

Quartz Hill Elementary

2016-2017



Parent - Student
Handbook

**WESTSIDE UNION SCHOOL DISTRICT
QUARTZ HILL ELEMENTARY**

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WESTSIDE UNION SCHOOL DISTRICT
QUARTZ HILL ELEMENTARY

MISSION STATEMENT

The mission of Quartz Hill Elementary School is to create a safe environment where students are encouraged to reach their full academic, emotional, social and physical potential. Students are actively engaged in learning, while receiving the support of parents, teachers and community members, to achieve this academic responsibility and respect for one another and education.

ATTENDANCE

According to the California Penal Code and Education Code:

"... Each person between the ages of 6 and 18 years not exempted is subject to compulsory full-time education. Each person subject to compulsory full-time education . . . shall attend the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district."

ATTENDANCE ACCOUNTING (ENFORCING COMPULSORY ATTENDANCE LAW)

Pupils aged 6-18 are required to attend school full-time, with regular and punctual attendance, and schools are required to enforce this compulsory attendance law. When children do not attend school punctually or are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with compulsory attendance law; unexcused absences are non-compliant and are subject to truancy law after three incidents.

Parent Explanation of Absence

The district requires satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent a part or all of a school day. The explanation shall not be required until the day following (5 CCR Section 306). However, absences must be reported within four (4) days of the absence. For your convenience, our school has an attendance phone number to call to report an absence. This number is (661) 974-8574. Please include the following in your message: your child's first and last name, your child's teacher's name, the date(s) of the absence, the reason for the absence, and your relationship to the student. ***Unexcused absences may result in zeroes for all missed work.***

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these medical appointments. Please provide documentation from the dentist or doctor of your child's appointment. *Please be aware that excused absences no longer figure into Average Daily Attendance (ADA) accounting for funds.*

TRUANCY - LEGAL EXPLANATION

Definition of a Truant

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction (tardy or absent part or all of the school day) without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. *Education Code Section 48260(a) defines a truant as "any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district."*

First Notification Mandate

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the truant by first-class mail or other reasonable means, and that the notification must include specific information related to the student's unexcused absences (*Education Code Section 48260.5*).

Habitual Truant Mandate

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the truant by first-class mail or other reasonable means, and that the notification must include specific information related to the student's unexcused absences (*Education Code Section 48260.5*).

DISTRICT ATTENDANCE PROCEDURES

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a serious problem for student's learning. Legal action may be taken if absenteeism is not corrected (referral to School Attendance and Review Board.) Also, district policy requires that students missing 30 days or more per year be considered for retention. *Again, please be aware that excused absences no longer figure into Average Daily Attendance (ADA) accounting for funds.*

Once a child has been identified as having excessive absences, the following procedures will be put into place:

Step 1: Parents will receive letters indicating absences and reminding them of attendance guidelines and concerns.

Step 2: School staff will conference with parents regarding attendance.

Step 3: School team will meet with parents and put student on a Student Attendance Review Team (SART) contract. More than likely, the contract will state that if a student is absent, he or she will have to either have a doctor's note when they return to school or be excused through the school health office prior to the start of the school day. If the SART contract is violated, the next step will take place.

Step 4: SART contract has been violated and student will be referred to School Attendance Review Board (SARB). At SARB, it will be decided if the student is put on a SARB contract or issued a ticket.

Step 5: If student is put on SARB contract and violates the contract, they will go back to SARB where they may be issued a ticket or be given a referral to the District Attorney.

TARDY POLICY

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school later than the opening class time is tardy (see Arrival and Dismissal). Continued tardiness to school may result in disciplinary action. Three tardies in excess of 30 minutes each are equal to one day of absence. Students are considered tardy if not in the classroom when school begins.

The following circumstances are the only recognized excuses for school absences:

1) personal illness, 2) medical or dental appointment (with a "return-to-school" note from the doctor, and 3) death in the immediate family. A written note or telephone call to the school must accompany every absence. The absence phone line is (661) 974-8574.

