



**STUDENT HANDBOOK**  
**JOHN H. EADER SCHOOL**

**9291 Banning Ave.  
Huntington Beach, CA. 92646  
714.962.2451  
714.378.4601 FAX**

## WELCOME

Dear Eader Learning Community,

Welcome to the **2022/2023** school year. On behalf of the Eader staff, I would like to invite each of you to review our handbook to become more aware of our school policies and practices. This handbook was designed to be an information base for our parents, a resource for staff, as well as a learning tool for our students. Through consistent standards and procedures, our students will be provided with a successful means to become life-long learners and responsible citizens. We celebrate learning each day at Eader. Please join us in our quest for excellence.

Sincerely,  
Carolyn Beck  
Principal

District Website: [hbcasd.us](http://hbcasd.us)  
School Website: [eadereagles.com](http://eadereagles.com)

### Eader School Statement of Shared Mission & Beliefs

Our mission as the Eader School Community is to provide a safe, creative, challenging learning environment for all students. We do this by working as a team, creatively using all of our resources available, and by modeling our expectations. Eader students will reach their full learning potential and be assets to our society.

***"It's a great day to be an Eader Eagle!"***

An exemplary school provides a warm, inviting climate which enables students to enjoy their elementary school experience and results in a shared sense of pride in the school. At Eader School, the following commitments guide our actions toward our shared vision:

1. All students can learn and achieve high standards of learning.
2. Students need to not only develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to reason, solve problems, and produce quality work.
3. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

4. A safe and supportive learning environment promotes student achievement.
5. The development of the curriculum, design of instructional activities, and the use of assessment measures are focused on providing learning opportunities and feedback systems that enable students to achieve success.
6. The allocation of our resources (e.g. staffing, time, instructional resources, facilities, financial resources) in alignment with our mission and goals helps to maximize the opportunity for students to learn and experience success in schools.
7. Effective collaboration and communication with families, as partners in the education of their children, is essential to the success of our school.
8. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission and goals.
9. Diversity enriches our school through the recognition of the contributions of a variety of ideas, values, and cultures.

## SCHOOL HOURS

### Monday/Tuesday/Wednesday/Friday

<b>Preschool Academy</b>	<b>9:00 a.m. - 1:00 p.m.</b>
Special Ed. Pre-K	9:10 a.m. – 2:10 p.m.
Special Ed. Pre-K <b>a.m.</b>	8:20 a.m.- 11:10 a.m.
Special Ed. Pre-K <b>p.m.</b>	11:55 a.m. – 2:45 p.m.
Kindergarten	8:40 a.m.- 2:38 p.m.
1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	8:40 a.m. - 2:38 p.m.
4 <sup>th</sup> /5 <sup>th</sup>	8:40 a.m.- 3:01 p.m.

### Thursday- Planning Day Schedule

**Every Thursday is a planning day.**

<b>Preschool Academy</b>	9:00 a.m.-1:00 p.m.
Special Ed. Pre-K	9:10 a.m. -1:10 p.m.
Special Ed. Pre-K <b>a.m.</b>	8:20 a.m.-10:20 a.m.
Special Ed. Pre-K <b>p.m.</b>	10:25 a.m.-12:25 p.m.
Kindergarten	8:40 a.m.- 1:41 p.m.
1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	8:40 a.m. - 1:41 p.m.
4 <sup>th</sup> /5 <sup>th</sup>	8:40 a.m.- 1:50 p.m.

### Recess

K – 5 <sup>th</sup>	10:00 – 10:20
4 <sup>th</sup> – 5 <sup>th</sup>	10:25 – 10:45

### Lunch Hours

K/1 <sup>st</sup>	11:30 a.m.-12:15 p.m.
2 <sup>nd</sup> /3 <sup>rd</sup>	12:00 p.m.-12:45 p.m.
4 <sup>th</sup> /5 <sup>th</sup>	12:30 p.m.-1:15 p.m.

**Office Hours: 8:00 a.m. to 3:45 p.m.**

**Please do not have children arrive on campus  
before 8:25 a.m.**

## Planning Days- Students are dismissed early

Planning days are every Thursday. Planning days are used by the staff for curriculum development, instructional planning, parent conferences, and professional in-services.

