

**NEWHALL  
ELEMENTARY SCHOOL**



**PARENT & STUDENT  
HANDBOOK  
2024-2025**

## **OUR MISSION STATEMENT**

Newhall Elementary ensures high levels of academic success for all students.

### **GENERAL INFORMATION**

#### **OFFICE INFORMATION**

The office is open from **7:30 a.m. until 4:00 p.m. Monday through Friday**. Phones are answered during office hours only. You can leave a message on our voicemail before and after school hours, or send an email to [NH-Office@newhallsd.com](mailto:NH-Office@newhallsd.com).

Telephone Number	(661) 291-4010
FAX Number	(661) 291-4011

#### **SCHOOL HOURS AND ATTENDANCE**

Adult supervision on the playground begins at 7:45 a.m. Students may enter through 11th or 13th St. at this time. **Children should not arrive at school before 7:45 a.m. as there is no supervision prior to this time.**

<b>GRADE LEVEL START and END TIMES</b>			
<b>GRADE</b>	<b>START TIME M-TH</b>	<b>END TIME M-TH</b>	<b>MINIMUM DAY Every Friday</b>
UPK & Kindergarten	8:15 a.m.	2:05 p.m.	8:15 a.m.–12:20 p.m.
1 <sup>st</sup> – 6 <sup>th</sup> Grade	8:15 a.m.	3:00 p.m.	8:15 a.m.–12:20 p.m.

#### **8:10 a.m. – LINE UP BELL**

\*All students should be in line by this time to enter the rooms with their class.

<b>Morning Bell Schedule</b>	
Playground opens	7:45 a.m.
Line up Bell <i>Please note: Students are marked TARDY after 8:15 and will need to check in at the office.</i>	8:10 a.m.
Instruction Begins	8:15 a.m.

## ATTENDANCE

### ABSENCES

The staff at Newhall Elementary School strives to deliver daily rigorous, targeted instruction so when students are tardy or absent they miss valuable instruction. Please make every effort to ensure that your child(ren) attends school every day and arrives on time. Attendance at school is very important. While some make-up work can be sent home, the majority of learning takes place in the classroom and cannot be made up at home. If your child is going to be absent, **please call the school office at 291-4010 or email [nh-attendance@newhallsd.com](mailto:nh-attendance@newhallsd.com) before 9:00 a.m. on the day they are out.** The school office opens at 7:30 a.m., and there is a voicemail system available outside of business hours. Every student absence must be verified.

Regardless of the method you use to notify the school, the following information should be included:

- Your child's name
- Your child's teacher's name
- Date of the absence(s)
- Nature of illness or reason for the absence
- Your name

Once the attendance records are checked each morning, parents of any child not accounted for will be contacted to clear the absence.

Instruction begins promptly at 8:15 a.m. When a student is late to school and enters the classroom after instruction begins, they not only interrupt their own learning, but the learning of others in the classroom.

**If your child is late to school (after 8:15 a.m.), they need to report to the front office.** A note from a parent/guardian is required for each day a student is tardy and/or absent. Parents/guardians are notified if tardiness and/or absences become habitual or problematic.

As a reminder, student attendance is monitored by the Newhall School District. If tardiness and/or absences are frequent and habitual, action steps by the site administration will be taken that may include, an attendance letter sent home, parent/guardian/student conference with site administration, student put on an attendance contract (SART), and a student attendance district review team (DART) meeting.

**If you are going to be out for three (3) or more days for any reason, please contact the office ahead of time for learning options and support.**

### TARDIES

Tardiness interferes with student learning, and interrupts other students. If your child is **more than 30 minutes** late, please send a note of explanation. If you know your child is going to be late to school, please contact the office and let us know the reason why. Students late to school must go to the office for a tardy slip. A student missing more than 30 minutes of instructional time without an excuse three times during the school year will be classified as truant.

Our expectation is that students are ready to learn in their seats at 8:15 a.m. Students who arrive later than 8:15 a.m. will be marked tardy. **Please be sure your child is at school by the 8:10 a.m. line up bell.**

## **EARLY STUDENT SIGN-OUT**

Children leaving school with parents for part of a day must be checked out in the office and then checked back in upon return. If children are to be picked up while school is in session, the office will call for your child(ren) once you arrive at the office (not before).