INDEPENDENT STUDY

The parent is required to give advance notice to the school in order to be excused for any other type of absence and/or to be placed on the Independent Study Program. **Students must be absent for 5 days or more to qualify for Independent Study.** Parents are to notify the teacher a minimum of 5 days before the child is to go out on Independent Study so the teacher has adequate time to prepare work. **AN INDEPENDENT STUDY CONTRACT MUST BE SIGNED BEFORE IT CAN BECOME EFFECTIVE.**

In order for Independent Study to be counted, all work must be completed and returned the day the student returns to school, otherwise all days missed will be counted as unexcused absences and the student will receive zeros for all work. The teacher arranges

class work equivalent to a school day's work for the student to complete. Independent Study is not for children who are absent due to illness.

PERFECT ATTENDANCE

Each semester, students will be honored for perfect attendance. In order to receive a perfect attendance award, students must be present each and every day without being tardy. In order to qualify for perfect attendance, students need to be enrolled at least 60 days at Quartz Hill elementary. To encourage good attendance, additional rewards and recognition will be offered throughout the school year.

ADMISSION TO KINDERGARTEN

New kindergarten students must be five years old on or before September 1st of the school year in which they are enrolling. Transitional Kindergarten is available for students who turn 5 between September 2nd and December 2nd. By state law, a physical examination and oral health assessment are required when a student enters kindergarten. Age must be verified by a birth certificate or baptismal certificate, and immunization records must be complete. Utility bills will also be required to prove accurate residency information.

ACADEMICS

HOMEWORK

Homework is important because it is an extension of the learning that takes place in school. Typically, assignments will be given daily, Monday through Thursday. Generally, homework should fit into the following approximate time frame:

Kindergarten - no more than 15 minutes

Grades 1-3 - no more than 30 minutes

Grades 4-6 - no more than 50 minutes

Enrichment/Honors classes such as band or GATE may exceed the above-mentioned limits. Students and their parents should be aware of this expectation prior to enrolling in these classes. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed on time.

HOMEWORK/CLASSWORK REQUEST POLICY - GRADES 3-5

1. If student is absent for one day only, no homework request will be accepted. The makeup class work and homework will be given out upon the student's return, and the student will be given a due date by which all makeup work is to be completed.
2. Generally, for each day absent, the student will be allowed one day to make up the work missed in his/her absence.
3. If a student becomes ill, and it is apparent that he/she will be out for a few days, the parent may request class work and/or homework that has been assigned by calling the office before 9:00 am.

HOMEWORK/CLASSWORK REQUEST POLICY - GRADE 6

For all assignments missed during an absence, students are allowed one week from the day of their return to turn in missed work. Teachers will not remind students to get or turn in make-up work. In lieu of parents requesting missed work, 6th grade students are encouraged to have the phone numbers of two responsible classmates from their homeroom that they could call and ask to pick up absent work. Or, students can get the appropriate materials from each 6th grade teacher's classroom upon the first day they return to school. If a student is absent the day an assignment is due, he/she is expected to turn it in to the appropriate 6th grade teacher the first day back to class. It is the student's responsibility to turn in any missing work due to an absence.

REPORT CARDS

Report cards are issued each semester. Progress reports are issued each quarter. Report cards will be held if the student owes money for a library book, a textbook, lunch, or a PTA item.

AWARDS

Honors for students are awarded throughout the school year at Quartz Hill Elementary.

Student of the Month is awarded by each teacher in grades 1-6 according to standards developed at each grade level. This award is given each full month of school, and each student receives certificates and a treat, courtesy of the PTA.

Each Kindergarten student will receive an opportunity to be Top Banana for a week.

In the third through sixth grades, Honor Roll and Principal's List awards are given at the end of each semester. These are based on Grade Point Averages (GPA) of 3.50-3.74 for Honor Roll and 3.75 or higher for Principal's List.

President's Education Awards

President's Award for EDUCATIONAL ACHIEVEMENT

Earn a 3.5 - 4.0 GPA in each semester of Grades 4 and 5 and through the 1st semester of Grade 6.

President's Award for EDUCATIONAL EXCELLENCE

Earn a 3.75 - 4.0 GPA in each semester of Grades 4 and 5 and through the 1st semester of Grade 6.

