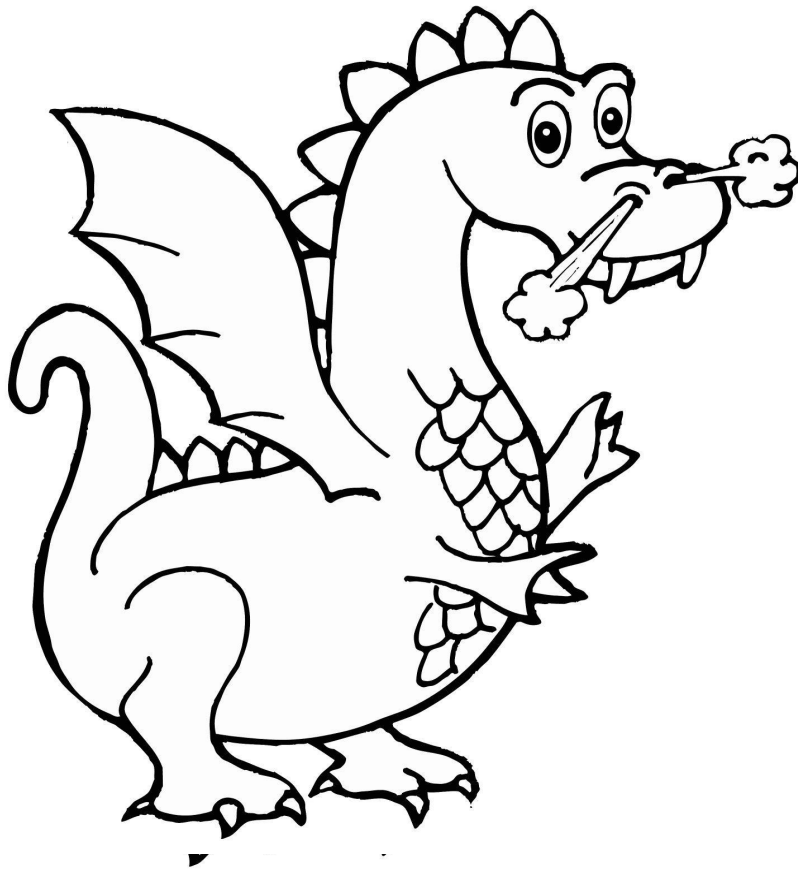
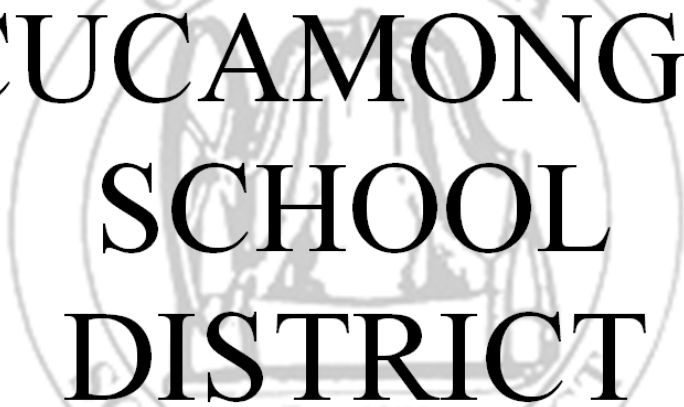


# Los Amigos



## Parent/Student Handbook

*The Place To Be*  
2022-2023

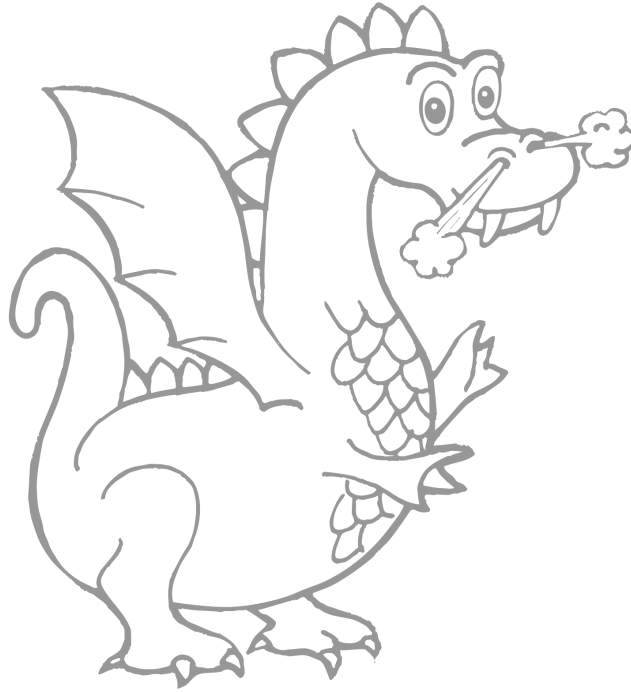
The seal of Cucamonga School District is a circular emblem. It features a central figure, possibly a Native American, holding a bow and arrow. The text "CUCAMONGA" is arched across the top, and "SCHOOL DISTRICT" is arched across the bottom. Below the central figure, it says "Est. 1870".

# CUCAMONGA SCHOOL DISTRICT

Cucamonga School District  
8776 Archibald Avenue  
Rancho Cucamonga, CA 91730

Dr. Michael Chaix, Superintendent  
Gil Diaz, Asst. Supt., Curriculum and Instruction  
Deo Persaud, Asst. Supt., Business Services  
Joyce Kozyra, Asst. Supt., Personnel and Pupil Services

Board of Trustees  
Henry Cowles  
Laura Hendison  
Eric Montague  
Yolanda Strong Reed  
Victoria Mageno



Los Amigos School  
8498 Ninth Street  
Rancho Cucamonga, CA 91730

Amber Arreguin, Principal  
Victoria Rigney, Teaching Vice Principal and Program Coordinator  
Office: 909-982-8387

# CUCAMONGA SCHOOL DISTRICT

## DISTRICT VISION

In the Cucamonga School District, student achievement is the focus of the District and everyone is motivated to help all students succeed academically, socially, and economically. A partnership between administration, staff, parents, students and community allows everyone to share the responsibility and to work together to ensure achievement and success for all students. Our highly qualified staff uses standards, data and research to continuously improve classroom instruction. Student success is enhanced by an environment where tolerance is promoted and everyone is treated with respect and dignity.

## SCHOOL MISSION STATEMENT

Los Amigos is dedicated to empowering the whole child through creative, inclusive instruction that supports academic and social needs.

## SCHOOL VISION STATEMENT

- Be the heart of Cucamonga, where students, staff, parents and the community will collaborate to create a positive and productive learning environment.
- Inspire student engagement through meaningful real life experiences, to become productive and empathetic citizens in a changing world.
- Take an innovative 21st century approach to instruction that redefines and inspires the classroom learning experience.
- Provide an equitable, diverse, and culturally inclusive enriching school experience that nurtures multiple intelligences while embracing inclusion and diversity.

## MOTTO

Los Amigos- The place to be!

Dear Students and Parents,

It's time for school! I want to welcome our new and returning students to Los Amigos Elementary School. I hope everyone had a safe and relaxing summer. I'm enthusiastic about the upcoming school year that we will have together, and I know that it will be filled with lots of learning and fun.

Los Amigos is a great school where students receive quality academic instruction in a safe, caring, and respectful environment. Our school is a special place because of the terrific people that learn and work here and because of the community in which it is located. We desire the best for all students and look forward to partnering with parents and community members to help our students be their best. With everyone working together, we are sure to achieve our goals and be successful. Students . . . please come to school with a willingness to work hard, expecting to learn, exhibiting self-discipline and responsibility, and with a positive attitude. Our teachers will provide the quality instruction that you deserve and that your parents expect. Parents . . . please encourage your children often, talk to them about school and their work, and support them in every way that you can. Parental involvement shows children that school is important and that you are committed to their success. I encourage you to volunteer your time and abilities, visit often, and communicate regularly with your child's teacher. Together, we can accomplish great things!

At Los Amigos, I want us to aspire to be a family of learners that respects and cares about one another. In this environment and with this strong commitment to one another, we can accomplish anything! I'm so pleased to be a part of the Los Amigos family, and I know that each student will have a terrific educational experience this year.

Please be on the lookout for all communication that will be coming home regarding special programs, performances, coffee with the principal, dates and/or event changes, updates, and so much more!

If you have any questions, suggestions or need further clarification, I encourage you to call or visit the school. If your question is concerning a grade level, class event or instruction, please ask to speak to your child's teacher. If it involves the overall program, curriculum, or activities please contact me directly. I am looking forward to a great year!

This handbook contains essential information regarding our school and school rules as well as important Board of Education policies. I hope that you find it a helpful resource. Please keep it handy as a reference throughout the school year.

Sincerely,

*Principal Amber Arrequin*

## Los Amigos Elementary School

### SCHOOL HOURS

**Playground supervision begins at 7:55 A.M.** The breakfast gate is open at 7:45. Students may NOT arrive earlier than 7:40 as there is no supervision before that time, unless they are here for breakfast. The first bell rings at 8:13 as a warning. Students are to freeze at the bell and then proceed to line up. **The gates close at 8:15, when the second bell rings and students are considered tardy after 8:15.**

There is no playground supervision after school. Students must leave campus as soon as the bell rings unless they are accepted into the after school Think Together Program. **Students may not wait for other students or siblings who are staying after school for detention, sports, tutoring or class, etc.** All students staying after school must have prior written permission from his/her parent/guardian AND the teacher or be in the “Think Together Program”.

