSD prior to the start of the school year. Transfer information can be obtained by contacting Student Services at (951) 509-5139 or via their department website <https://www.alvordschools.org/Page/10685>.

SCHOOL VISITATION

The school office is open Monday through Friday 7:30 a.m. – 4:00 p.m. Being a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. All visitors, including parents, must sign-in, and show photo ID, in the office and receive a visitor's badge. If you wish to visit a classroom, please make an appointment by calling the school or contacting the teacher at least one day in advance.

All volunteers must submit a Volunteer Application and be approved by Human Resources PRIOR to volunteering.

The above procedures have been established to ensure student safety and to minimize disruption of the instructional program. On occasion there may be special days set aside for parents to join their child(ren) for lunch. However, as a general rule, parents are not permitted to join their children during breakfast, recess or lunch. Students need to become comfortable and confident at school. This can be accomplished with minimal interruptions in their daily school routine.

PHONE CALLS

Students will be allowed to use the phone at the discretion of staff in cases of special need or emergency only.

STUDY TRIPS

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. **STUDENTS MAY NOT GO on a study trip without a permission slip signed by a parent.** If a student's behavior and discipline prior to the study trip calls into question the safety or success of a study trip, that student may not be allowed to attend.

Parents may be asked to chaperone with approval and completion of tier 2 volunteer applications/documents. However, any student, including siblings, not enrolled in the participating class may not accompany chaperones on field trips.

LEAVING THE SCHOOL GROUNDS

Children may not leave campus during the school day without special permission. If you need to take your child out of school for the day, please check in at the office with your photo ID. Your child will be called and you must sign them out. We will not call students to leave their classrooms until the adult has arrived to pick-up and is present in the front office.

SCHOOL BREAKFAST & LUNCH

Parents are encouraged to provide the best opportunity for their child(ren) to learn by sending students to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative effect on child development, behavior, and learning.

Breakfast and lunches are available and provided at school. Applications must be completed and will be provided by Child Nutrition Services.

INCLEMENT WEATHER

On excessive heat days, rainy days, windy days, or days with unhealthy air caused by smog or smoke from brush fires students will participate in indoor Physical Education (P.E.). In the event of excessive heat or poor air quality, the District Office will notify the school of the alert. At this time, physical activity will be limited until the end of the alert.

IMMUNIZATIONS

Before your child enters grades TK-12, the state requires, in addition to verification of birth (certified copy of birth record, statement by the local registrar certifying the date the birth, baptism certificate, passport, when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian, or any other appropriate means of proving the child's age), proof of the following immunizations:

- 4 Polio doses- 3rd one given after 4th birthday
- 5 DPT doses- 4th one after 4th birthday
- 2 Measles, Mumps, Rubella dose- after 1st birthday
- 3 Hepatitis B doses-to enter kindergarten as of 7-1-99.
- 1 Varicella (Chicken Pox) dose or proof of the disease

Not only are these state requirements, but your child's, and other children's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your doctor or from clinics sponsored by the Riverside Neighborhood Health Center. For the dates of a clinic in your area contact them at 358-6000.

SCHOOL ENTRY PHYSICAL

A physical exam, completed within 12 months prior to Kindergarten entry and 18 months prior to entering 1st Grade is required. Forms are available at the elementary school offices, the Health Department and most doctors' offices. **Parents are urged to keep accurate health records from birth on. It is frequently necessary to research a child's health history.**

DRUGS AND MEDICATION

If medication must be taken during school hours, the California Education Code requires a form to be signed by the physician and parent. Check with the school secretary if you need this form (H-202). All medications, including inhalers, must be in a properly labeled container from the pharmacy. They will be kept in a secure place at school. **Non-prescription drugs (including aspirin, Tylenol, medicated cough drops, etc.) are not allowed at school.** Do not put any medication in your child's lunch pail or backpack. If you have any questions regarding procedures, call the school nurse or secretary.

ILLNESS AND CONTAGIOUS DISEASES

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomachache, cough, or a headache may indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered.

If your child has a contagious disease, please notify the school immediately. Following quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the office. To provide this clearance, there is a nurse available **MONDAY THROUGH FRIDAY, 7:30 A.M. – 8:30 A.M. ONLY AT STUDENT SERVICES CENTER (CORNER OF CAMPBELL AND JONES)**. During these hours you may also call the Health Hotline for answers to any health-related questions at 951-509-5033. Your child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a School District Nurse before a student returns to school.

VISION AND HEARING SCREENING CLINIC

Each year, hearing and vision screening are conducted by the School District to identify those students who may have either vision or hearing disorders. All students in grades kindergarten, second, and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher or contact our health assistant.

RESTROOM USE

Proper use of restroom facilities is expected from all children at all times. Children should learn to use the restrooms during scheduled recess times which includes before school, morning recess, lunch recess, and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability.