SCHOOL IMPROVEMENT/TITLE I

Quartz Hill currently is involved in state and federal compensatory education projects designed to provide your child with a wide range of educational opportunities. These programs involve parents in phases of the projects, and your participation is encouraged.

Title I is a federal program designed to provide additional assistance to students who score below the 50th percentile on a standardized test. School Improvement funding is a state program used to improve instruction for all students.

CITIZENSHIP

SCHOOL RULES

1. Follow directions the first time they are given.
2. Stay in assigned areas.
3. Keep hands, feet, and objects to yourself.
4. Use kind words and appropriate actions.

LUNCHROOM RULES

1. Sit at your assigned table.
2. No sharing food.
3. Use an "inside" voice.
4. Stay seated until dismissed by an adult.
5. Pick up all trash around you.

PLAYGROUND RULES

1. Follow directions the first time they are given.
2. Use equipment properly.
3. Keep hands, feet, and objects to yourself.
4. Refrain from play fighting, football, and tag.
5. Stay within playground boundaries.
6. Freeze when the bell or whistle sounds.
7. Students must show good sportsmanship at all times.

DISCIPLINE

Students are expected to obey all school rules and to behave in the classroom and on the playground in a manner that reflects respect for all people and for school and personal property. Teachers maintain discipline in the classrooms by making the rules clear to students, encouraging appropriate behavior, and applying consistent consequences when needed. Playground supervisors maintain discipline during lunch and recesses, along with support from the teachers and administrative staff. Some typical consequences assigned in an effort to affect change in behavior are time out in the classroom, a neighbor classroom, or on the playground; loss of free time including recess and lunch detentions; and contacting parents. Satisfactory behavior is required to participate in school activities such as field trips, after school programs, enrichment classes, etc.

Defiance, disrespect for authority, gambling, bullying, threats/harassment, and continued disobedience are serious problems and will be subject to consequences which could include one or more of the following: detention of one or more recesses, After School Detention, phone calls home, parent conferences, loss of privileges, suspension, or expulsion. Students found to be lying may receive double the punishment.

SPECIFIC SCHOOL RULES

Cell Phones	Students are allowed to have cell phones at school; however, cell phone must remain off and be stored in student's backpack. Cell phones <u>MAY NOT</u> be seen or turned on until either the student is off campus or until all cars have gone through the pick-up areas and no ride has shown up. Per Board Policy, students may only use their cell phones with permission from and in the presence of a school staff member. School and district take no responsibility in lost, broken, or stolen cell phones. Cell phones used inappropriately will be confiscated and must be retrieved by a parent, per Board policy.
Computers and Electronic Devices	Social media websites are prohibited at school. Students trying to access these sites at school will be suspended. Problems brought to school due to these websites will be disciplined according to our school discipline plan.
Water Bottles	Students are allowed to bring water bottles to school year round. Water bottles can only hold water, no other beverages. Students who abuse this policy or use their water bottles inappropriately will lose this privilege.
Vandalism	Our school and equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school may require that vandals pay for damages caused.
Prohibited Items	<ul style="list-style-type: none"> ○ Gum, candy, or sodas ○ Trading cards ○ Toys from home ○ Footballs, hard balls ○ Dangerous objects such as laser pointers, matches lighters, weapons or lookalike weapons. <p>Note: School is not responsible for lost or damaged balls.</p>

DRESS CODE

Board Policy states, "Pupils are required to be neat and clean. Pupils coming to school without proper attention having been given to personal cleanliness, neatness, and suitability of dress may be sent home to be properly prepared for school. Administrators, along with staff, will use judgment in enforcing this directive to enforce reasonable neatness and cleanliness."