If you need to **pick up your child for any reason during school hours**, you will need to come into the office, show identification, and sign out your child. **Picture identification must be presented.** The list of emergency contacts only allows us to release your child to them in case of an emergency. If you need a third party to pick up your child during school hours, a written notification needs to be sent to the office.

## **ABSENT MAKE-UP WORK PROCEDURES**

If your child is absent and you would like to request make-up work for him/her for that day, please call the Front Office and submit a request by 9:30 a.m. All absent make-up work can be picked up **after school** in the front office.

At dismissal time each day students must depart campus. Please make all after school care and transportation arrangements with your children before school each day. **Students must be picked up on time.** The office does not provide childcare. **Early pickup during the last 20 minutes of the school day is discouraged.**

## **ARRIVAL PROCEDURES**

### **CLOSED CAMPUS**

For the safety of our students Newhall Elementary School will continue to be a closed campus.\*

- Adults/older siblings **will not** be allowed on campus unless they are approved to volunteer in a classroom or they have a scheduled meeting. These individuals will still need a visitor badge after signing in with our office staff and displaying a photo ID.
- **ONLY** students are allowed beyond the gates before school, during school, and after school. This means no one is allowed on the campus/playground area before or after school without a visitor's pass.

\*Parents from all grade levels may walk students on to campus the first two days of school. Parents may not enter the classrooms.

### **STUDENT ARRIVAL**

Our school opens each day at 7:45 am. There is no adult supervision on campus before this time. **Between 7:45 am and 8:10 am** students may eat breakfast in the cafeteria or line-up on the yard. Students can arrive at school via the 13th Street gate or through the 11<sup>th</sup> Street door. **The main office entrance is for school office business only and late arrivals.**

### **WALKING TO SCHOOL**

Please discuss what is the safest and most direct route to school with your child. Students should only cross at corners and in crosswalks and must obey all traffic signals. **Please remind your child not to cross over private property, through yards, over fences, grass, shrubs or flowers.** Never cross the street between parked cars or buses. **Due to safety concerns, dogs and other pets may not be on school grounds at any**

time.

## **VALET**

Students being dropped off by car may use the valet system along 11<sup>th</sup> street. In order to minimize traffic congestion and allow for a safe and efficient traffic pattern, parents are asked to follow the traffic pattern below:

**Drivers heading west on 11<sup>th</sup> street are asked to move forward and have your child ready to be dropped off. Please DO NOT double Park as this jeopardizes our student's safety.**

Be aware of the rules of traffic, especially avoiding blocking driveways, red no parking curbs, making U-turns in crosswalks, and other safety violations. We also ask that parents drive slowly following the speed limit and stay alert through our valet line. Please remember that our valet line is for drive through **ONLY**. Parking in the drop-off lane is **not permitted** as it blocks the flow of traffic. **Please do not leave your vehicle unattended for ANY reason.** If there is a need to get out of your car to walk your child onto campus, please park your car on the street.

## **STAFF PARKING LOT**

Students **may not** be dropped off in our staff parking lot. It is an unsafe area for students at all times.

## **BICYCLES**

**Only students in grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>** may ride bikes to school. There must be written permission from parents/guardians. All children who ride bicycles are expected to obey traffic laws, as well as school bicycle rules. **The law requires that children wear bicycle helmets and we strictly enforce the School Board Policy by restricting bike privileges of children who do not wear helmets.** Students must enter the school grounds from the gate on 13th Street and walk their bike to the gated bike rack area. Bike racks are open from 7:45am-8:15 and 3:00-3:10.

Bicycles are to be parked properly and **individually locked** in the racks at all times and are not permitted elsewhere on the school grounds. The school **cannot assume liability** for any bicycles or bicycle equipment.