**Entering School: All 1-5 grade students should enter the school using the two drop off/ pick up points from the Baker side.** All 1-5 grade students whose last name begins with the letters M - Z should use the North parking lot for drop off in the AM. All 1-5 grade students whose last name begins with the letters A - L should use the circular driveway (the old bus turn around) entrance. Tardy students must enter through the office. No student is to enter through the office unless they are accompanied by an adult or are tardy.

**Kindergarten** students should report directly to the kindergarten play area through the outside fence at the front of the school. Only Kindergarten and Preschool students enter at the front of the school.

**Exiting School: All 1-5 students should exit the school using the pick up points.** Students whose last name begins with the letters M - Z should exit by the north parking lot. All students whose last name begins with the letters A - L should exit through the circular driveway (the old bus turn around). Students should wait for friends and siblings outside the school gates. Any student leaving school early must be checked out through the school office.

**Kindergarten** students are dismissed from their classrooms to an adult at the end of the day. **All students should be picked up promptly.** Kindergarten students leaving school before the regular dismissal time must be checked out through the office.

All students who walk home south of Ninth St., or east of Baker St., must use the crosswalks. The crosswalk on the corner of 9<sup>th</sup> and Baker has a crossing guard. All students riding a bike to school need to fill out the school permission form and abide by the Bike Riders' Rules.

All visitors and parents volunteering on campus or assisting/working with students **MUST** enter and leave through the front office, sign in/out, and wear a visitor's badge anytime they are on campus, even if only for a moment. All

visitors and parents attending assemblies and events on campus may enter through the north Baker Street gate. Upon entrance, they will be required to sign in, attend the event, and then immediately after the event, sign out and exit through the north Baker Street gate. **Please remember that anyone picking up your child early must be on the emergency card and will have to present a valid I.D.**

### **EARLY DISMISSAL FROM SCHOOL**

In an effort to better serve the educational needs of your children, we are asking for your cooperation and support.

**Because instructional time is valuable and due to the rigor and breadth of the California State Standards, we are trying to minimize classroom disruptions.**

We are asking for your help in the following areas:

1. If your child needs to be dismissed early from school for any reason, have your child bring a note to the office prior to reporting to class. Include the time of dismissal and an “early dismissal” slip will be given to your child’s teacher. The teacher will then send your child to the office to be ready and waiting for you to sign them out at the front desk.
2. If you need to get a message to your child, we will deliver it during non-instructional time (i.e. recess, lunch). Due to the student population, we regret that we cannot deliver personal messages to your child during instructional time. Please try to make your transportation arrangements and any other necessary details in advance of the school day.
3. We encourage students to arrive at school prepared for the day. Being prepared includes having their lunch, backpacks, homework and any special event items needed for the day. Instructional time is valuable to all students and we will not disrupt the classroom during instructional time by calling students regarding the arrival of late items. It is always advisable for students to have a pre-paid lunch in the event of forgetting a sack lunch.
4. Any time a student arrives late or is picked up early it adversely affects their perfect attendance. With your understanding and cooperation, we can better serve the needs of all our students and ensure quality instructional time within the classroom. Thank you in advance for your cooperation and support.

## LOS AMIGOS BELL SCHEDULE

2022 – 2023

### Regular Bell Schedule (30 minute lunch)

7:45	Breakfast Gate Opens and Breakfast starts
7:55	All Gates Open
8:13*	Line Up Bell
8:15 *	School Begins
8:30	Preschool Breakfast
9:55 - 10:10*	Kinder Recess (3 classes)
10:15 - 10:30*	Kinder Recess (3 classes) & 1st Grade Recess
10:35 - 10:50 *	Primary Morning Recess (2nd & 3rd grade)
10:55 - 11:10*	Upper Morning Recess (4th & 5th grade)
11:15 - 11:45*	K Lunch
11:30 - 12:00*	1 <sup>st</sup> Grade Lunch
11:45 - 12:15*	2 <sup>nd</sup> Grade Lunch
12:00 - 12:30*	3 <sup>rd</sup> Grade Lunch
12:30	Preschool Lunch
12:15 - 12:45*	4th Grade Lunch
12:30 - 1:00*	5th Grade Lunch
1:15 - 1:50	Kinder Break (1:15 and 1:35)
2:50*	Dismissal

### Modified Day Schedule - Thursdays: Students released at 2:00 (30 minute lunch)

7:45	Breakfast Gate Opens and Breakfast starts
7:55	All Gates Open
8:13*	Line Up Bell
8:15 *	School Begins
8:30	Preschool Breakfast
9:55 - 10:10 *	Kinder Recess (3 classes)
10:15 - 10:30*	Kinder Recess (3 classes) & 1st Grade Recess
10:35 - 10:50 *	Primary Morning Recess (2nd & 3rd grade)
10:55 - 11:10*	Upper Morning Recess (4th & 5th grade)
11:15 - 11:45*	K Lunch
11:30 - 12:00*	1 <sup>st</sup> Grade Lunch
11:45 - 12:15*	2 <sup>nd</sup> Grade Lunch
12:00 - 12:30*	3 <sup>rd</sup> Grade Lunch
12:30	Preschool Lunch
12:15 - 12:45*	4th Grade Lunch
12:30 - 1:00*	5th Grade Lunch
1:15 - 1:50	Kinder Break (1:15 & 1:35)
2:00*	Dismissal



**Minimum Day Schedule - 15 days a year Students released at 1:00  
(30 minute lunch)**

7:45	Breakfast Gate Opens and Breakfast starts
7:55	All Gates Open
8:13*	Line Up Bell
8:15 *	School Begins
8: 30	Preschool Breakfast
9:55 - 10:10*	Kinder Recess (3 classes)
10:15 - 10:30*	Kinder Recess (3 classes) & 1st Grade Recess
10:35 - 10:50 *	Primary Morning Recess (2nd & 3rd grade)
10:55 - 11:10*	Upper Morning Recess (4th & 5th grade)
11:15 - 11:45*	K Lunch
11:30 - 12:00*	1 <sup>st</sup> Grade Lunch
11:45 - 12:15*	2 <sup>nd</sup> Grade Lunch
12:00- 12:30*	3 <sup>rd</sup> Grade Lunch
12:30	Preschool Lunch
12:15 - 12:45*	4th Grade Lunch
12:30 - 1:00*	5th Grade Lunch
1:00*	Dismissal

\*Indicates a time where a bell will sound.

## **MODIFIED AND MINIMUM DAYS**

In order to provide Los Amigos students with the most well qualified and highly trained staff possible the district is providing a **MODIFIED DAY** every **THURSDAY** for our teachers to meet together and plan. *Every Thursday ALL students in Grades K-5 will be released at 2:00 pm.*

There will also be 15 MINIMUM DAYS during the year. *On minimum days ALL students in grades K-5 will be released at 1:00.* Minimum Days are during the two Parent Conference Weeks (September and March), Back to School Night, December and/or February planning meetings, Open House, and the last week of school.

Teaching is a combination of art and science. The field is constantly changing as our understanding about how we learn and our discovery of new facts and knowledge about our world expands from day to day. It is important for teachers to keep abreast of these changes. The state law for school improvement provides for inservice of teachers to insure the quality of education in California.

State requirements for the number of days, hours and minutes students are in class are met or exceeded while providing the inservice time because of our commitment to quality education. Teacher inservice and planning time does not take away from student instruction time.

We regret any inconvenience with Child Care on the Thursdays scheduled for Modified Days or any of the Minimum Days. We hope the schedule of those days posted on Parent Square and our reminder notices sent home with your child will enable you to plan ahead and limit the inconvenience.

Los Amigos teachers are refining their skills on other days besides the planning and inservice days. Teachers come back several days during the summer, and the entire week before school for staff workshops. Many of them attend professional workshops during the summer or take at least one university class during the year. There is real commitment on our staff to offer your child only the very best opportunity to learn.

# CERTIFICATED STAFF FOR THE 2022-2023 SCHOOL YEAR

Principal: Amber Arreguin    Teaching Vice Principal/Title I: Victoria Rigney

Grade	Room	Teacher
TK	24	Christine Hurley
Kindergarten	2 23 1 3	Cindy Rojo Wendy Ducharme Stella Flores Michelle Billings
1st Grade	10 5 6 9	Heather Jones Vanessa Roque Lindsay Munoz Komal Pickens
2nd Grade	20 19 22 21	Carla Sulli Lisa Prouty Laura Gallardo Laura Hope
3rd Grade	11 12 13 28	Gratci Gaines Crista Marino Mary Pizarchik Vanessa Vaca
4th Grade	18 25 26 27	Melissa Macias Abigail Peterman Dayana Franco Kayla McFadden
4th/5th Grade SDC	30	Jeannette Martinez
5th Grade	14 15 16 17	Riane Redmond Nicole Sieger Michelle Terrones Jacklin Terzian
PE Art/Music/PBL ELRT RSP Speech Title I ELA Intervention Math Intervention District Clinical Counselor School Psychologist West End Family Counseling	PE Room/B9 PE Room/B9 29 29 Speech Office 7/8/Office 8 7 MPR Office MPR Office MPR Office	Blake James Howard/Allen/Ower Silvia Elvis Lilliana Santana Miranda Portesi Victoria Rigney Joelle Green Anne Castagnaro Kris Reed Ana Ramos Cook Cecilia Uribe & Chloe Dobbert