### 2022-2023 EADER ELEMENTARY SCHOOL CALENDAR

Schools Open to the Public	Wednesday, August 24, 2022
First Day of School	September 8, 2022
Back to School Night	K-5 – September 22, 2022
Red Ribbon Week	October 24– 28, 2022
Conference Day early out	October 18, 2022 (early out)
Conference Day NO SCHOOL	October 19, 2022
Conference Day early out	October 20, 2022 (early out)
Staff Development Day NO SCHOOL	November 1, 2022
Veterans Day-NO SCHOOL	November 11, 2022
Thanksgiving Break	November 21-25, 2022
End of 1 <sup>st</sup> Trimester	December 16, 2022
Winter Break	Dec. 26, 2022 – Jan. 6, 2023
Martin Luther Kind Day NO SCHOOL	January 16, 2023
Kindergarten Round-up	February 16, 2023 6:00 p.m. (eng) February 23, 2023, 9:00 a.m. (sp)
Open Enrollment	February 13-24, 2023
Lincoln’s Birthday NO SCHOOL	February 13, 2023
President’s Day NO SCHOOL	February 20, 2023
End of 2 <sup>nd</sup> Trimester	March 31, 2023
Spring Break	April 10-April 14, 2023
GATE Parent Night	April 19, 2023 - 6-7 p.m.
Open House	April 27, 2023 – 6-7 p.m.
Memorial Day-NO SCHOOL	May 29, 2023
End of 3 <sup>rd</sup> Trimester	June 23, 2023
Last Day of School	June 23, 2023 (Early dismissal)

\*Dates Subject to Change.

## CURRICULUM & INSTRUCTION

### Standards-Based Instruction

Huntington Beach City School District is proud to be a leader in the use of Content Standards to guide and promote rigorous teaching and learning. The State and District Standards detail what students are to learn at specific grade levels throughout their elementary years. This year we will continue to focus on standards. You will receive a copy of the Elementary Standards for your child’s grade level at Back-to-School Night. The standards are also available on the district website at <http://www.hbcisd.k12.ca.us/content.php?cid=52>

### MIND Institute (K-5)

Mind Institute Math + Music Program focuses on enhancing elementary students’ understanding of difficult math concepts and improving their performance on standardized math tests. The MIND Institute incorporates STAR math software curriculum (Jiji) with specialized piano keyboard training in an innovative program that enables all children to play the piano keyboard and conceptually learn and understand difficult math problems.

## CURRICULUM & INSTRUCTION

### Accelerated Reader (K-5<sup>th</sup>)

Accelerated Reader provides teachers with an easy and effective way to monitor all forms of guided and independent reading practice. Some reasons we use Accelerated Reader:

- **Motivate students to read.**
- **Provide practice in reading comprehension.**
- **Obtain reliable, objective information.**
- **Help every student master standards.**
- **Keep each student challenged.**

### Homework Policy

Homework extends learning opportunities beyond the confines of the school day. The purpose of homework is to provide practice, prepare for an upcoming lesson, make up work due to absences, and provide time for extended research and writing. Homework assignments vary according to the grade level, the needs of the students, and the content area. Each teacher will communicate to parents the required weekly assignments. There may also be long term assignments such as research projects, book reports, and oral reports.

As a general rule, all students may be assigned homework four nights a week, not generally on Friday or preceding a school holiday. Students are expected to read independently or have parents read to them for approximately **20 minutes daily**. Recommended time allocations for assigned homework are:

<u>Grade Level</u>	<u>Minutes per night</u>
Kindergarten & 1 <sup>st</sup> Grade	15- 20 min.
2 <sup>nd</sup> -3 <sup>rd</sup>	30-40 min.
4 <sup>th</sup> -5 <sup>th</sup>	45-60 min.

Unfinished class work is generally considered homework in addition to regularly assigned homework.

### Academic Rewards

*Pride:* Personal pride and accomplishment is one of the greatest rewards.

*“Great” Report Card:* Positive comments and praise from teachers and parents.

*Recognition* during morning announcements, Friday assemblies, post cards, and phone calls home.