INSURANCE

Application forms are available online at www.alvordschools.org/Page/13297 for a low-cost accident and sickness insurance protection policy for your child. **THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN.** You may wish to check policies you already have to see if your child is covered.

HOMEWORK

Homework assignments are teacher planned learning activities which take place outside of the student's regular school hours. Homework should allow your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the District's course of study and relate to individual student needs and abilities.

Homework guidelines are explained to parents during Back-to-School Night. Ordinarily, assignments will not exceed one half hour per day for grades K-3, and not more than three hours per week for grades 4-5. Homework may be assigned a grade and/or general performance mark on the student's report card.

We urge you to establish regular "homework times" and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued twice a year for grades TK-5 via the Aeries Parent Portal. Report cards are very detailed and are available at the end of each semester. Fall semester ends right before the Holiday break. Spring semester is completed at the end of the school year. Progress reports are submitted twice a year. One comes out in September and the second one comes out in February. Deficiency Notices are sent home prior to report cards for students in danger of failing a subject or subjects.

DEVICES, LIBRARY BOOKS AND TEXTBOOKS

It is a privilege for students to use the Promenade Library. Students have an opportunity to visit the library at scheduled times with their class. During this time they may be able to check out a book.

Books are DUE the day the class is schedule to visit. If the children bring in their books late to the library they will have to wait for another day to check out a book.

Students and parents will be held accountable for all devices (Chromebooks, etc.), library books and textbooks checked out to the student. If devices or books are damaged or lost, replacement or repair fees will be charged, and students will be required to pay before checking out additional materials. In addition, participation in activities, including study trips, may be restricted until outstanding fees are paid.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. This is a time to ask questions regarding the program for that grade level. Questions or problems about your child should not be discussed at this time. Parent-Teacher Conferences are scheduled for that purpose.

PARENT CONFERENCES

Conferences allow time for the teacher and parent to discuss the child's progress. The staff of Promenade Elementary School welcomes this opportunity to meet with you. Conferences are held during the month of October and as needed throughout the school year. Conferences may be initiated by either school personnel or parents. Communication tools such as ParentSquare, ClassDojo, Remind, etc, are used primarily for informational purposes and are not intended for conferencing with your teacher regarding your student. Interaction may be limited to the contract day (8:00a.m. – 3:30p.m.) when communicating via these tools.

STUDENT BIRTHDAYS

Student birthdays are recognized by administration on the day of the birthday, or as close to it as possible, during morning announcements and will also receive a birthday book that is theirs to keep. Classroom teachers use a variety of ways to celebrate a child's birthday. Many teachers provide pencils, crayons, or will have the class sing a song to celebrate birthdays.

We do not allow birthday parties for students while at school. We do not allow parents to provide cake, ice cream, cupcakes, or other food items for the teacher or parent to distribute at school to celebrate birthdays, in accordance with District Guidelines. We have many students with food allergies; we wish to promote healthy eating habits; and we must protect instructional minutes so that we can provide every child with the academics they need. You may put together a grab bag for your child and that can be distributed by the teacher at the end of the school day. Please work with the teacher in advance to set that up. No surprises please.

PARENT INVOLVEMENT PROGRAM

Promenade's parent and community involvement programs focus on synthesizing a harmonious partnership between the school and its surrounding community. Parents have the opportunity to be involved in decision-making regarding school programs as members of ELAC, SSC, PTO and by completing the annual School Climate Survey. Active participation in their children's education is strongly encouraged. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school-wide activities. Parents may volunteer time in their child's classroom and, as arranged by their child's teacher, and serve as chaperones on study trips.

Promenade's Parent Handbook is published in order to provide a comprehensive overview of Promenade Elementary School programs, services, policies, and procedures. The objective of involving and informing parents is to assist in the learning and success of each student.

Opportunities for parent involvement include:

- School Site Council (SSC)
- Parent-Teacher Organization (PTO)
- English Learners Advisory Committee (ELAC)
- Back-to-School Night
- Parent-Teacher Conferences
- Volunteer in classrooms
- Volunteer as chaperones for study trips
- Parent workshops
- PAW-SOME Parent Program

TEACHER REQUESTS

Each year parents attempt to request a specific teacher and in the process will often write a letter or send an email to the principal to request it. These requests, while understandable, are very problematic and therefore we cannot accept them. We assure you that our staff works very hard to ensure that each child is properly placed for each school year. This is a huge task that takes months to accomplish and includes countless factors that are considered in the appropriate placement of each child. Throwing parent requests into the mix complicates the process. Please also consider that if specific placements are granted then all placements would have to be approved in order to be fair, which is simply not possible or acceptable for the functioning of our school. The principal has final say on all class placements.

AWARDS CEREMONIES

Award ceremonies are typically held on the last Friday of each month. Students are recognized at these assemblies for being selected as the Student of the Month, as well as A Panther Pride and Athlete of the Month award at each grade level. Additional and special recognitions are also presented at this time. You will receive additional information (date, time, etc.) from your classroom teacher if your child is being recognized.