## CLASSIFIED STAFFING

NAME	ASSIGNMENT	LOCATION
Yvonne Rios	Office Manager	Office
Rocio Godinez	Office Assistant	Office
Jodi Leon	Librarian	Dragon's Den
April Maier	Head Custodian	Cafeteria
Jamie Huaca	Night Custodian	Campus
Jorge Claros	Part-Time Custodian	Campus
Krista Ann Vargas	Health Tech	Office
Rachelle Hernandez	Health Tech	Office
Raquel Gonzalez	Instructional Assistant	Room 29
Patricia Zaldumbide	Instructional Assistant	Room 30
Susan Natalie Acosta	Instructional Assistant	Room 7/8
Monica Garcia	Instructional Assistant	Room 7/8
Jillian Garcia	Instructional Assistant	Room 7/8
Chanchoranay Thim	Instructional Assistant	Room 7/8
Maricela Hinds	Bilingual Instruc. Asst.	Room 29
TBD	Bilingual Instruc. Asst.	Room 29
Rebekah Marquez	In-School Solutions Advisor	Office
TBD	In-School Solutions Advisor	Office
Jennie Sanchez	Think Together Coordinator	Computer Lab
Marcella Salgado	Food Svc. Lead	Cafeteria
Rosalina Benavides	Food Svc. Asst.	Cafeteria
Gludy Gullien	Food Svc. Asst.	Cafeteria
Shonna Mora	Preschool Teacher	Preschool
Dulce Villa-Reynoso	Preschool Aide	Preschool
Ema Quezada	Preschool Aide	Preschool
Yolanda Llamas	Preschool Aide	Preschool
TBD	Campus Aide	Play-yard
Christa Catalan	Campus Aide	Play-yard
Leticia Rodarte	Campus Aide	Play-yard
Nicole Gutierrez	Campus Aide	Play-yard
Ingrid Solorzano	Campus Aide	Play-yard
Ibella Arevalo-Williams	Campus Aide	Play-yard
Florinda Jackson	Campus Aide	Play-yard
Valeria Aguilera	Community Liaison	Parent Center



# CURRICULUM

**The curriculum taught in all classrooms at Los Amigos has been adopted by the Cucamonga School District School Board in keeping with standards set by the State of California. Individual grade-level expectations may be found in a copy of the grade-level handbook for parents. The curriculum is a balanced one which includes a focus on concepts and problem solving as well as facts and basic skills. Phonics are taught and students experience a literature rich environment.**

# HOMWORK

Homework is an integral part of the instructional program of the District. Homework assignments should be:

- Based on the needs of the group and the individual student.
- Related directly to classroom work.
- Planned for the purpose of reinforcing, extending, enriching, and /or strengthening skills.
- Made only in those areas, which have been taught and learned sufficiently so that the pupil can perform the assignment correctly.
- Explained thoroughly and clearly understood in terms of content, process, and the due date.
- Checked to assure that they are reasonable, can be completed in the allotted time, and allow for the pupils out of school responsibilities and schedules.
- Planned to be representative of the school and the quality of the instructional program. It is to be related to ongoing class studies and provide needed practice, remediation, or enrichment.

Keep homework positive and not punitive at home.

Homework should be assigned each day, Monday through Thursday, according to the following guide as established by District and staff:

Kindergarten	20 minutes per night
Grade 1	20-40 minutes per night
Grade 2	20-40 minutes per night
Grade 3	40-60 minutes per night
Grade 4	40-60 minutes per night
Grade 5	40-60 minutes per night



In addition to the times listed above, all students are expected to read or be read to daily. Assignments/projects may be given over an extended period of time, which may include weekends as appropriate for the grade level.

Parents should keep in contact with the teacher to assure all homework is being completed

# How To Help With HOMEWORK



Homework is assigned to strengthen skills, help develop study skills and extend learning. Homework is assigned every night except Fridays. Students may not have class time to do homework. You can help children develop their full potential and prepare themselves for the future.

## Make sure your child has:

The same place for homework to be done every day.

A quiet place to work with good light.

A regular time each day for doing homework.

Basic supplies are always there (paper, pencils, pens, erasers, markers, ruler, crayons).

Aids to good organization (assignment calendar, book bag, folders, notebook).

Your expectation that they will complete the homework.

Your positive motivation & encouragement for the success of small steps.

## Questions to ask your child:

What is your assignment today?

Is the assignment clear? If not, suggest calling the school or a classmate.

When is it due?

Do you need special resources (a trip to the library, access to a computer, special supplies)?

Have you started today's assignment? Finished it?

Is it a long-term assignment? A project or report?

For a major project, would it help to write out the steps or make a schedule?

Would a practice test be useful?

## Other ways to help:

Look over your child's homework, but don't do the work!

Meet the teachers early in the year and find out about homework policy.

Review the teacher's comments on homework that has been returned.

Contact the teacher if there is a homework problem or need you cannot resolve.

Congratulate your child on a job well done!

## SAFETY

Your child's safety is a major concern for the Cucamonga School District and at Los Amigos School. Students must come to school to learn. We all believe that students cannot learn if they are not safe or if they fear for their safety.

We have a Safe School Plan to make certain your child is safe from emotional and physical harm while at school. Our plan includes teams that make sure the facility and grounds are safe. We work with you and the City to make sure your child is safe while coming to school and going home. Part of the safety plan is to make sure our pickup and drop off areas are safe. NO student is to be on campus before 7:55 AM in the morning unless they are here for breakfast (7:45). There is no adult supervision before 7:55 AM.

Our plan has guidelines to keep students emotionally and physically safe as they work and play with other children and with adults. We have instructional programs to teach students about drugs and violence at school and in the community. We have in place ways to make sure the school is safe from intruders. Part of the plan is that any person who visits the campus needs to present ID and in order to visit the classroom each person needs to make prior arrangements with the teacher.

Our emergency preparedness plan includes a variety of emergencies. We have monthly safety and fire drills to practice our preparedness. Our staff has attended CERT training with the City of Rancho Cucamonga, Department of Disaster Preparedness. We have teams set up that have been trained on how to respond should a real disaster or emergency occur. We have meetings to update our plan several times a year. We have full disaster drills during each year. We have collected some emergency preparedness supplies and equipment including a generator, first aid supplies, food and water.

When we practice our evacuation drills at school we teach the students each step so they know how to keep themselves safe at school. We remind the students that should a real disaster or emergency occur that you will come here to school to pick them up. We tell them that you want us to wait here with them until you can get here. We tell them that the roads may be broken or the phones may not work, but that you expect us to stay here with them until you can send someone or make it here yourself, no matter how long it takes. We tell the students that they may not just leave school to go home by themselves, but they must wait here for you.

You may help to better prepare your child for a disaster or emergency if you discuss what you expect them to do should a real problem occur.



## 1<sup>ST</sup> – 5<sup>TH</sup> GRADE STUDENT DROP OFF AND PICK UP

Please help us to closely monitor and control the safety of each child, especially during drop off and pick up times, by carefully observing the following procedures, rules, and laws.

- **All 1<sup>st</sup> – 5<sup>th</sup> grade students who walk or who are transported by car must enter and exit the school through the Baker side of the school. Students whose last name begins with M - Z should use the north end of Baker St. and students whose last name begins with A - L will use the circular driveway off Baker (the old bus turnaround).**
- **All cars MUST pull up to a curb to drop off each student or pick them up. There is no double parking and students can not walk between cars.**

Students may not enter or exit through the front office unless they have official business in the office or are accompanied by an adult.

Please pull into a parking space or park next to the curb while waiting for your child in the driveway on Baker St. **Do not block the driveway at any time and do not leave your car in the driveway.** Please use caution while in the driveway as students may be crossing the driveway at the crosswalk.

The driveway in front of the school is often very busy. If you are dropping off or picking up your Kinder student please allow yourself plenty of time. If you are bringing your kindergarten child to school, or picking them up, you must park in a parking space and walk your child to the gate. Do not park in the driveway and please do not park in the handicap parking space unless you have a handicap permit as those spaces are needed and used by drivers who do have a permit.

*In addition, a reminder to everyone that NO DOGS (unless a seeing eye dog) are allowed on the campus or at the pick-up gates. It is for students' safety and health since some fight allergies. We have had students who have been bitten.*

# KINDERGARTEN DROP-OFF AND PICK-UP



## DROP OFF

**All Kindergarten students who walk or are transported by car must enter through the front Kindergarten play area gate.** For safety reasons, *no adult will be allowed to enter the play area through the gate during the drop off time.* If you need to speak with the teacher, please call to speak with her/him on the telephone after the students leave school, send an email, write a note, or ask for him/her to call you after school via a note with your child.

Please do not enter the classroom hallway area through the front lobby to drop your child off. Students will not be allowed to enter the classroom through the hallway doors. If you have made previous arrangements to volunteer or visit in the classroom on that day you may sign in at the office and wear a visitor tag. Once you have signed in you may enter the school. It is important that you make previous arrangements to visit, as we must be able to account for all visitors in the school.