*Classroom rewards:* Teachers have their own system of rewarding students. As a class, they may earn special recognition, treats, and incentives.

### Make-Up Assignments

If your child is absent from school for just one day, he/she may complete all assignments upon return. If your child is absent more than one day please contact the teacher for assignments and discuss due date for all missed work.

## CURRICULUM & INSTRUCTION

### Classroom Interruptions

Learning time is golden. Our priority is learning and in order to maximize learning opportunities, we will minimize the number of classroom interruptions.

### Friday Assemblies

On the first Friday of each month, our school community gathers together at 8:40 a.m. to celebrate learning. We celebrate students, staff, and parents. Parents are encouraged to attend. The Eader community is committed to modeling appropriate assembly behavior. We are a courteous, respectful audience.

### Field Trips

Field trips are an extension of the learning process. Field trips are directly tied to the Standards and are a privilege. A permission slip must be completed and signed by the parent or guardian for a child to participate.

### School Property & Textbooks

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage or lose school property (i.e. textbooks, library books) will be required to pay for the damages or replacement of the equipment. Textbooks are furnished to all students by the school.

## STUDENTS

### Attendance

To receive maximum benefit from classroom and instructional experiences, it is important that students attend school each day and be on time (by 8:40 a.m.). Students who arrive after 8:40 a.m. will be deemed tardy and will need to check in to the office before going to class. **“Perfect Attendance” awards are given for perfect all-day attendance, with no check-outs, early-outs, or late arrivals!**

### Absences

If your child is ill or will be out for any reason, please leave a message on our **24 hour Attendance Line at 962-2451 ext. 1**. If you are unable to notify the school by phone, please send a note to school with your child on the day he/she returns stating the following:

- ❖ Child’s teacher and/or room #
- ❖ Child’s first and last name
- ❖ Date of absence
- ❖ Reason for absence (if ill, please indicate type of illness)
- ❖ Your first and last name and relationship to child

If you know that your child will miss school for 5 days or more, be sure to request an **Independent Study Contract** at least 5 days in advance.

**Regular and prompt attendance is a life skill for successful future employment.**

### Rewards:

1. Students who are present and punctual every day will receive a certificate at the end of the school year.

## STUDENTS

### Consequences:

1. Per Ed. Code, students who accumulate 5 or more absences, (excused or unexcused, and/or tardies, will be placed on an “Absence Alert” list. A letter will be sent per Ed. Code, regarding the importance of regular school attendance, and punctuality.
2. Continued absences/tardies will be referred to the School Attendance Review Team (SART).
3. Per Ed. Code, the student will be referred to the District School Attendance Review Board (SARB) for 3 unexcused absences and/or unexcused tardies of more than 30 minutes.
4. The Principal will not recommend admission of “Open Enrollment” or Interdistrict Transfer students if there are excessive absences or tardiness, as aforementioned.

## STUDENT EXPECTATIONS

### STAR Behavior Expectations

- S** Safety First
- T** Trustworthiness
- A** Act Responsibly
- R** Respect Self & Others

Each behavior expectation will be reviewed and discussed in each setting: classroom, music/assemblies, playground, walkways/restrooms, cafeteria/lunch area and arrival/dismissal. Common and consistent behavior expectations support our learning environment by keeping everyone safe and having students prepared for learning.

### Classroom Standards

Each classroom teacher has established an individual classroom discipline plan consistent with school site policy. These plans are based on the acknowledgment of good behavior and assertive discipline techniques.

### School Discipline Policy

#### Behavior Rewards:

*Pride:* Personal pride and accomplishment is one of the greatest rewards.

*“Great” Report Card:* Positive comments and praise from teachers and parents.

*Recognition* during morning announcements, Friday assemblies, post cards, phone calls home, opportunity drawings during lunch

## STUDENT EXPECTATIONS

### Consequences:

For those students who make poor or inappropriate choices, one or more of the following consequences may be implemented:

**Minors:** Inappropriate language, physical contact (non-serious), defiance/disrespect, disruption, misuse of property, technology violation, unsafe conduct, disruption, etc.