Hair	Any type of hair style that is disruptive or distracting will <u>not</u> be allowed. Students may be sent home until the situation is remedied. This includes but is not limited to: *Unnatural hair colors *Unusual hair designs such as Mohawks, fauxhawks, shaved designs
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Hats/Beanies/Hoods	<p>*Must be removed indoors, including classrooms, office, and cafeteria.</p> <p>*Must be worn correctly at all times. Front bills must face directly forward.</p> <p><i>Students who violate this rule will have their hats/beanies taken, and these must be retrieved by a parent. Three violations of this policy will remove total privilege for wearing a hat/beanie for the remainder of the school year.</i></p>
Shirts and dresses	<p>*Inappropriate slogans are not permitted.</p> <p>*No crop tops, tube tops, halter tops, spaghetti straps, midriff tops (If a child lifts up his/her arms and skin shows, it is considered a midriff shirt.</p> <p>*Tank tops or other straps need to be an inch wide</p> <p>* No large arm holes</p> <p>* No visible spaghetti or bra straps may be showing.</p>
Shoes	<p>*Shoes must have a back.</p> <p>*No flip flops</p> <p>*Laces need to be tied.</p>
Nails and make-up	<p>*Make up is not allowed. Students will be asked to remove it if it is worn at school.</p> <p>*Plastic nails or press-on nails are unacceptable and students will be asked to remove them if they are a danger to anyone.</p> <p>*Acrylic nails are discouraged.</p>
Shorts	<p>*Cut off shorts are not allowed</p> <p>*Shorts need to hang as long as the child's longest finger when standing straight and arms are hanging down.</p> <p>*Shorts must be an appropriate length even when worn over leggings.</p>
Pants	<p>*Need to be worn no lower than hip area.</p> <p>*No baggy pants.</p> <p>*No underwear showing.</p> <p>*No holes in inappropriate places.</p>
Gang related attire	<p>Since gang-related attire changes frequently, it will be the school's decision if clothing is inappropriate.</p>

School personnel have the jurisdiction to decide if any clothing, hair color/style, earrings, etc. are appropriate or inappropriate.

STUDENT SUSPENSIONS

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal or principal's designee of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (Law enforcement notification required ("LENR") if serious injury results.)
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (LENR if deadly weapon, fixed blade knife, open blade or blade exceeding 2.5".)
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 (commencing with §11053) of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (LENR.)
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion. (LENR.)
- (f) Caused or attempted to cause damage to school property or private property. (LENR, if damage exceeds \$100.)
- (g) Stole or attempted to steal school property or private property. (LENR, if value of property exceeds \$50.)
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products; does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code. (LENR.)
- (k) Disrupted school activities or otherwise willfully defied valid authority of school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Penal Code §§261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code §243.4.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. (LENR.)
- (q) Engaged in, or attempted to engage in, hazing as defined in §32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of §32261, directly specifically toward a pupil or school personnel.
- (s) A pupil who aids or abets, as defined in §31 of the Penal Code, the infliction or attempted infliction of physical injury to another.
- .2 Committed sexual harassment, as defined in §212.5. (Grades 4-12)

- .3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in §233(e). (Grades 4-12)
- .4 Intentionally engaged in harassment, threats, or intimidation directed against school personnel or pupils. (Grades 4-12)
- .7 Made terroristic threats, written or oral, against school officials or school property, or both.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance under the jurisdiction of the superintendent or principal or occurring within any other school district.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (5) Any time where an outside incident impacts the school day.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Your assistance in backing our decisions will reaffirm the desire for your student to act and react correctly to any situation.

The following is a summary of the most pertinent provision of this Senate Bill 1998 (Chapter 1256 Stats. of 1993). It changes the procedure regarding suspension or expulsion of a student found in possession of a firearm at school or a school activity. It requires that any such student be immediately suspended and recommended for expulsion.

The governing board must expel the student or refer him or her to a county school or court school if a school employee verifies the pupil was in knowing possession of the firearm. This bill eliminates the former discretion of the vice-principal, principal, superintendent and governing board to not expel a student in possession of a gun. Students in possession of "toy" weapons may also face suspension.

SIXTH GRADE INFORMATION

6th grade students who display poor behavior and/or poor academics will not be allowed to participate in 6th grade end-of-the-year activities. This includes the celebration activities which take place on the last day of school.

STUDENT COUNCIL

Quartz Hill Elementary has a Student Council. The purpose of the council is to provide firsthand experience of the methods and procedures of democratic government. In addition, the Student Council sponsors special activities in the areas of academics, sports, and school spirit.