If you have signed in to have breakfast with your child in the cafeteria, and you do not want them to walk to class by themselves, you may bring your child to the double doors on the side of the kindergarten play area. The child should enter the play area through the double doors without an adult. The child should report to their classroom through the outside class door from the play area. *Adults may not enter the kindergarten play area through the double doors at the side of the kindergarten yard.* Adults should proceed through the front lobby and exit the school through the office. ***Please do not take your child to the classroom doors from inside the hallways.***

## PICK-UP

Students who are being picked up after school will be kept in their classroom until an authorized person comes to the classroom door to pick them up. The kindergarten gate will be unlocked at dismissal time, which is 2:50 four days a week and 2:00 on Thursdays. No **students will be released before that time unless they are signed out through the office.**

Authorized adults should enter through the gate and **wait at the door** until the teacher can call their child. Please be patient, especially during the first few weeks, as teachers may not be familiar with who belongs with whom for a while, and we do want to err on the side of caution for your child's safety.

All parents/guardians will be required to create a code for their child. **The code must be given each time the child is picked up by anyone to make certain students are going only with authorized persons.** The teacher will check the code to verify that it is valid and that the person is authorized to pick the child up. This may take time but we must put safety first. Please allow yourself enough time to wait for this safety procedure.

Adults without a kindergarten code (even parents) will be asked to report to the office to have their authorization to pick up the child verified.

All parties authorized to pick your child up need to be ready to **tell the teacher the code at the classroom door each time they come to school**. Please remember the teacher will only be able to verify the release of one student at a time. **Only persons who are authorized to pick up the child on the office emergency card should have your child's code**. If you would like someone to pick your child up and their name is not on the office emergency card you must contact the school office to have their name added to the emergency card.

**Los Amigos School does not have supervision for any students left after school is dismissed**. The Think Together program is by authorization only. There are also several childcare providers in the area, some provide busing to their facility. If you have an emergency and are unable to get to school to pick up your child on time, please call the school office so other arrangements can be made.

Thank you for your cooperation in implementing this procedure. We apologize if this inconveniences you in any way. The safety of all of the students is our main concern. We do not want to put our students at risk. Please give us feedback and input if you see ways that we can make our system better. We welcome your suggestions and input.

## Attendance Policy

Dear Parents:

In preparation for the upcoming school year, you may already know, school attendance is required for all children ages six through eighteen. State law states that absences are excused **only** if the child is ill or there is a death in the immediate family (1-3 day limit.) All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons, is also unexcused. If a child has three unexcused absences and/or tardies, he or she will, by law, be considered truant.

Many parents are unaware that “family emergencies”, “personal” or going “out of town” with their children during school is an unexcused absence even if the absence is reported to the office. In all cases, planning ahead can avoid unexcused absences and a referral to the School Attendance Review Board (SARB). Please be aware that we may request a doctor’s note for five consecutive days of reported illness. **If your child is absent excessively (over 10% of the days enrolled), we can request a doctor’s note for every absence that follows.**

It is our hope that during the summer you get the opportunity to plan ahead to make necessary arrangements such as carpooling, scheduling trips and vacations during non-school days, and enlisting the help of a back-up person to take your child to school if you are ill or otherwise unable to do so.

If you must go out of town, please consider an Alternative Independent Study Contract, which is for those students who will be out of school for three or more consecutive school days. Teachers need two week’s notice prior to the contract date to prepare materials. Please know, however, that Alternative Independent Study Contracts do not count towards perfect attendance.

Please remember that you need to pick-up your child on time from school. Policy states that parents are expected to pick up children on time. Please respect the staffs’ time by arriving on time to pick-up your child. The break between classes is the teachers’ lunch and planning time and before/after school the teachers are planning and preparing for the following day. When you arrive late they are not able to have lunch and/or get planning and preparation completed. If a child is repeatedly picked up late, a parent or guardian may have to meet with our SART Coordinator and/or Principal to develop a plan for on-time pick up of their child. If late pick-up continues after a plan has been developed a referral to SARB and/or Child Protective Services may be made as this may be considered child neglect. If there is an emergency, please make

arrangements for your child to be picked up from school and notify the front office. Again, we ask that you please be respectful of our staffs' time by arriving on time to pick-up your child.

We know that our entire school community works very hard to ensure our students receive the best education possible. We appreciate your help in making sure that your students are at school on time and picked up each day. Please help us to provide your child with the outstanding education he or she deserves.

Thank you very much for your cooperation. If you have any questions, please call our school office.

I have read and reviewed this information with my child and will abide by it at all times.



## MEDICATION

Many children of the Cucamonga School District require medication during school hours. In order to facilitate and assist you and your family physician in completing prescribed medication, as well as to conform to current legislation regarding this subject, the following information is provided to all parents in the district. The school nurse will confer with the parent and physician to see if medication can possibly be given outside of school hours. Should this not be the case, the parent must follow the following procedure:

1. Return Parent and Physician Medication Request Forms to the school of attendance.
2. Bring the medication to school in the container received from the pharmacist. The pharmacist's label must indicate: name of student, date, name of doctor, name and specified dosage of medication, and method of administration.

The medication **MUST** be kept in the nurse's office in a locked drawer or cabinet, or other identified location as designated by the principal and nurse. Students are prohibited from keeping any medication including aspirin or cough drops in their possession.

The Parent and Physician Medication Request forms authorize a school nurse to give instructions to non-medical personnel in administration of medication and in special techniques, e.g., hypodermic injection for allergic reactions, etc. The principal and nurse will determine who will administer the medication.

Any medication sent to school with a child by a parent, to be given by another person or to be taken by the child him/herself, under any conditions other than those described in the foregoing procedures, would fail to constitute acceptable practice of administering medication within this school district.

The Parent and Physician Medication Request Forms must be renewed each year. This is the responsibility of the parent.

### ILLNESS OR ACCIDENTS

If a child becomes ill or is seriously injured at school, his parents or another adult authorized by the parent on the child's emergency card will be notified and the child will be sent home with the responding adult. It is, therefore, imperative that you keep information on emergency cards current.

If your child must be sent home, you will need to arrange for an authorized adult to pick your child up as soon as possible. Sick children are more comfortable at home, and we do not have facilities or personnel to care for them at school. Children will not be released to walk home alone.

## HEALTH CONCERNS



### COMMUNICABLE DISEASES

Rashes associated with internal illnesses are almost always considered contagious (Scarlet Fever, Measles, Mumps, Chicken Pox, Fifth's or Slapped Cheek Disease, Head-Foot-Mouth Disease, etc.); the child should not be allowed to enter school until their physician states, in a note, that he/she is no longer contagious. Please contact school as soon as possible, if a diagnosis of one of the above is made by your child's physician, especially measles or mumps.

Students may return from Chicken Pox when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes to Impetigo, Ringworm and Scabies need to be properly treated before readmission to school. All exposed and treated Ringworm lesions must be covered at school.

All students having recovered from the above conditions need to re-enter school through the Health Office.

### MEDICATIONS

**NO MEDICATION** (prescription or over the counter) may be administered to a student at school until the school has received a medication consent form (contact school for form) completed and signed by the student's physician and parent/guardian. No student may keep any medication (prescription or over the counter) on his or her person. This includes all asthma inhalers or breathing machines, unless the parent and student have met with the nurse and have had their physician fill out the proper forms. If you have any questions or concerns, please contact the school.



## UNAVOIDABLE FORESEEN ABSENCES Including Travel



If you know your child will be away from school because of travel or other unavoidable circumstances, please arrange two weeks in advance for an Independent Study Contract. The contract must be created and signed by all parties *before* the absence begins.

The teacher will prepare a work/study plan that your child can complete each day of the absence. When your child returns they submit the completed work. This will allow your child to stay current with the class work. They may receive credit on their report card as though they were present. If your child is working to achieve perfect attendance the Independent Study will count them as though they were present in school.

An Independent Study Contract can be created for 3 or more days of absence. Please contact the classroom teacher and the office if you would like to arrange an Independent Study Contract. Please remember to give two weeks notice so the work may be prepared.

**If you are planning to be out of town for the holidays and your child will be away from school, please see the teacher as soon as possible to arrange for an Independent Study Contract so your child's education can continue without interruption.**



## Parent Partnership Quiz

What is the most important factor in determining the success of a student in school?

1. The amount of money spent.
2. Class size.
3. The qualifications of the staff.
4. The involvement of the parents.

Answer: Number 4

Every study conducted in the last 25 years has shown that the most important factor in predicting the success of a student in school is the involvement of the parents in the student's education.

Be a partner with Los Amigos in educating your child.

Suggestions:

- \*Attend school events
- \*Discuss homework daily
- \*Ask to see work and notes daily/weekly
- \*Volunteer or visit the school if your schedule permits
- \*Ask specific questions about what is happening in school
- \*Discuss the book the student is reading daily
- \*Attend parent/teacher/student conferences
- \*Give lots of praise and encouragement
- \*Keep teachers informed
- \*Join parent groups

**909-982-8387**

Los Amigos School

Parent  
Partnership  
Plan

2022-2023

**A true partnership with each of our parents is a key component of the programs at Los Amigos School.**

The Parent Partnership Plan at Los Amigos School includes:

- ❖ Parent communication
- ❖ Parent Involvement
- ❖ Parent inclusion in decision making
- ❖ Parent Education

*Parents are the child's first and most important teacher. Parents' involvement with their child's education is one of the most important variables in determining a child's success in school. The home best understands the child and the child's needs.*

## **Los Amigos School**

### *Title I Parental Involvement Policy*

#### **GENERAL EXPECTATIONS:**

Los Amigos School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree upon.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, distribute this policy to parents in a language that parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.