**Consequences for Minors** - Teacher/staff member will deal directly with minor behaviors and consequences based on their classroom discipline plan. Student will be asked to identify the inappropriate behavior and the “replacement behavior.” Consequences include, but are not limited to: verbal correction, loss of privileges/choice/recess, apology, sent to buddy teacher, phone call home, and warning. Teacher will keep documentation of frequency and type of concerns on Discipline Referral form. Five minors equal one major.

**Majors** (Chronic Minor behaviors) include continued/chronic inappropriate/abusive language, physical contact/aggression, defiance/disrespect, bullying, continuous disruption, technology violation, property misuse, lying/cheating/stealing, etc.

**Consequences for Majors** Teacher will complete a “Discipline Referral” slip indicating frequency and type of concern. Student will be asked to complete a “Problem Solving” sheet and will meet with an administrator. Parents are notified by administrator. Consequences for major behaviors may include, but are not limited to: loss of choices, separation from group activity, loss of privilege, campus clean up, detention, assigned to a social skills intervention, and sent to buddy teacher/mentor, in-school suspension, out of school suspension, etc.

**Majors- Level 2 (Ed. code)** Repeated use of profanity, fighting, willful defiance, possession of a weapon, vandalism, graffiti, leaving school, harassment of any kind, stealing/receiving stolen goods, physical assault, and intimidation/verbal threats, repeated Level 2 violations, possession of illegal substance, possession of weapon/dangerous object, etc

**Consequences for Majors (Level 2)** Students who engage in level 2 Major behaviors will immediately be referred to an administrator for corrective action. The administrator will work with parents and issue appropriate consequences at school and at home. Consequences may include, but not limited to: parent conference with administrator, suspension, expulsion, conference with School Resource Officer, behavior contract, loss of privilege/choice, and parent monitors student during class/school hours.

## PLAYGROUND RULES

### STAR BEHAVIOR EXPECTATIONS

Safety First	<ul style="list-style-type: none"> <li>*Use equipment &amp; property correctly</li> <li>* Stay in designated areas</li> <li>* Walk quietly in walkways</li> <li>* Eat your own food</li> <li>* Freeze at freeze bell</li> <li>*Walk to lines after whistle is blown</li> <li>* Follow directions of adult on duty</li> <li>* Use restrooms appropriately</li> </ul>
Trustworthiness	<ul style="list-style-type: none"> <li>* Make good decisions</li> <li>* Play fairly</li> <li>* Follow school rules for games</li> <li>* Include others in games- everyone plays</li> </ul>
Act Responsibly	<ul style="list-style-type: none"> <li>* Return equipment in proper place</li> <li>* Wait your turn</li> <li>* Use equipment the way they were intended to be used</li> <li>* Keep campus clean- throw your trash away</li> <li>* Report unsafe conditions to the office</li> </ul>
Respect Self & Others	<ul style="list-style-type: none"> <li>* Keep hands &amp; feet to self</li> <li>* Show good sportsmanship</li> <li>* Be kind</li> <li>* Make good choices</li> <li>* Have a plan of what you will play</li> </ul>

### PLAYGROUND EQUIPMENT USAGE AND RULES

The rules provided here are intended to provide consistency on the playground.

- JUMP ROPES:** Jump ropes are only for jumping. No more than 2 students in when jumping with long ropes. Keep ropes away from equipment and grass or hall areas.
- SLIDES** Slide only in forward, sitting position. Line up at the bottom of the step. Only one student at a time.

## PLAYGROUND RULES

- HANDBALL**
1. The object of the game is to remain in play by successfully returning the ball to the wall.
  2. One serve only. Server must stand behind the service line.
  3. Server and opponent stand facing the wall. All others wait their turn back out of the way.
  4. Serve must be over the service line from the wall and ball must hit above foot line on the wall.
  5. The server and opponent alternate hitting the ball to the wall until one player fails to hit the ball, fails to get the ball to hit the wall, or lets the ball bounce more than once, or commits a foul of some sort. The ball may be hit with open hand or with a closed fist.
  6. **Fouls:** The server loses his serve (opponent becomes server) or opponent is out (opponent goes to the end of wait line and a new opponent comes in) when: server steps over serving line; any rebounding ball does not cross the two foot service line on the floor; ball is thrown against the wall instead of using bounce or hand stroke; ball is caught or stopped; server plays own serve; they fail to strike the ball following the first bounce.