### **Rules for bicycle safety:**

- Students should ride their bicycles on the sidewalk when available. Stay to the right side of the sidewalk and watch for pedestrians.
- In the absence of sidewalks, ride as far to the right side of the road as possible, going with the flow of traffic.
- When traveling in groups, ride in single file.
- Wear a properly fitted bicycle helmet.
- Obey traffic laws. See the Department of Motor Vehicle website for rules regarding bikes on the road. <https://www.dmv.ca.gov/portal/driver-education-and-safety/special-interest-driver-guides/bicyclists-pe...>
- Obey instructions of police officers, crossing guards, and safety patrols.
- Walk bicycles across busy streets.

### **Failure to follow safety rules will result in:**

- A warning for the first offense
- A suspension of bike privileges to school for the second offense

## **For the safety and well-being of all our students, electric scooters are not allowed on campus.**

It's important to note that California state laws impose specific regulations on the use of electric scooters:

- Helmet Requirements: Riders under 18 years old must wear a helmet.
- Age Restriction: Riders must be at least 16 years old and have a valid driver's license.
- Speed Limit: Electric scooters must not exceed 15 mph.
- Sidewalk Prohibition: Riding on sidewalks is not allowed.
- Road Use: Riders must use bike lanes when available and keep to the far right-hand of the road when not.

Given these regulations and the potential hazards, we ask all parents and guardians to ensure that their children use alternative, safer methods of transportation such as walking, biking (with proper safety gear), or riding in a car.

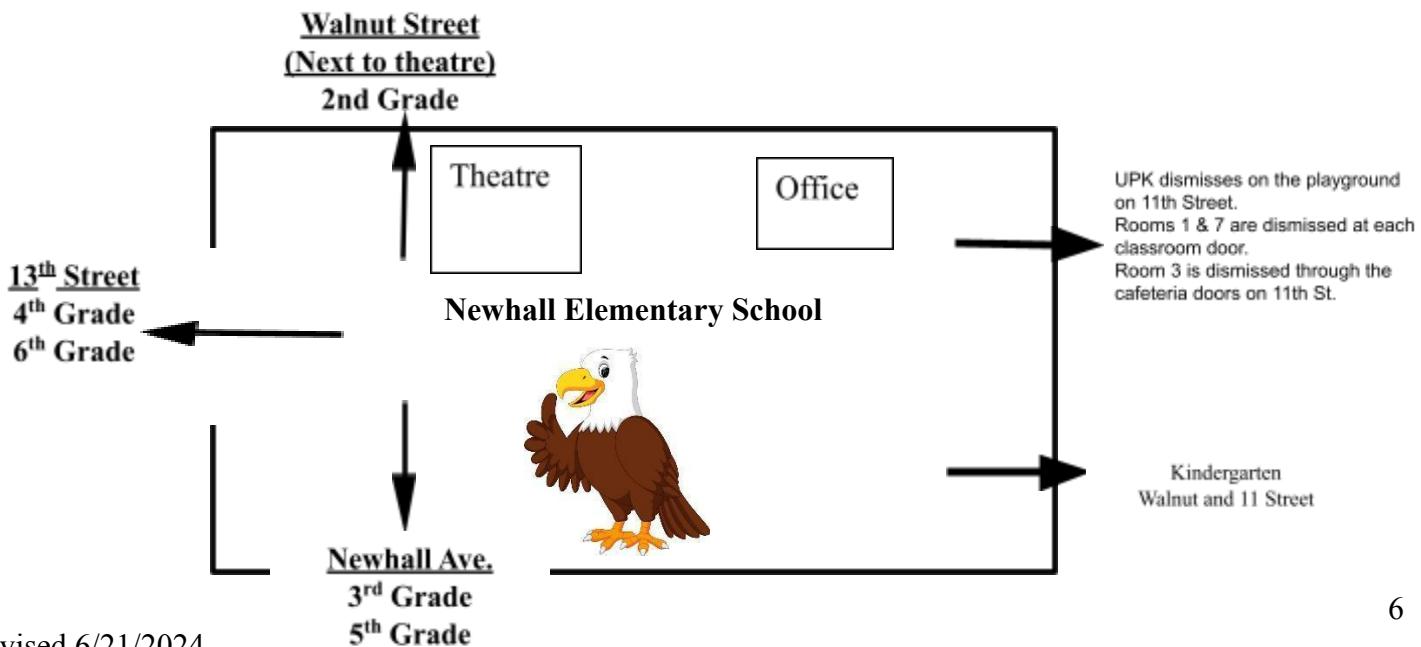
## **ROLLER SKATES, ROLLERBLADES, ROLLER SHOES, RAZOR SCOOTERS AND SKATEBOARDS**