#### **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS:**

Los Amigos School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

1. Los Amigos School will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:
  - The parents of Title I students will be given a copy of the Parental Involvement Policy in the Parent Handbook.
  - Copies of the Parental Involvement Policy will be available in the front office.
  - The Parental Involvement Policy will be posted on the school's website.
2. Los Amigos School will periodically update its School Parental Involvement Policy to meet the changing needs of parents and the school:
  - The Parental Involvement Policy will be reviewed annually at the Title I parent meeting to ensure that joint development occurs.
  - The Parental Involvement Policy will be reviewed annually by the English Language Advisory Committee (ELAC) for input recommendations.
  - The Title I parent member on the School Site Council will represent the parents of Title I students on that council.
  - A needs assessment survey will be sent to the parents of all Title I students at the close of the school year.
  - The School Site Council will review and revise the Parental Involvement Policy annually
3. Los Amigos School will convene an annual meeting to inform parents of the following:
  - That their child's school participates in Title I Targeted Assistance
  - Requirements of a Title I Targeted Assistance program
  - Specific grade level entrance and exit criteria for participation in the Title I program
  - Explanation of how they will be informed of their child's progress in the Title I program
  - Their rights to be involved in the Title I program and how they may exercise those rights
  - Tips and information that will assist them in working with their child at home.
4. Los Amigos School will hold a flexible number of meetings at varying times, and provide child care, paid for with Title I funding as long as these services relate to parental involvement.
  - Parents will be surveyed on convenient meeting times based on a survey included in the first day packets.
  - The meetings will be offered at different times and days.
  - Daycare will be provided for the meetings when meetings occur after regular school hours.
  - An invitation letter will be given to the parents at the fall parent/teacher conference.
  - A reminder phone call will be made home.
  - All information will be in English and Spanish.
5. Los Amigos School will provide information about Title I programs to parents of participating children in a timely manner:
  - Parents will be given information about the Title I program at the annual Title I Parent meeting in the fall.
  - Progress updates will be sent trimesterly.
6. Los Amigos School will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:
  - Parents will be given information on the Title I program at the annual Title I Parent meeting in the fall.
  - A Title I informational packet will be given in the fall.
7. Los Amigos School will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

- The Principal, Title I Teacher/Coordinator, and all classroom teachers can be contacted through district email.
  - The Principal, Title I Teacher/Coordinator, and all classroom teachers have voicemail on the automated voicemail system.
  - Collaboration will occur among Title I Teacher, EL Resource Teacher, General Education Teachers, Instructional Assistants, the parent groups, and the Principal for planning and conducting regular parent workshops.
8. Los Amigos School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
- Appointments can be made to meet with the school's Title I Teacher/Coordinator to discuss parental concerns.
  - Appointments can be made to meet with the Principal and Title I Teacher/Coordinator to discuss and work on solving issues.
  - Parents will be referred to the district office if concerns are not resolved at the site level

**SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT:**

Los Amigos School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

1. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy. The compact will be:
  - reviewed periodically by Title I parents, ELAC, and the School Site Council,
  - discussed with all students during the first week of school,
  - sent home to all students in the first day packets,
  - posted on the school website, and
  - will be in the Title I informational packets.
2. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
  - a. the State's academic content standards,
  - b. the State and local academic assessments, including alternate assessments,
  - c. the requirements of Title I,
  - d. how to monitor their child's progress, and
  - e. how to work with educators

By undertaking the actions described here:

  - sending staff and parent representatives to attend the Annual California Title I Conference (pending funding),
  - offering various Parent Workshops, and
  - offering the Latino Family Literacy Project (pending funding).
3. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
  - Computer, internet, and email training
  - Parent Workshops on a variety of subjects such as:

- a. literacy,
  - b. math,
  - c. homework,
  - d. testing tips,
  - e. health/exercise, and
  - f. arts/crafts.
4. The school will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by offering:
    - Staff Development
    - Monthly, collaborative Learning Center meetings
    - Back-to-School Night
    - Parent-Teacher Conferences-two times per year
    - School Site Council meetings
    - English Language Advisory Council meetings
    - Parent Teacher Association meetings
    - Response to Intervention meetings
    - Individualized Education Plan meetings
    - 504 meetings
  5. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with area Head Start, area County Preschools, District Preschools, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
    - Providing pamphlets of available resources in the front office “Parent Resource Center”
    - Maintaining an informational bulletin board for parents in the front office
  6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
    - School newsletter, annual calendar, and monthly calendars
    - Parent workshops
    - Title I student trimesterly progress updates
    - Auto-dialer/Aeries Communication
    - Flyers sent home with students
    - School website

**ACCESSIBILITY:**

Los Amigos School will build the school’s and parents’ capacity for strong parental involvement and provide opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students:

- Information translated into Spanish
- Handicap accessibility in all buildings
- Braille versions provided as needed

- District Homeless Liaison
- School Site Council meetings
- District Advisory Council
- English Language Advisory Council
- District English Language Advisory Council
- District Health Advisory Council

**ADOPTION:**

This School Parental Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by the Los Amigos School Site Council membership. This policy was adopted by Los Amigos School on April 26, 2011 and will be in effect each school year after that.

The school will distribute this policy to all parents of participating Title I, Part A children on or before November 2022. It will be made available to the local community on or before September 2022. Los Amigos School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.

## **POLICIES from A to Z**

### **ANIMALS**

Animals other than those brought specifically for class purposes are prohibited on the school grounds during class sessions, dropping students off or picking students up. Children must have their teacher's permission before bringing pets to school. Any animal, reptile, or insect brought to school must be properly housed and transported to school by parents. Animals are not permitted on school buses. Any animal found on the school grounds during class sessions is subject to impoundment by the Animal Shelter.

### **APPOINTMENTS**

We urge that you schedule medical and other appointments so they do not conflict with class time. If it is necessary that students leave the school grounds before the regular dismissal time, send a written note to the teacher indicating your intentions or stop at the school office before picking up your child. Students **MUST** be signed out in the office before leaving. They will not be released to anyone other than their parents without written authorization. If they return to school following an appointment or arrive late, they must check into the office before going to class. **Leaving school at any time affects "Perfect Attendance" Status.**

### **ATTENDANCE**

State law requires students to be in school unless they are ill. Do not send your child to school with early stages of a cold, persistent cough, or fever. **PLEASE CALL THE SCHOOL ON THE DAY OF YOUR CHILD'S ABSENCE. IF NO CALL IS MADE, UPON RETURNING TO SCHOOL A CHILD MUST BRING A NOTE FROM HIS OR HER PARENT TO THE OFFICE STATING THE REASON FOR THE ABSENCE.** We appreciate the effort extended in having the child attend any portion of a day when full attendance is not possible. Our real interest is in having the child present to learn. Upon return to school after an absence, the student must come through the office to receive an admit slip before being admitted into class. At that time, the student will give the office any notes for absences.

### **BICYCLE AND PEDESTRIAN SAFETY**

With written parent permission, students may ride their bicycles to school. They must walk their bikes to and from the bike racks and lock their bikes to the racks. No students are to loiter around the racks. Bike riding is not allowed on the school grounds. Parents should discuss bicycle and pedestrian safety with their children. The city provides a crossing guard at Baker and 9th at 7:45 a.m. and from 2:30 – 3:15 p.m.

All bike riders must abide by the State laws and school rules regarding bike riding. In order to ride a bike to school parents must fill out the necessary form. The form can be picked up from and returned to the office. This includes wearing a helmet. Students violating these laws or rules will have their privilege of riding a bike to school revoked.



## BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are offered daily in the school cafeteria. Applications are available in the school office for those who meet the qualifications for the reduced/free school meal program. Los Amigos School is a closed campus; children are not permitted to walk home for lunch. All students must have a lunch. Students who forget their lunch or who lose their money can report to the office during the first recess to call home for lunch money. Students who are in debt from lunch payments will be served a sack type lunch (cheese or peanut butter and jelly sandwich, fruit, and milk). Repayment is the regular lunch price. The loan should be repaid in the kitchen. Parents or students may report to the cafeteria in the morning before school to prepay for lunch to prevent money from being lost.

## BUS TRANSPORTATION

Buses will be used for school field trips. Please look over the bus rules for Field Trips.

## CLASSROOM PARTIES

Classroom parties are limited to 4 per year. We are working on nutrition and health so all parties need to provide healthy snacks. **Birthday parties for individual students are not celebrated at school. Please do not bring treats or snacks for any child's birthday to school.**

## COMMUNICATIONS TO PARENTS

It is the expectation of the school that teachers communicate with all parents on a regular basis and with individual parents when needed. The school office will also send messages to all parents.

## FIELD TRIPS / EDUCATIONAL STUDY TRIPS

Realizing that resources outside the school have educational value in the promotion of the objectives of the school curriculum, the Board of Education encourages the use of such resources when appropriate. Educational study trips are to be pertinent to some phase of current classroom activities or be of other important educational value to the children. Field trips are included in Board Policy.

## HEALTH SERVICES

A part time registered nurse is employed to assist in meeting the first aid needs of all children through an "on call" basis. Our office personnel, including the health technician, tend to children who become ill, administer first aid and maintain health requirements and records. Vision and hearing screening is performed by outside sources contracted by the district.