**ACTION BARS, CLIMBING POLES, PARALLEL BARS**

Line up at beginning side. One person allowed at a time. Hands must be the last part of the body in contact with the bars before release.

**POLES, PARALLEL BARS**

Both hands on bars and poles at all times. No standing or sitting on top of or hanging upside down from bars. No dismounts. Do not stand directly underneath. Never shake pole when someone is on it. No "chicken-fighting" (grabbing with legs). Stay off rubber matting until it is your turn.

- TETHERBALL**
1. The object of the game is to wrap rope completely around the pole and eliminate opponent.
  2. Players stand on opposite sides of the circle. They may not step opponent's side of the court..
  3. Players wind the cord in the desired direction by hitting the ball with one or both hands, opened or closed.
  4. The opponent tries to hit, and thus wind, the approaching ball in the opposite direction.
  5. To start the game, the server can stand anywhere on his side of the court to strike the ball.
  6. Fouls (penalty for a foul is the loss of the game): hitting the ball with any part of the body other than the hands; catching or holding the ball during play; touching the pole; touching the rope; throwing the ball; stepping on the outer or inner boundaries; double hits.

**DODGEBALL**

Dodgeball is not allowed. Balls should not be thrown at students.

**Playground equipment may not be brought from home.**

### Conflict Resolution Management

These strategies encourage student responsibility in problem solving:

- 1) Talk it over (Negotiating)
- 2) Walk away (Abandoning)
- 3) Say, "I'm sorry" (Apologizing)
- 4) Do something else (Postponing)
- 5) Take turns (Cooperating)

## PLAYGROUND RULES

- FOUR SQUARE**
1. The object of the game is to become the leader by advancing to square A. The server always starts from square A.
  2. Players take positions in boxes, A,B,C, and D.
  3. The ball is served by dropping it and serving it underhand from the bounce. If the serve hits a line, the server it out. To begin the game, the server hits the ball to square D.
  4. The player receiving the ball must keep it in play by striking the ball after it has bounced once in his square. Player may return the ball from outside of the perimeter. Player directs it to another square with an underhand hit.
  5. Play continues until one player fails to return a hit or commits a foul. When someone fouls, the first child at the waiting line enters at box D. All children advance to fill in the available space.
  6. Interference is a do-over. No frozen squares.

**Fouls:** failure to hit a ball that bounces in your box; playing a ball that has bounced into someone else's box; hitting the ball out of bounds or onto a line; hitting the ball into one's own box; holding the ball, catching or carrying a return volley.

## FOOD SERVICES

### Lunch

Kindergarten/1 <sup>st</sup> Grade	11:30 a.m. -12:15 p.m.
2 <sup>nd</sup> /3 <sup>rd</sup> Grade	12:00 p.m.-12:45 p.m.
4 <sup>th</sup> /5 <sup>th</sup> Grades	12:30 p.m.-1:15 p.m.

Generally, children spend about 15 minutes of this time eating lunch and the remainder in supervised recreation.

Students may bring a lunch from home (no glass containers please) or purchase a school lunch. Healthy snacks are encouraged. Students may not share food at school. This is for the safety of all students. Food deliveries will not be accepted at school. Parents bringing food for a group of students is not permitted. Candy, sodas and fast food lunches are strongly discouraged.

### **LUNCH RULES**

STAR Behavior Expectations:

- |                 |  |
|-----------------|--|
| Safety First    | * Eat your own food                            |
|                 | * Enter & exit in an orderly manner            |
| Trustworthiness | * Make good choices                            |
|                 | * Check basket for forgotten lunch/money       |
| Act Responsibly | * Use whisper voice                            |
|                 | *Use good table manners & be polite            |
|                 | *Stay seated, raise your hand if you need help |
| Respect         | * Pick up trash from on and under table        |
| Self & Others   | * Wait to be excused                           |
|                 | * Walk to playground                           |
|                 | * Gently place lunches at your line            |

## FOOD SERVICES

Please refer to the HBCSD's School Wellness policy for additional information at [www.hbcسد.us](http://www.hbcسد.us).