Roller skates, rollerblades, roller shoes, scooters, or skateboards are **NOT permitted at school**. They may not be used as a method of transportation to or from school. If a student violates this policy, your equipment will be taken away and returned directly to the child's parents. This policy also includes any school activity (such as PTA evening or weekend events).

## **DISMISSAL PROCEDURES**

**Early pickup during the last 20 minutes of the school day is discouraged.** Arrangements must be made to pick children up at their dismissal time. Teachers are present at dismissal for general safety precautions; however, students are not signed out by the teacher at the end of the day. Please have discussions with your child before school regarding expectations for after school pick-up, after school programs, bicycle riding, or walking home with other children. **Any changes in pick up procedures should be communicated by the parents to their child and the classroom teacher BEFORE the school day starts.** Students who are not picked up at the end of the school day (and who are not riding the bus, a bike, or walking) will be taken to the office for parent contact. A parent/ adult on the child's emergency card must come to the office at this point and sign the child out. A valet system for dismissal will be piloted at the beginning of the school year.

## **DISMISSAL ZONES**



## **RAINY DAY DISMISSAL**

On rainy days, during arrival, students enter school through our regular arrival doors (11<sup>th</sup> or 13<sup>th</sup> Street), then head to their assigned covered area. Dismissal is also at the regular dismissal gates.

Grade Level	Rainy Day Arrival Assigned Area	Rainy Day Dismissal
UPK and Kindergarten	Cafeteria	Regular dismissal areas
First	Cafeteria	
Second	Cafeteria	
Third	Patio	
Fourth	Library	
Fifth	Room 18	
Sixth	Room 14 and 15	

## **COMMUNICATION FROM SCHOOL TO HOME**

### **PARENT SQUARE**

All communication will be posted on ParentSquare. ParentSquare is an easy-to-use communication tool that combines multiple communication streams into one easy-to-use interface for families.

### **NEWHALL ELEMENTARY WEBSITE**

Visit our website anytime to view updated information, flyers, calendars, resources, links, etc. [www.newhallschooldistrict.com/newhall](http://www.newhallschooldistrict.com/newhall)

### **CONFERENCES**

Report cards are issued three times a year in grades UPK–6 (November 22, April 2, June 13). All parents are invited to goal setting conferences in the fall (October 10 and 11). Spring conferences (March 31, April 1-2) are by parent request or teacher recommendation only.

## **SCHOOL CELEBRATIONS AND FOOD POLICY**

The Newhall School District maintains a Wellness Policy. In conjunction with that policy and in an effort to promote healthy living and combat influences of childhood obesity, the following policy will be followed:

### **BIRTHDAY CELEBRATIONS**

Birthdays are a special day for many students. Each student will be acknowledged on their birthday by school staff. You may send a non-edible birthday treat or goodie bags filled with non-edible items to school. Any additional celebrations will need to take place outside the school day and off campus.

## **CLASSROOM CELEBRATIONS**

When a class plans to have a holiday, seasonal, or thematic celebration, the following guidelines shall apply:

1. The coordinating parent(s) must work directly with the classroom teacher and have all activities and plans approved.
2. Food items shall include an assortment of healthier items and one treat.

Examples of healthier items include:

- a. Vegetables, fruit, crackers, pretzels, yogurt, or popcorn.
- b. Examples of treat items include: a cookie, brownie, mini cupcake, rice crispy treat, or doughnut hole.
- c. Please do not plan to include candy in your celebration.
- d. Excess items may not be distributed and may be sent home with the student who brought them.