## HONOR ROLL

Honor Roll is for students in grades 4 or 5 only. There will be three honor roll assemblies each year at the end of each trimester. To qualify for Vice Principal's Honor Roll qualifications are a grade point average of 3.0 to 3.99. The Principal's Honor Roll is for our highest achievers award for students who earn a 4.0 average.

## KEEPING STUDENTS AFTER SCHOOL

It is the right of the teacher to detain a student as long as parents have 24 hour notice. In using the school form for keeping students after school, parents must be contacted and notified 24 hours in advance. Parents are to acknowledge the notification by signing the form and understand that they must arrange for transportation home at the time specified. No student may be detained after school for more than one hour.

## LIBRARY

The Dragons' Den is our library. The Dragons' Den provides a rich, stimulating and creative environment to help develop a love and value of books in the students. The library is a strong component of our curriculum and the symbolic and physical center of the school. The library committee helps to guide the library program and connects the library to the curriculum at each grade level. We have approximately 12000 books that provide reading and research opportunities for all the students. The Dragons' Den is open two days a week with a librarian to assist students in finding reading material at their level and interest. (See library schedules.) Teachers may send groups of students to do research. Library skills, research skills, and book exploration are facilitated by the teacher. The Dragon's Den has implemented a bar coding check out system. Parents are responsible for all books their child checks out. Lost or damaged books must be paid for. (Report cards will be withheld in accordance with state law for unreplaced library and textbooks.)

### *OVERDRIVE/SORA*

Overdrive is a digital library available to all Cucamonga School District students. It allows students to check-out and read or listen to books on any digital device (computer, cell phone, tablet) with a Wi-Fi connection. Please talk to your student's teacher or the school Library/Media Assistant for more information.

A contribution of a hardcover book donated on behalf of your child on their birthday is a great way to help our school, all of the students **AND** make your child feel special. A donation nameplate will be installed in the book to honor the birthday child. Call our librarian to arrange your contribution today!

## LIBRARY / MEDIA CENTER

The library/media assistant will meet with each teacher to schedule class visitations once a week to the library and establish general library procedures. Each class also uses the computer lab as well as the main library. Students in the main library may check out books, do research, learn library skills, return books, or take part in groups when the library - media assistant does dramatic readings, etc. All students may also use the library to check out books each morning at 7:55 am.

Teachers instruct their students on the importance of returning their books the way they were upon check out. Parents are also to reinforce the care of school property. Our school, and especially our library - media assistant, has worked very hard to increase the amount of usable reading material in our library. We must take care of what we have and continue to grow our library so our students, teachers, and eventually parents will have the best media/text resource center available anywhere.

We will be increasing our professional library section. We are taking donations of materials that would benefit all staff. If you have material you would like to share, please donate the book or magazine to our professional library.

## LOST AND FOUND

Many articles become lost or are left unclaimed. All personal belongings should be marked. Lost and found for clothing (sweaters, jackets, etc) is located in the cafeteria. Small items such as watches, jewelry, etc. are turned into the office. Items not claimed by the end of the school year will be given to charity.

## LUNCH

When dropping off lunch for your child:

- It must be labeled with your child's first and last name, grade, room number and/or teacher.
- It must be dropped off by 11:00am.
- The lunch must be placed in the designated area in the front office.
- Please give your child prior notice, so they know to pick it up during their scheduled lunch time.

## PARENTS ON CAMPUS

**Parents are encouraged and welcome to become involved with their child's educational process. Inviting parents to read with students, speak to the class, share an experience, culture, talent, and/or career is our goal. They are encouraged to be on campus, on the playground, in the classrooms, in the library and/or in the cafeteria. They are a vital side of the learning triangle. However, safety and respect are also a priority and we have some procedures and precautions:**

Parents who are on campus must make prior arrangements and sign in at the front desk in the main office. It is important for the security of all on this campus that the office be aware of all visitors to our campus. While we welcome parents to our school to observe and to help with the excellent educational programs we offer, some situations can be disruptive to the educational program. During your visits, please, avoid questions about your child, conferences and especially confrontations during instruction time. Conference times need to be arranged outside the instructional day.

## PARTIES

**Birthday parties are not a part of school activities and need to be kept at home.** We celebrate four times a year as part of the socialization process and each teacher makes the expectations clear. If you are sending snacks in for the party please follow our District Wellness Plan and provide nutritious and healthy snacks that are low in fats and sugars.

## PASSES

All students must have a pass to come to the office. The classroom teacher must issue one if it is class time and the yard duty teacher must issue one if it is recess time.

## PERFECT ATTENDANCE

Students who are here on time everyday will receive recognition for 100% Attendance at trimester award assemblies. Students with 100% Attendance, even those through the Attendance Recovery Saturday School

Program, will be honored at each trimester assembly and honored at the end of the year assembly with a certificate. Students with 'Perfect Attendance' (NO tardies, NO absences, NO early check outs) all year long will be invited to breakfast with the Principal on the last week of school.

#### PUBLICATIONS, GOVERNING BOARD APPROVAL

EC. 51510: Except as to textbooks approved by the state board or a county board of education, no bulletin, circular, or publication may be used as the basis of study or recitation or to supplement the regular school studies if the material contained in the bulletin, circular, or publication has been disapproved by the governing board of the school district in which the school is situated.

#### RACE, COLOR, CREED, ORIGIN, ANCESTRY

EC. 51500: No teacher shall give instruction nor shall a school district sponsor any activity which reflects adversely upon persons because of their race, color, creed, national origin, or ancestry.

#### RELIGIOUS MATTERS PROPERLY INCLUDED IN COURSES OF STUDY

EC. 51511: Nothing in this code shall be construed to prevent or exclude from the public schools, references to religious or references to or the use of religious literature, art, or music or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose and when such references or uses are incidental to or illustrative of matters when properly included in the course of study.

#### RELEASE OF STUDENTS TO PARENTS

If a parent wishes to pick up their child for any reason during the school hours, it will be necessary to have the parent sign the sign out form at the front desk in the main office, as well as show proper identification. This procedure is for the protection of the students. Students are not to be excused from their classroom without a written pass or a phone call from the office.

#### RSP PROGRAM

Los Amigos' staff includes a full-time resource specialist who meets on a regular basis with students who have identified learning needs. Individualized instruction is provided in conjunction with the regular classroom setting to meet a wide variety of learning needs such as visual, memory, auditory perception, reversals and concentration problems. I.E.P.'s (Individual Education Plans) identify student needs and the resource and classroom teachers work together to see that needs are being met.

#### SCHOOL SITE COUNCIL

School Site Council is a committee of parents and staff members who meet monthly in compliance with state law. The goal is to guide the direction of our School Site Plan. If you are interested in being elected to serve on our School Site Council call the coordinator in the office at 982-8387.

## RtI RESPONSE to INTERVENTION (SST/MTSS Team)

Students who have academic, behavioral, attendance, or health needs may be referred by a classroom teacher to the Student Study Team. The team consists of the vice principal, classroom teachers, special education teachers, speech therapist, and other support personnel as needed. The group discusses a student's particular needs and provides recommendations to assist the classroom teachers in helping each student reach their potential.

## TARDINESS

Students who report late to school must report FIRST to the office before going to class. In the case of frequent tardiness, parents will be contacted. Please make every attempt to have your child arrive on time. When students are late they miss important learning time, distract the teacher from teaching and disturb other students trying to learn. Students who are tardy to class will be given an appropriate consequence. Repeated tardiness will require a parent conference.

## TECHNOLOGY

The Los Amigos Technology Plan, which continues to be refined as technological advances are made in the real world, is the tool we use to guide our program. Students currently have access to the internet. The students in grades K-2 each have classroom iPads and grades 3-5 each have an individual tablet at their desk. Some classrooms provide parent access for class assignments and homework information using Jupiter Grades. Our District website is [www.cuca.k12.ca.us](http://www.cuca.k12.ca.us)

All Primary students have individual iPads available in their classrooms. All students have the ability to visit the computer lab several times per week. The lab is child friendly and has filtered access to the internet. All students may use the library to take Accelerated Reader comprehension tests or work on specific class projects. The library is open each morning at 7:55 am.

The Cucamonga School District is connected on a (WAN) wide area network throughout the district. The district is a member of the San Bernardino County Schools' ITDC which provides staff development in technology use to all staff members and connects teachers and students to the internet.

Los Amigos has a homepage on the internet: [www.cuca.k12.ca.us/losamigos](http://www.cuca.k12.ca.us/losamigos).

Los Amigos teachers are implementing technology as a part of the curriculum and not as a separate subject. Each student must have a Technology Use Permit form on file in the school office. (See first day packet)

Cucamonga School District has two technology facilitators and Los Amigos has the services of a site technology teacher expert. Cucamonga School District is committed to continuing to build a strong technology program for all students.

## TELEPHONE

### **Please refer to Cucamonga School District Board Policy regarding the use of cell phones (BP 5131.8)**

When you call, the office will try to relay telephone messages to your child. To prevent continually interrupting teachers while they are instructing their classes, we request that these be of an emergency nature only. Children may not use the office telephone unless it is an emergency and they have permission from their teacher or office personnel. Calls directing students to change their after school destination will only be accepted from parties authorized on the emergency card. Verification of authorization will be made.

## TEXTBOOKS

EC. 51501: No textbooks, or other instructional materials shall be adopted by the state board or by any governing board for use in the public schools which contains any matter reflecting adversely upon persons because of their race, color, creed, national origin or ancestry.

## TRANSPORTING STUDENTS

Staff is not to transport students in their private vehicles without proper authorization.