**Lunch Prices/Tickets** School lunches are free for all students. Please note that although your child's lunch will be free, he/she still needs to order lunch with their teacher in the morning.

**Accommodations for Students with Allergies:** *A Cafeteria table will be designated "Peanut Free". Cafeteria tables will be wiped down prior to each lunch period. School staff and cafeteria staff will be notified at the beginning of the school year by the school nurse of a student's peanut allergy.*

### **Lunch Drop Off**

If your child forgets his/her lunch and you plan to drop it off, please bring it to the school office. Label with the child's name, grade level, and teacher's name. Office staff will deliver it to the cafeteria drop off station. Students can check the drop off station when they arrive at the cafeteria. Classrooms will not be disrupted to deliver lunches or other items. We are not responsible for lost or stolen lunches. Any student who does not have a lunch should let the lunch supervisor know when they arrive in the cafeteria. They will be served a basic lunch of cheese and crackers and milk for the day.

### **Playground Supervisors**

During lunchtime, students are under the supervision of Playground Supervisors. These adults have the same authority as teachers regarding the enforcement of school policies and practices for safety, cleanliness, and courtesy. They will be shown the same courtesy and respect as that shown to other staff members.

## SCHOOL SAFETY ZONE

### **Student Arrival/Dismissal**

Safety First	*Have a safe after-school plan *Follow a safe route *Walk bikes on/off campus
Trustworthiness	*Walk directly to your afterschool destination *Go directly to classroom number before school and to the loading zone afterschool
Act Responsibly	*Arrive no earlier than 8:25 a.m. *Use the suggested traffic flow pattern *Be prepared. Have a plan for afterschool pick up
Respect Self & Others	*Be on time *Use a talking voice when in hallways

The playgrounds, fields, blacktop, handball courts, etc. **are not open for play before or after school.** Supervision begins at 8:25 a.m. For students' safety, all students must leave the school grounds at their dismissal time. Students and parents waiting for siblings/children to be dismissed, should wait off campus. Students should not wait unsupervised for their parents in the park after school. It is the parent's responsibility to arrange student pick up. For your child's safety, children who are picked up 10 minutes after dismissal will require a parent sign out from the office. Consistent late pick-up will result in a written notice from administration.

### **Crossing Guards**

Crossing guards supervise the street crossings at the corners of Banning/Starfir, and Banning /Bushard. They are on duty during the morning arrival and afternoon dismissal times.

## SCHOOL SAFETY ZONE

### Early Check-outs/Medical Appointments

Please schedule medical appointments so that they do not interfere with class time. If you are picking up your child before the end of the school day, please come to the office and sign your child out. The office staff will call your child's classroom. This is assisting us in minimizing classroom interruptions. **Children will only be released to those adults (18+) listed on the emergency card and who have a written note from the parent or guardian.**

### Emergency Contact Information

Please notify the office of any changes in address or telephone number in the event of an emergency. Also, have at least 3 different adults (18+ yrs) with different phone numbers listed on the emergency cards. Students will not be released to any individual unless he/she is listed on the emergency card. Your child's well being is a priority.

### Child Custody

The courts handle custody disputes. **The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records.** The only exception is when current, signed restraining orders or proper court orders, specifically stating visitation limitations, are *on file* in the school office. Any student release situation, which leaves the student's welfare in question, will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, the police department will be contacted and an officer will be requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### Bicycles, Skateboards, Rollerblades, & Scooters

It is recommended that only students in grades 3, 4, and 5 ride their bicycles to school unless students in lower grades are accompanied by their parents or adult supervision. Bikes must be locked and parked in the racks provided. No bicycle riding is permitted on the school grounds. State law requires that all persons under the age of 18 wear helmets. Students who repeatedly violate bicycle safety rules may have their bicycle privileges suspended. The school is NOT responsible for lost, stolen, or damaged bicycles. Roller skates, roller blades, scooters, skateboards, and shoes on wheels are not permitted. Bicycle permits are available in the school office.