## **CAFETERIA/SCHOOL LUNCHES**

School Day Cafe will offer all students breakfast and lunch at no charge in the coming 2024-2025 school year. All students enrolled in the district are eligible to receive a healthy breakfast and lunch at no charge. Your children will be able to participate in these programs without having to pay a fee or submit a meal application, **but our district needs your support.** It is extremely important that you complete the Household Income Form supplied by our district. The California Department of Education requires districts to collect income data from every student. The data is used to obtain and maintain funding levels from both Federal and State resources. The funding goes towards supplemental services, support of teachers, and helps maintain existing programs for all students.

## **LUNCH – FOOD FROM HOME**

Students are welcome to bring their lunch from home if desired. Students must bring lunch with them as they arrive at school. Healthy foods and snacks are encouraged. Large, sharable items are prohibited. To avoid classroom disruptions and minimize foot traffic in our school, deliveries during school hours are discouraged.

## **LOST AND FOUND**

**We strongly urge parents to label children's names in coats, sweaters, lunch boxes, and other personal items.** A “Lost and Found” area is kept in the hallway outside of the cafeteria and will be available every Friday after school on 11 St. Valuable items such as wallets, keys, glasses, jewelry, etc. will be kept in the office. At Winter Break and at the end of the school year, any items not picked up will be donated.

## **OPPORTUNITIES FOR INVOLVEMENT**

### **PTA**

There are many opportunities for parents to be involved at Newhall Elementary. Our Parent Teacher Association (PTA) is always looking for volunteers to help plan and run programs. There is a wide range of involvement opportunities, with something for everyone, including working parents. For more information contact Mrs. Gurrola, PTA Secretary, at [sgurrola@newhallsd.com](mailto:sgurrola@newhallsd.com).

## **SCHOOL SITE COUNCIL (SSC)**

Our Site Council is a leadership council that is composed of elected parents, community members, and school staff. The council serves in an advisory capacity, assisting with the planning and evaluating of school programs and providing guidance with budgetary decisions. There are three parent positions open for the 2024-25 school year, please contact Principal Tapia at [itapia@newhallsd.com](mailto:itapia@newhallsd.com) if you are interested. We will elect new members during our Back to School Night on August 14, 2024.

## **ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)**

The purpose of the ELAC is to provide parents of English Learners opportunities to: Learn more about the programs offered to their children. For the 2024-2025 school year, we are in need of Officers and Community Representatives. Please contact Vice Principal Booker at [jbooker@newhallsd.com](mailto:jbooker@newhallsd.com) for more information.

## **SCHOOL EVENTS**

Your family will have many opportunities to participate in school events and activities. Please check the school website, follow us on Instagram, or check your Parent Square posts for upcoming PTA and school-wide events.

## **CAMPUS VISITS**

To maximize protection of students and staff no outside visitors are allowed during school hours.

## **HOMEWORK**

Homework is assigned by your child's teacher, and is designed to practice skills he/she has learned in class. During homework time (time allotments are outlined below), your child should practice time management and study skills as well as expand their knowledge on grade level material. Homework also provides students with an opportunity to share with their family what they are learning in school. Homework should support what students are learning, take approximately 20 minutes for students in grades UPK-2 or 30-60 minutes for students in grades 3-6 to complete.

Homework is assigned Monday through Thursday. Long-term projects may extend over weekends, and are monitored by teachers to promote student success. Incomplete class work may be part of homework.

We recommend leaving all homework packed and ready to go in the student's backpack ready the night before. Deliveries are not allowed during school hours.

## **EMERGENCY PROCEDURES**

Throughout the school year, we will conduct monthly emergency drills so that students know what to expect in a real emergency. Teachers will give students instructions during the drill. Please be sure that **emergency information** is completed via our Aeries Parent Portal. It is important that this information is updated if contact information changes during the school year. PLEASE MAKE SURE YOU GIVE US AT LEAST TWO PEOPLE OTHER THAN YOURSELF IN AERIES. It is the district's policy to release students only to those adults listed on the emergency card. Notify the school office immediately if there is a change in the home address or phone number.