## VISITORS AND ENTRY ONTO SCHOOL GROUNDS

We welcome and encourage school and classroom visitors. State law requires that ALL visitors on campus (no matter how short the stay or whether you enter a classroom or not) register in the office and obtain permission to enter the school grounds. PLEASE DO NOT ENTER THE SCHOOL THROUGH THE GATE OR HALLS to drop your child off at the classroom or pick your child up, unless you have signed in at the office and OBTAINED A NAMETAG. Knowing who is on campus will help us provide for the SAFETY and SECURITY of all students. Of course, your visitor tag will allow staff to help you and make you feel welcomed! We ask that you make sure the teacher knows you are coming and is prepared for you. Per our School Board Policy (1250 (a) ) no one is allowed to pass the double doors without prior arrangements. In addition, please be prepared to show ID.

## VOLUNTEERS

Los Amigos loves volunteers! No experience is necessary. We'll train you! If you like working with kids, have a special talent you'd like to share, or just want to be of service to the community, we'll find something you'll love to do here. Please contact the classroom teacher, parent liaison, vice principal, or principal at 982-8387. They will arrange a time that is convenient to you. Grandparents, friends and neighbors are also welcome!

Help is also needed in our workroom cutting out things, running off papers, collating work and/or sorting papers. The classroom teacher may require a classroom aid to pass a proficiency test of basic skills before helping to grade papers or helping students in the classroom.

## **DRESS, GROOMING AND PROHIBITED PERSONAL PROPERTY**

Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guides to acceptable school attire. Garments should meet acceptable standards and be appropriate and in good repair. The administration retains the sole discretion to determine if the garment meets this standard.

### Basic Dress Guidelines

1. **Close-toed shoes must be worn at all times.** A substantial sole is required and enclosed toe and heel on footwear are highly encouraged. For example, strapless sandals, flip-flops, bedroom slippers, moccasins, footsies, and/or wheelies are not acceptable.
2. Extremely brief garments such as jogging shorts, exercise tights, halter tops, bare midriffs, tube tops, net tops, spaghetti straps, plunging necklines (front and back) cut-up clothing, bathing suits, and see through, strapless or backless garments are not appropriate.
3. Hair nets, bandanas, hair rollers, clippies, or other grooming aids are not appropriate.
4. Garments, which contain words that are suggestive or have suggestive double meanings of lewdness, obscenity or vulgarity, are not to be worn.
5. Garments with slogans or pictures promoting the use of drugs, alcohol, or substance use will not be allowed.
6. Earrings or other jewelry, which may present a safety hazard, are not suitable for school wear.
7. Gang attire of any kind is strictly prohibited. Shirts with buttons are to be buttoned at all times.
8. **Tattoos are to be covered at all times.**
9. Hats of any kind must be worn properly at all times. Hats shall not be worn in class or during indoor school activities. (Names should be written inside)
10. Clothing, make-up, artificial nails, or hairstyles that disrupt the educational process are not appropriate, except on school dress-up days.

## PROHIBITED PERSONAL PROPERTY

Students are not to have in their possession (including book bags and desks) nor bring the following items to school:

1. Radios, television sets, DVD players, tape players, laser pointers, **cameras**, PSP's and/or any **electronic games or devices**. (With prior permission of the principal or designee, these items may be brought to school for special occasions.)
2. No gang-related jewelry, insignia, colors, paraphernalia (beepers, gloves, rags, bandanas, plastic hands), materials, apparel, clothing or attire which creates animosity or promotes violence between persons or groups may be worn or carried on campus or at school activities. Also prohibited are notebooks, manner of grooming, or gestures, which, by virtue of its color, arrangement, trademark, graffiti or any other attribute, denotes membership in such a group.
3. Gambling devices - dice, playing cards, pogs, etc.
4. Drugs, alcoholic beverages, narcotics, cigarettes, cigarette lighters, matches, and look- a-likes.
5. **Explosive devices, poppers, firecrackers, fireballs, cherry bombs, etc.**
6. **Weapons, guns, knives, cake cutters, screw drives, and/or other dangerous items.**
7. Toys, especially those which are realistic simulations of guns and knives.

## GANG SYMBOLS/GRAFFITI

Any student wearing or carrying overt gang paraphernalia, symbols, or making gestures that symbolize gang membership shall be referred to the principal or designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary.

In case of questionable dress (not covered in the rules listed above), the site administrator will make the final decision. Appropriate action will be taken at that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.



# **EXPECTATIONS FOR STUDENT BEHAVIOR**

## **I. Discipline Program:**

### **PHILOSOPHY**

The students, staff, and parents of Cucamonga School District form a unique community of people engaged in the important task of learning. A safe, pleasant learning environment is essential to successful learning.

Everyone benefits from discipline in the schools. Students learn more and develop a feeling of pride because they are part of a productive, orderly learning environment. Instruction is effective when teachers are able to spend more time and effort helping students instead of dealing with behavioral problems. School activities are more fun and rewarding when they are not disrupted by inappropriate behavior. A successful discipline program enables students to work, play and live in a pleasant, safe and orderly environment where they can enjoy greater personal freedom. The responsibility for discipline and for creating this environment rests with the students, staff, and parents. This requires that all three parties work together to meet their responsibilities.

Each student enrolled in the Cucamonga School District and at Los Amigos Elementary School will be made aware of acceptable behavior and will be held accountable for his or her actions, behaviors, and conduct at school, on the way to school or on the way from school to home, as well as at school sponsored activities and events. Appropriate behavior will be subject to established consequences. Discipline will be administered in a fair, firm and consistent manner.

## **School-Wide Positive Behavior Interventions and Supports**

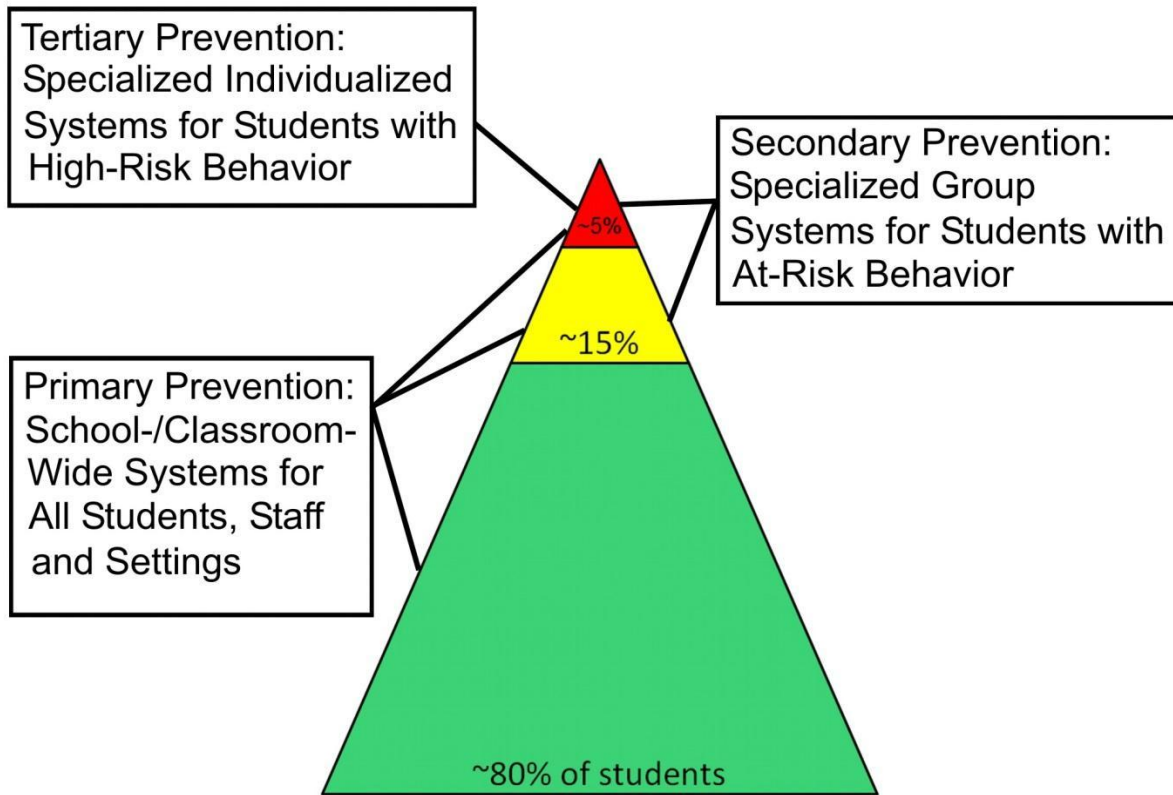
This year Los Amigos Elementary School will implement School-Wide Positive Behavior Interventions and Supports (PBIS). PBIS is a framework for ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. The purpose of PBIS is putting in place practices for improving important academic and behavior outcomes for all students.

The discipline of students with behavior problems continues to be a major concern to the Los Amigos community. In the past, we have used traditional ways to discipline students who exhibit problem behavior. Discipline methods tend to be reactive in nature and tend to focus on short-term solutions. Typically, a child is disciplined after the problem behavior occurs. Research shows that schools using these traditional types of discipline continue to experience significant increases in violence and destructive behavior as well as increases the number of students excluded from instruction due to suspension and expulsion.

PBIS uses four guiding elements: data for decision making; measurable outcomes; practices to achieve these outcomes; and systems that efficiently and effectively support the implementation of these practices.