### Animals on Campus

To keep our learning environment sanitary and safe, no pets are allowed on the premises. (O.C.C. Article 2: Sec. 4-1-45 & 4-1-50)

## SCHOOL SAFETY ZONE

### Dress Code (EdCode 35183.5)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

### Open/Closed Campus (PC 627.2, HBMC 9.20.040)

In order to keep our students in a supervised, safe, and orderly environment, the government and Board of Trustees establishes a "closed campus." Once students arrive at school, they must remain on campus until the end of their day unless they are checked out by a parent/guardian who is listed on the child's emergency information card. **All parents and visitors will need to sign in the office and obtain a VOLUNTEER or VISITOR badge.** If you are not wearing a visitor badge, you may be questioned by school personnel. Groups that have been approved for facility use, through the district procedure, will have first priority for use of our fields and classrooms. **Students are not allowed to play on campus, including on playstructures and handball courts, before school and after dismissals, as there is not school personnel supervision. Thank you for keeping your children safe!**

### Tobacco-free Site (BP 1007)

HBSD is proud to provide a health, tobacco-free environment and requests people refrain from using any tobacco products on HBCSD property. Thank you for your cooperation.



## SCHOOL SAFETY ZONE

### Prohibited Items

Toys should not be brought from home. Students may not possess the following items on school property or school events: gambling devices (dice, playing cards of any kind, etc.), alcoholic beverages, narcotics, tobacco products, over the counter medications, inhalants, cigarette lighters, matches, and look-a-likes; weapons, and firearms. The Board of Trustees maintains a “zero tolerance” policy. Any student in possession of the aforementioned items or other dangerous object, or a party to a student possessing a prohibited item, is subject to immediate suspension and will be further recommended for expulsion. Toy replicas of guns, as well as pocketknives, are also prohibited. This policy will be strictly enforced. Please help us ensure that our campus remains safe by discussing this policy with your child. If there is reasonable suspicion that a student possesses a dangerous object, the student or student’s possessions may be searched.

### Sexual Harassment/Bullying

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment or bullying of any student by any employee, student, or other person at school or at any school -related activity.

### Internet Safety/ Use of Technology Policy

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. The Board (and the school) intends that the Internet and other on-line resources provided by the District be used to support the instructional program and further student learning.

Parents and students agree to the conditions of the Use of Technology Policy as indicated by their signature on the policy form. The form is included in the first day packet.

### Personal Communications/Entertainment Devices/Digital Devices

Per HBCSD Board of Education Policy 5131, students may possess or use electronic signaling devices, including but not limited to cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic devices shall be turned off during school hours (8:40 am to 3:01 pm). If disruption occurs, the employee may direct the student to turn off the device and issue Discipline Referral and/or detention for using the device during school hours. Continual defiance of this rule may lead to suspension.

Devices such as iPods, mp3 players, video players, and electronic games **may not be brought to school**. If you bring these items to school you will be told to bring them to the office until the end of the school day and assigned Discipline Referral and/or detention. **Eader is not responsible for the loss of or damage to personal items such as those described above.** Continual defiance of this policy will result in suspension.

## COMMUNITY PARTNERSHIPS

An exemplary school recognizes the importance of establishing effective partnerships with the larger community- parents, residents, businesses, government agencies, and other educational systems. It strives to develop the community’s allegiance to and ownership in the school. In our school:

- The community demonstrates its support for the vision of the school.
- The community provides the resources that enable the school to offer exemplary academic programs and holds the school accountable for long-range planning.
- The community participates in the life of the school by attending programs, volunteering service, and assisting in the processes.
- The community calls upon the school to establish effective two-way communication that both provides information and seeks feedback.
- Parents play an active role in the education of their children, monitor their academic performance, and work with teachers to emphasize the importance of education.
- The school establishes effective linkages with the district and institutions of higher education.
- partnerships are established with businesses and local agencies that provide a link between the school and community

### School Improvement

The goal of school improvement programs at participating schools shall be to improve instruction, auxiliary serves, school environment, and school organization so as to meet the needs of all students.