For students who have older siblings (Jr. High and High School aged) children, it is suggested that you have a family plan developed for where they should go and what they should do until they get in contact with you. We do not release our students to any person under the age of 18 years old.

## **SCHOOL EVACUATION**

If the school is evacuated to another campus in our district, parents will be informed of the location via ParentSquare as well as signs in front of our school. Proceed to that location and follow the emergency release procedures of our school. You will need an Identification Card to pick up your child.

## **LOCKDOWN**

In the event that we receive direction from local law enforcement to lock down our campus, all students, staff, and visitors on campus will remain in the building with doors locked. We will not open doors to allow anyone in or out of the building until the lockdown has ended.

Please do not call the school office during an emergency so that we can keep our lines open for emergency use. We will do our best to share information through the ParentSquare system as soon as possible.

Thank you in advance for your courteous behavior, respect for procedures, and patience during any emergency we may have. It is our sincere hope that we will never need to implement these procedures.

## **MEDICATION**

As a protection for all our children, state law requires that parents notify the school of any medication to be taken by the child at school. **Children are not permitted to possess medication of any kind on campus.** The following procedures must be followed to ensure student safety. There are no exceptions to this policy.

1. No medication can be administered to students without physician and parental consent. This includes over-the-counter drugs (i.e. cough drops, Tylenol, etc.) as well as prescription medications.
2. A District **Medication Consent form** must be completed by the physician and signed by the student's parent or guardian. New forms must be completed each school year.
3. All medications must be brought in by a parent or guardian. They need to be in the container dispensed by the pharmacy, and the information on the label must coincide with the physician's order. They will be kept in the school health office and administered by one of the office staff.
4. Office staff who administer the medication will record the date, time, and dosage on the student's medication record.

The medication must be picked up no later than one (1) week after the last day of school. If it is not picked up it will be disposed of by the school nurse.

Students who attend school with sutures, a cast, splint, limb braces, or crutches will be restricted from activities on the playground. This policy is in place for the safety of all students and will be strictly adhered to even with a Physician's note stating "No restrictions." For a copy of the guidelines, please stop by the office.

Newhall School District has a School District Nurse who serves as a resource to school personnel, assists the district regarding school health mandates, serves on required committees and conducts state required health screening. **There is no school nurse available at the school sites, but there is a School Health Assistant.** This person, along with other staff personnel, have emergency first aid training and are available to handle most minor emergencies (cuts, bruises, etc.). They are not medical personnel and are not qualified to make medical judgments. In all matters beyond basic first aid treatment, an office staff member will contact the parent or School District Nurse.

If a serious injury occurs on the school grounds or on the school bus, the parents will be notified and asked to pick up the child for observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. For serious injury or when the severity of the injury is in question, emergency personnel (Paramedics) will be called. In the event that the parents cannot be reached, the student will be

discharged to a person named on the emergency card. It is critical parents notify the office of any changes in contact information so that emergency cards are current.

## SCHOOL BEHAVIOR EXPECTATIONS

We are fortunate to have a school that reflects the quality and pride of our community. Our staff, parents, and students share responsibility for the care of our building, equipment, and materials.

Students are expected to:

- Treat others (peers and adults) with kindness and respect.
- Treat Safety Supervisors with respect. All staff have the same authority as the teacher or administrator when students are on the playground.
- Leave play or sports items at home unless given special permission from their teacher.
- Fighting on school grounds is prohibited, including to and from school.
- Refrain from using inappropriate, obscene, or rude language.
- Knives, sharp objects, and guns are prohibited at school. **Weapons (toy or real), tobacco, matches, and lighters are not permitted at school.**
- Walk on campus. Running is not allowed between play areas or on blacktop areas except in organized games under the direct supervision of an adult.
- Wear appropriate shoes for physical activity. No sandals, Crocs, or open-toed shoes are allowed.
- Line up at the start of school and at the end of each recess.
- Eat in the cafeteria or designated snack areas.
- Chewing gum is not allowed on school grounds.