Student Council elections are held in August or September. A representative is elected from each 3rd, 4th, 5th, and 6th grade class to serve on the General Council.

SUBSTANCE ABUSE PREVENTION EDUCATION

Throughout the school year, students will be provided with educational opportunities that will encourage them to adopt a healthy life style. One of the main components will be programs that emphasize a "SAY NO!" approach to drugs, alcohol and tobacco by encouraging a strong healthy self-concept.

In conjunction with classroom instruction, nurse, teachers, and other staff members may be available to provide guidance to students and their parents as necessary.

Parents should remind their students that possession or use of any alcohol, tobacco products or illegal drugs will not be tolerated at school or school functions. Suspension or possible expulsion from school and/or referral to an outside agency may result from such inappropriate student action.

BULLYING PREVENTION POLICY

Quartz Hill Elementary School believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance. Quartz Hill Elementary School will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is any mean or disrespectful behavior that is done on purpose to hurt someone physically or emotionally. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are different types of bullying and misconduct including, but not limited to:

Physical Bullying: hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

Cyberbullying: using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

Social Bullying: leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

Verbal Bullying: name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*

Non-verbal Bullying: posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

Indirect Bullying: getting someone to do something mean or hurtful to someone else on your behalf.

Sexual Harassment: any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation. (Even if I like the person I must be respectful at all times.)*

Discrimination: targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

Quartz Hill Elementary School expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, Quartz Hill Elementary School will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

****PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT'S TEACHER****

We have read and discussed the Bullying Prevention Policy.

Student Name (PRINT)

Parent/Guardian Signature

Student's Teacher

Date

This page intentionally left blank.

COUNSELING

SCHOOL COUNSELORS

Elementary and middle school counselors support student growth in the areas of academics, career and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc.

It is important to establish respect and trust with students; therefore, student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement.

Counseling services can be delivered in a variety of formats, such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as-needed basis throughout the school year; however, these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources.

Please contact the school if you would like to refer your student for counseling services.

SCHOOL PROCEDURES

SCHOOL SCHEDULE

Grade	Start	End
Kindergarten	7:55 am	1:45 pm
1-3	7:45 am	1:55 pm
4-6	7:40 am	1:55 pm
Pre-K AM	8:00 am	10:30 am
Pre-K PM	11:15 am	1:45 pm

ARRIVAL

Parents dropping off students at school should use the West parking lot on 50th Street West or the parking lot on Avenue M-4. Students should not arrive at school before 7:15 a.m. as there is no playground supervision until 7:15 a.m., unless they are having breakfast, in which case, they may be dropped off at our cafeteria on Avenue M-4 at 7:00 a.m.

A crossing guard is at the corner of 50th Street West and Avenue M-4. The crossing guard is on duty 30 minutes before school and 30 minutes after dismissal.

ARRIVAL AND DISMISSAL - KINDERGARTEN AND PRESCHOOL

All Kindergarten students must be dropped off in the morning at the Kindergarten playground on Avenue M-4 and picked up after school inside the cafeteria on Avenue M-4. All Preschool students must be dropped off and picked up at the Cafeteria gate on Avenue M-4.

DISMISSAL

Parents are encouraged to leave students in school until the completion of the school day. Children who are frequently picked up early miss valuable classroom time. Also, children should know before leaving home in the morning how they are expected to get home. If there is an emergency and a change becomes necessary, office personnel will contact your child. However, messages must be called in to school before 1:15 p.m. A note to the teacher must accompany any change in a student's departure routine. Classrooms will not be disrupted during the last 15 minutes of the day with phone calls. Students should leave for home no later than 1:55 p.m.

DISMISSAL PROCEDURES - END OF THE DAY

- 1) 5th and 6th grade students and their younger siblings (or people who ride with them) will be picked up in the dirt parking lot on Avenue M-4.
- 2) 4th grade students, who are the oldest student being picked up at our school, and all younger siblings (or people who ride with them), will be picked up at the Avenue M-4 parking lot.
- 3) 1st, 2nd, and 3rd grade students, who are the oldest students being picked up at our school, and all younger siblings (or people who ride with them), will be picked up at the parking lot in front of the school on 50th Street West.
- 4) Kindergarten students and any siblings (or people who ride with them) are dismissed from the Cafeteria on Avenue M-4.