### PTA

The objectives of the Eader PTA are:

- To promote the welfare of children and youth in home, school, and community
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may work collaboratively in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

### School Site Council

The School Site Council (SSC) is a representative group at the school site made up of the principal, teachers, classified staff, and parents. The purpose of the SSC is to plan, implement, and assess school-wide program priorities for the Single School Plan. As a group, the SSC establishes and approves the School Improvement Plan budget, assists in the development of the Single School Plan, monitors and evaluates the effectiveness of the plan on an on-going basis, and advises the principal and staff in matters relating to the school.

## COMMUNITY PARTNERSHIPS

### Report Cards

Report cards will be sent home three times per year in accordance with the District's trimester system. Reports cards are sent home on the Friday following the close of each trimester.

In compliance with the Education Code, the parent or guardian shall be notified by the teacher, during each grading period whenever it becomes evident to the teacher that the student may receive unsatisfactory grades issued as academic or citizenship marks. Parents will be notified a few weeks prior to the issuance of report cards in the event that special assistance is needed.

### Volunteers to the School

We encourage all parents to visit and take an active part in their child's education. Volunteers help the classroom teacher in a variety of ways. Please contact your child's teacher or the PTA for more information on how to get involved. To ensure the safety and provide uninterrupted instructional time, we ask:

- **All visitors will be required to meet all CDPH guidelines**
- Visitors sign in the front office and obtain a VISITOR or VOLUNTEER badge
- Provide proof of a negative Mantoux TB test on file with the school office before volunteering in classrooms
- Turn cell phones off upon entering school
- If your child forgets something needed at school, please bring it to the office with your child's name and teacher/room number. We will see that your child receives the item at an appropriate time.
- We ask that you leave your preschool children at home when you are volunteering in the classroom. A volunteer cannot help a teacher while supervising a toddler.
- Teachers and PTA will be notifying you of volunteer needs within the first few weeks of school or during Back to School Night

### Friday Folder

We understand the busy lifestyles of families today. We will send school flyers and information in a special folder called "Parent/Teacher Communicator." Parents should empty the contents, read the information, sign and return the folder to school the following Monday.

### Lost & Found

Lost & Found articles are displayed inside the cafeteria. In order to return lost items to their rightful owners, please write your child's name in permanent ink on all personal items that are brought to school.

Unclaimed Lost & Found items will be donated on the last day before Winter Break, Spring Break and on the last day of school to charity.

## COMMUNITY PARTNERSHIPS

### Medications/Health Office

Teacher discretion is used in sending students to the health office. Our office staff will assess the situation, administer simple first aid, take temperatures, etc. If a child is sick or injured, we will call home. It is important that families have a plan for picking up a sick or injured child and have current emergency contacts listed. Recommendations to help you determine if your child should stay home or come to school:

- Fever free for at least 24 hours before return to school
- Chronic cough or with yellow or green discharge from the nose may still be ill and should visit the family health provider
- Free of vomiting and diarrhea for 24 hours before returning to school
- If a child has a rash, it should be identified, if possible, to determine whether or not it is contagious

HBCSD follows the guidelines of the OC Health Care Agency and the California Education Codes. These recommendations state that a child suffering from contagious or infectious disease shall be excluded from school. A child with a presumed communicable disease may be sent home until the expiration of the prescribed period of isolation for that particular communicable disease.

Medications, both prescription and over the counter, should be dispensed at home, rather than at school, whenever possible. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. In order for any medication (even Tylenol/cough drops, etc.) to be dispensed at school, a Parent/Guardian and Physician Request for Medication form signed by both the physician and parent, must be on file in the school office. A new form is required each school year and/or whenever there is a change in medication, dose, time, or route.

### Classroom/Birthday Celebrations

Classroom celebrations are limited to three per year (winter, Spring, and end of year). Room parents will work with the classroom teacher to plan the celebration.

In adherence to our Board Policy and to be mindful of modeling healthy lifestyles for our students, as well as respecting the children with allergies, food/treats for birthdays **is not** acceptable. Parents may:

- Donate a book to the school library or your child's classroom library to be read to the class and inscribed with your child's name.
- Donate a classroom game, puzzle, etc. Bring a pencil or bookmark for classmates.

We ask that you refrain from sending balloons, flowers, and party favors. **These items will not be distributed in classrooms, but will be brought to the office for the parent to pick up!**