### DRESS CODE

The Newhall School District adheres to a dress code (please see Parent and Student Rules & Policies). While on campus, or attending any school-sponsored event, pupils shall be dressed and groomed in a manner that does not distract or interfere with the educational environment. Parents have the primary responsibility for assuring that pupils are properly attired. Students who are not dressed appropriately will be given "loaner" clothing from our health office for the day if parents are not available to bring an alternate outfit.

Follow the Newhall School District Dress code that includes wearing clean and appropriate attire:

- **Closed-toe, athletic type shoes are to be worn. No Flip Flops, No Crocs.**
- **Avoid short shorts, halter tops, bare midriffs, tube tops, oversized tank tops, or spaghetti straps.**
- **Pants must stay up at the waist without the need for a belt and/or suspenders.**
- **Hats and hoodies may not be worn indoors, except for medical necessity.**
- **No make-up, hair dyes, or extreme Mohawks are to be worn at school.**
- **Avoid any clothing or hair style that interferes with the learning environment**
- **Avoid fake nails.**

### DRUG AND TOBACCO POLICY

The Governing Board believes that the use of tobacco, alcohol, and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Naturally, students shall not be in possession of any drug, alcohol, or tobacco products while on school property, at any school sponsored event, or while under the supervision of district employees when off campus. Students who violate this prohibition shall be subject to disciplinary procedures that may result in

suspension or expulsion from school.

**All** persons are prohibited from using tobacco, alcohol and drugs on school property at any time, including evening events and weekends.

### **NON-DISCRIMINATION**

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability (Board Policy #5145.3).

### **SUSPENSION AND EXPULSION LAW**

Effective learning can only take place when children are well-behaved and attentive. Each school in the district has a clearly defined discipline plan based on the Discipline Code of the Newhall School District. We wish to maintain a nurturing environment while fostering positive behavior. There are times, however, when behavior results in suspension or expulsion of pupils for certain infractions. Those infractions are:

- Causing serious physical injury to another person, except in self-defense.
- Possession of knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
- Robbery or extortion
- Assault or battery upon a school employee.

The law allows the Principal or the Superintendent to recommend in writing to the board the reasons an expulsion for any infraction is appropriate. **In addition, the infractions listed above will result in a five-day mandatory suspension. Toy guns, BB guns, and air pistols are also not permitted and their possession is subject to similar rules for suspension and expulsion as other firearms.**

### **SEXUAL HARASSMENT**

The term Sexual Harassment is used for students in 4–6 grades. It includes, but is not limited to, unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Board Policy #5214.7). Other types of conduct which are prohibited in the district and which may include sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.

## USE OF CELL PHONES AND OTHER ELECTRONICS

Cell phone usage or any other communication devices (i.e. smartwatch) are not permitted during school hours except in the case of an extreme emergency. **Communication devices are to remain off and stored in student's backpacks at all times. They may be turned on and used when students are out of the school gates.** Handheld electronic games, toys, technology, etc. are not allowed on campus.

Students not following these guidelines will have the item(s) taken away and held in the office for parents to pick-up. If the student continues to not follow school rules, they will not be permitted to bring a cell phone to campus.

Students are provided opportunities to use technology (i.e. computers/internet/SmartBoard, iPads) to practice skills and develop reasoning and problem-solving abilities. Before using online services, the student and parent/guardian must sign and return the Acceptable Use Agreement. More information can be found in the Newhall School District Parent-Student Handbook.

## QUESTIONS AND CONCERNS

We welcome your questions and concerns. **The first step is contacting your child's teacher to make an appointment to clarify information or share your concerns.** The teachers are here to assist you and they take pride in supporting their parents/guardians. If, after meeting with the classroom teacher, you still have remaining questions/concerns, please contact the school administrators.

## CIVILITY POLICY

The Newhall School District policy on civility is strictly adhered to and enforced at Newhall Elementary School. All parents, staff, and other adults in the school environment are required to maintain a civil tone in all interactions with others. Uncivil conduct (including shouting, berating, or use of inappropriate language) is reported to the administration. Individuals who have displayed uncivil behavior may be restricted from school grounds.