At 2:00 p.m., Kindergarten and 1st grade students who have not been picked up will be in the office area. Parents will need to claim them there by going to the office and signing them out. 2nd through 6th grade students may be released to walk home. Kindergarten and 1st grade students who have an older sibling may be released to walk as well. Please Note: Police will be called for those Kindergarten and 1st grade students who are repeatedly not picked up on time. Also, please refrain from cell phone use in all pickup locations.

PLEASE JOIN IN QUARTZ HILL'S PARK-N-STROLL PROGRAM!!

PARENTS CAN EITHER MEET THEIR STUDENTS AT THE METHODIST CHURCH PARKING LOT AT THE NORTHWEST CORNER OF AVENUE M AND 50TH STREET WEST OR PARK AT THE LOT AND WALK TO THE SCHOOL TO GET THEIR CHILDREN.

BICYCLES

Only 3rd, 4th, 5th, and 6th graders may ride their bicycles to school. All bicycles must be in good repair. When traveling to and from school, students must obey all traffic regulations. The school assumes no responsibility for bicycles; however, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks.

Students should always lock their bicycles, as there is no one assigned to supervise the bike rack. Bicycles are never to be ridden on school grounds while school is in session.

The law requires that all students wear helmets when riding their bicycles. Please be sure that, for safety reasons, your student has and wears a helmet. If a student does not wear a helmet, his/her bike will be kept at school until claimed by an adult, or until a helmet appears.

**SKATEBOARDS, SCOOTERS, AND ROLLER SHOES ARE NOT ALLOWED,
AND WILL BE TAKEN AWAY IF BROUGHT TO SCHOOL.
ITEMS TAKEN AWAY MUST BE CLAIMED BY A PARENT.**

Please note: Bikes must be walked, not ridden, in front of the school. Failure to comply with the direction of adults could also result in bikes being taken away until claimed by an adult.

BUS INFORMATION

If you have questions about the buses, please call the Antelope Valley Schools Transportation Agency at 945-3621.

CHILD ABUSE

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Schools will report suspected child neglect as well.

CLASSROOM INTERRUPTIONS

Because the learning process and instructional minutes are so valued at Quartz Hill Elementary, classrooms will not be interrupted for any reason. This includes homework, lunches, instruments, etc. Items will be left in the office and delivered to the classrooms at 10:00 and 1:20 p.m. Parents cannot sign in and take something to their child's classroom as this creates a disruption in the classroom.

Also, just a reminder, if your student needs to leave early for a scheduled appointment, please be sure to send a note to the teacher in the morning.

CLASSROOM PARTIES AND BIRTHDAYS

Birthdays are a special time for each student and we will continue to celebrate these occasions. However, sugary treats are not always the healthiest items for all our students. The staff is suggesting that parents provide inedible party items such as pencils, erasers, stickers, or other favors instead of food. Classroom parties will be limited to approximately one per class during a month and may include a limited amount of sugary food items: please read any information from your child's teacher in regards to that classroom's specific plan. Due to student allergies and health concerns, any donated food must be store bought. The purpose of this is to instill healthy habits for all our students. We appreciate your continued support in working towards the growth of healthy minds and hearts.

EMERGENCY DRILLS

Fire and earthquake drills are conducted monthly. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are directed to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner. During earthquake drills, all children kneel under their desks with their heads covered before exiting the building.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative. (Must be a local number)
5. Physician's name and phone.
6. Medical alert information.

It is **essential** that your child's emergency card show telephone numbers for **local** people. Emergency numbers for people in Los Angeles are of very little value. Cards need to be updated on a regular basis.

FIELD TRIPS

Most of our field trips are generously supported by the PTA. Students attending field trips should ride the bus and participate with their class. At no time may non-school siblings attend school-sponsored field trips. Teachers will select chaperones, and they must ride the bus. (Personal cars are highly discouraged.) Chaperones must be fingerprinted and have a TB questionnaire on file through the district office. ALL students who ride the bus to a field trip must ride the bus back to the school unless prior arrangements have been made and proper paperwork has been completed. These rules ensure the safety of all.