Students will experience supports based on their own behavioral responsiveness to intervention. A three –tiered prevention logic requires that all students receive supports at the universal or primary tier. If behavior of some students is not responsive, more intensive behavioral supports are provided, and for certain students an individualized behavior intervention plan will be put into place.

### Continuum of School-Wide Instructional & Positive Behavioral Support



PBIS creates a system where students will be explicitly taught appropriate behaviors and expectations within their classrooms, cafeteria, restrooms, hallways, and campus. In this way, PBIS acts as an early intervention instead of reactionary discipline. The goal of the framework is to improve the school behavioral environment through decreases in office referrals, suspensions, detentions, and disruptive behavior. In addition, PBIS will improve academic performance, on-task behavior, parent, student and staff satisfaction. The goal of PBIS is to focus on student achievement and helping students gain the skills and behaviors that will lead them to success in the community. We will be using the mnemonic of ROAR: Respectful, Organization, and Responsibility.

# Los Amigos Dragons ROAR

 Silent Whisper Partner Talk	<b>School-Wide</b> 	<b>Recess</b> 	<b>Hallways</b> 	<b>Cafeteria</b> 	<b>Bathroom</b> 	<b>Classrooms and Specials</b> 
<b>Responsible</b>	<ul style="list-style-type: none"> <li>- Follow directions the first time</li> <li>- Be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment properly</li> <li>- Stay in designated areas</li> <li>- Follow directions the first time</li> <li>- Play safely</li> </ul>	<ul style="list-style-type: none"> <li>- Focus on yourself</li> <li>- Keep hands, feet, and objects to yourself</li> <li>- Walk with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated until dismissed</li> <li>- Leave table, seat and floor clean</li> <li>- Keep hands, feet, and food to yourself</li> <li>- Eat a nutritious lunch</li> </ul>	<ul style="list-style-type: none"> <li>- Go</li> <li>- Flush</li> <li>- Wash</li> <li>- Leave</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions the first time</li> <li>- Use equipment properly</li> <li>- Always try your best</li> </ul>
	<b>Organized</b>	<ul style="list-style-type: none"> <li>- Have materials and assignments ready</li> </ul>	<ul style="list-style-type: none"> <li>- Return equipment correctly</li> <li>- Play attention and walk to line when signaled</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in the middle of the hallway</li> <li>- Keep up with your class</li> <li>- Face forward</li> </ul>	<ul style="list-style-type: none"> <li>- Get everything you need when you go through the line</li> <li>- Throw all your trash away</li> <li>- Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Put trash in trash cans</li> <li>- Keep soap and water in the sink</li> </ul>
<b>And Respectful</b>	<ul style="list-style-type: none"> <li>- Be patient and polite</li> <li>- Listen to all adults</li> </ul>	<ul style="list-style-type: none"> <li>- Be patient and polite</li> <li>- Include all students</li> <li>- Display good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>- Enjoy bulletin boards and displays with eyes only</li> <li>- Be patient and polite</li> <li>- Be a ROAR model</li> </ul>	<ul style="list-style-type: none"> <li>- Use a calm voice</li> <li>- Follow directions of proctors and other staff</li> <li>- Be patient and polite</li> <li>- Raise your hand if you have a need</li> </ul>	<ul style="list-style-type: none"> <li>- Be patient and polite</li> <li>- Keep hands, feet and eyes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Use only what's yours unless you have permission</li> <li>- Show whole body listening</li> <li>- Be patient and polite</li> <li>- Believe in yourself</li> </ul>

## **DISCIPLINE PLAN (continued)**

**Due Process – Student Rights** All students are entitled to due process. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

### **SUSPENSIONS AND EXPULSIONS**

If a student has violated a school rule or offense as outlined in EC 48900, the school principal or site designee has the right to suspend the student for a period of up to five school days unless the suspension is extended pending expulsion (EC 48911(g)). In cases of this type, an informal hearing between the principal, student, and other appropriate persons will be conducted. The principal or designee will attempt to notify parents prior to the suspension however, the action may be taken whether or not the parent can be reached. The student and his/her parents or legal guardian will be formally notified.

#### **Parental Notification –**

In all suspensions, parent/guardian must be kept notified of the circumstances, and be allowed to participate in the resolution of the situation. The parent/guardian of a suspended student must be notified of the suspension in writing signed by the principal or their designee (EC 48911). School officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter [EC 48914]

**Appeal of Suspension –** A student or parent/guardian may appeal a suspension to the District superintendent or designee if it is felt that proper representation or procedures were not followed by the local school administration. A meeting must be granted, on appeal, within three (3) school days. [EC 48914]

**Classwork During Suspension –** The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. [EC 48913]

**Teacher Notification –** Teachers will be notified when their students have been suspended. [EC 49079] The school principal has the right to recommend to the District Superintendent that a student should be expelled. In cases of this type, a hearing will be conducted by an administrative panel and recommendations made to the Board of Trustees (EC 48917).

**Expulsions –** Education Code 48900 and 48915 specifies certain violations for which a student may be expelled. They are the same as those for which a student may be suspended.

**Expulsion Hearing –** Before expelling a student, and within a reasonable period of time, the Board of Trustees must grant a hearing to the student and their parent/guardian as per specific procedures defined in EC 48918. The hearing will be conducted by an impartial administrative panel. The parent/guardian must be notified in

writing at least ten (10) days prior to a student's expulsion hearing. The notification must include the time and place of the hearing; the specific charges; a copy of the District rules pertaining to discipline; and the right of the student and parent/guardian to appear with or without counsel and present evidence. The hearing shall be closed to the public, unless the parent/guardian requests that it be open.

## II. Rules and Conduct

There are many rules, regulations, and laws made to help people in our society, as well as to help them have self-discipline.

### A. Additional items to consider:

1. Stay on campus during the school day and not leave without permission from authorized personnel.
2. Have regular attendance and make up missed assignments when appropriate.
3. Snacks like gum and unshelled seeds are unacceptable.
4. The following personal items are unacceptable: balls, bats, radios/walkman, games not part of class activity, inappropriate reading material, skates, skateboards, wheelies, shoes with wheels, bikes, dangerous objects like matches, knives including kitchen or plastic knives, firecrackers, etc.

### B. General Classroom Rules



Students shall:

1. Enter the room on time, quietly, and prepared with necessary materials, books, homework, etc.
2. Follow directions, practice good manners, and show respect to people and their belongings.
3. Raise hands and wait to be called upon by the teacher before speaking or getting out of the seat.
4. Be responsible for doing and turning in work on time, and making up missed assignments after returning from an absence.
5. Keep hands, feet, and objects to themselves.
6. Not eat snacks, chew gum, or eat anything in the classroom unless given permission to do so by the teacher.

## C. Cafeteria Rules

All lunch money is handled by the cafeteria staff.

Teachers will:

1. Bring the class to the designated line up area.
2. Pick up students at the end of the lunch period.



Students shall:

1. Walk orderly and quietly to and from the cafeteria.
2. Follow directions given by the noon duty supervisors.
3. Remain in a designated area during lunch.
4. Fill all spaces at a table before going to an unused table.
5. Eat food and dispose of the trash properly.
6. Stay in seats until dismissed and not bother others.
7. Line up as directed and not wait for anyone and not cut in line for any reason.
8. Clean the area where you sit to eat lunch. Put all trash in proper containers.
9. Not play in the eating area.
10. Always carry the tray with two hands.

## D. Bus Rules (for Field Trips)

Students shall:

1. Board the bus at least ten minutes prior to departure.
2. Remain quiet and orderly while waiting, boarding, riding, and leaving the bus.
3. Respect and obey the bus driver at all times.
4. Remain seated and keep hands, feet, and objects inside the bus.
5. Talk quietly and use only kind words to one another.
6. Keep the bus, and the area around their seat clean. No eating or drinking on the bus.
7. Bring no animals or glass aboard the bus.
8. Observe all traffic rules and laws.



## E. Walker Rules

Students shall:

1. Stay on sidewalks or in crosswalks. Observe all traffic rules and laws.
2. Be courteous to crossing guards and to neighbors.
3. Arrive no earlier than 20 minutes prior to the beginning of school.
4. Leave skateboards, bikes, and skates at home. These are not allowed on campus.
5. Go straight home after school and do not harass other students on the way.



## F. Auditorium/School Sponsored Activities Rules



Students shall:

1. Enter quietly and sit in the assigned area.
2. Show respect and courtesy to presenters, participants, and guests by not booing, whistling, or making inappropriate comments.
3. Exit quietly when dismissed.

## G. Campus/Playground Rules



Students shall:

1. Use equipment and play games appropriately by not:
  - Climbing on backstops, fences or trees.
  - Swinging on tetherballs, poles or chains.
  - Hanging on volleyball nets.
  - Running up or down slides.
  - Jumping off, twisting or raising swings.
  - Leaving school to get a ball.
  - Getting on the roof to get a ball.
2. Walk in hallways and walkways.
3. Play on the grounds in a safe and sane manner by not:

Fighting	Hitting	Kicking
Play fighting	Pushing	Shoving
Wrestling	Gambling	Throwing rocks, etc.
Selling items	Trading items	Playing ninja type games
4. Freeze when the bell rings then, when told to do so, line up promptly and orderly:
  - Do not cut in line or save places.
  - Do not Roughhouse while standing in line.