



**LA CRESCENTA ELEMENTARY SCHOOL
Policies and Procedures**

September 2015

Dear La Crescenta Families,

In order to assure your child and all other La Crescenta School children the learning environment they deserve, we will be using the following guidelines for school conduct and procedures.

STANDARDS OF CONDUCT

1. Students will respect the rights of other children.
2. Students will conduct themselves in an orderly and appropriate manner while at school as well as going to and from school.
3. Students will accept direction from school personnel.
4. Students will observe the following schoolwide rules at all times:
 - Keep hands, feet, objects to self
 - Use appropriate manners and language
 - Engage in learning
 - Respect school and personal property
 - Observe all safety rules
 - Play in teacher supervised areas

DRESS CODE

In compliance with **Education Code Section 48921**, Administrative Code, Title 5, Sections 300;302.

1. Students must wear shoes, which provide adequate protection to reduce the possibility of injury and allow them to fully participate in physical education. (e.g. **no** open toed shoes, backless shoes, flip-flops, platform shoes or heeled shoes (shoes with wheels).)
2. Gang related attire such as pants that are so large that they would not stay up without a belt will not be allowed.
3. Blouses, shirts, dresses must have straps at least 2" wide.
4. Blouses or shirts that show a bare midriff or midsection and short shorts are not allowed.
5. Makeup, hairstyles or jewelry may not disrupt instruction.
6. Hats may be worn during recess and P.E., but they must be worn with the bill forward.

A continuing schoolwide priority is the focus on playground behavior for the safety of all children. It is expected that students will follow the rules. Students who fail to follow the schoolyard rules are issued *White Slips*, which note the rule not followed. You will be notified if your child continues to disobey the schoolwide rules, so that we can work together to insure that we have a safe and orderly school.

Toys, electronic devices (**Education Code Section 44049**), and other personal items may not to be brought to school. Our school district also maintains strict policies on the possession of any weapons. Severe disciplinary action will result for possession of any weapon, dangerous object or look alike on any school campus.

Glendale Unified School District has strict guidelines regarding harassment/sexual harassment (**Education Code Section 231.5 and 48980 h**). Behavior of this nature toward any student or employee will be handled with strong disciplinary action, which may include suspension from school.

Attendance and Tardies

It is very important that students arrive at school on time so as not to miss out on any instruction or important announcements. It is our desire to cultivate a successful learning climate in the classroom and that it is difficult for a student to succeed in school if he or she does not attend regularly and/or arrive on time. It is important that students attend school on a consistent basis to ensure continuity of instruction. Missing school days or part of a lesson puts the student at a disadvantage in lessons and learning that have already begun.

We feel it is imperative that each student arrives on time after starting the morning off with a good balanced breakfast. This will help set a routine for responsibility and success in school. Students may arrive at school at 8:00 a.m. when there is supervision on the ramp. If your child is eating breakfast in the cafeteria, he/she may arrive at 7:30 a.m.

All students grades 4 – 6, who have accumulated 10 or more tardies in one trimester will be assigned a consequence.

It is important to give children the message that school is important. By scheduling appointments after school hours, students are able to participate in a full day of instruction.

Homework

Homework helps to establish study habits that are essential as students progress and is a cooperative effort between home and school.

All students will be required to read every evening. In addition to reading, the suggested homework minutes will be approximately 10 minutes for each year the child has been in school. The recommended number of minutes for each grade is:

Kindergarten	10 - 15 minutes	4 th	30 – 40 minutes
1st - 2nd	10 - 20 minutes	5 th – 6 th	50 – 60 minutes
3rd	20 - 30 minutes		

The following guidelines will be used at La Crescenta Elementary:

1. Homework may be given in more than one subject each night.
2. The homework lesson will relate to what is being taught in class.
3. Students are to return homework and textbooks on the assigned date. Homework will only be accepted when school starts. Students will not receive credit for homework returned late.

Students may NOT get forgotten assignments or homework after school hours because classrooms will be LOCKED. Students may not use the office telephone to call home if homework has been forgotten.

In some special circumstances, classroom work not completed is not considered part of daily-required homework, but must be completed in addition to assigned homework. Any homework assignments may also be included in the students overall report card evaluation; therefore it is important that the student complete the assignments. *Please communicate with your child's teacher with concerns regarding homework.*

Provide your child with a quiet, well-lighted place to ensure more success with these assignments. Setting aside a designated time each day, may also prove useful in establishing homework expectations.

We will continue to keep you informed of your child's progress at school so that together we may support his/her schooling. Please sign the tear off sheet and have your child return it tomorrow. Keep this copy for your information.

Sincerely,

Dr. Josephine Bixler

Principal

I have read and understand the school conduct, attendance and homework policies and procedures for La Crescenta Elementary School.

Student's Signature _____

Parent's Signature _____

Teacher _____ Date _____