CHILD NUTRITION

Breakfast items and hot lunches and milk are available every day in our school cafeteria and students are encouraged to take advantage of this service. Please remember that food purchased in the cafeteria must be eaten on campus--students are not allowed to carry cafeteria meals off campus.

Students may purchase lunches for a week, month, or more at the cafeteria. If paying by check, the check needs to be made payable to Child Nutrition Services. If paying by cash or paying for breakfasts or lunches on a day-to-day basis, please send exact change.

Breakfast/Lunch menus will be distributed to students the first of each month and are also available with nutritional information on the District website under the Child Nutrition Quick Link.

Applications for the Federally Funded Meal program are available online. From the District website, click on the Child Nutrition Quick Link.

NOTE: Milk is included in a student lunch. The price for a carton of milk purchased separately is 35 cents.

BREAKFAST PERIOD

7:00 - 7:40

LUNCH PERIODS

1 st grade	10:45-11:30
2 nd grade	11:00-11:45
3 rd grade	11:10-11:55
Kindergarten	11:20-12:05
4 th grade	11:35-12:20
5 th grade	11:45-12:30
6 th grade	12:00-12:45

Student breakfasts are \$1.25, lunches are \$2.60, and milk sold separately is 35 cents. Please do not send soda to school with your student. It creates a mess when it sprays.

The district offers **mypaymentsplus.com**, an innovative service for parents that allows you to make prepayments as well as monitor your student's account balances.

Visit www.mypaymentsplus.com to make deposits or monitor your student's meal account

At no cost, mypaymentsplus.com allows any family to:

- Create a free, secured account to **manage all of your student's accounts**
- **Check your student's current account balance**
- Create settings to **receive email notifications** when the account reaches a low balance

For a small program fee, mypaymentsplus.com allows any family to:

- **Make a prepayment** into your student's meal account using a check, credit card, or debit card at www.mypaymentsplus.com or by calling **800-381-2642!** Funds deposited through mypaymentsplus.com are usually available for student use within a matter of minutes. This feature eliminates the need to send a check to school or worry about lost or forgotten lunch money.
- Create settings to **automatically replenish** your student's account when it reaches a low balance

To create a new account, visit www.mypaymentsplus.com. Follow the onscreen directions and register your student using their **Student ID Number**.

If you have any questions about this program, there is a Parent Help Line at 877-237-0946, or you may call Nancy Hemstreet at our Child Nutrition Department at (661) 943-1057.

QUARTZ HILL POLICY FOR STUDENTS WITHOUT LUNCHES

Please be informed of the following policy regarding students who come to school without a lunch or lunch money. Student will be given a lunch by the cafeteria, and student will need to repay that cost before another lunch can be given.

*** During the last two weeks of school, no checks will be accepted for payment, and no charging of lunches on lunch accounts will be allowed.

*** Parents are responsible to provide lunch for their child(ren).

NOTICE TO PARENTS/GUARDIANS: CALIF. LOCAL EDUCATIONAL AGENCY PROGRAM

Westside Union School District, in cooperation with the California Departments of Health Services and Education, participates in a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed

inappropriately; further our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

ILLNESS OR INJURY

School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor **must** be on file at the school. All numbers must be local. Parents are also responsible for calling the office or sending a note in case of illness.

INCLEMENT WEATHER

In the event of inclement weather, primarily snow, school may be closed. Please listen to local radio (FM 106.3 and FM 105.5) or television (channel 3) for the announcement of school closures. Evening events canceled due to inclement weather will not be rescheduled.

INSURANCE

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care, and parents are encouraged to take advantage of this service. The District does not carry insurance for students! This coverage remains the responsibility of the parents/guardians.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without their teacher's knowledge and consent. Students may leave campus during school hours only following checkout by parent or guardian from the office.

WITHDRAWALS

The school office should be notified by the parents of any student who is transferring to another school so that staff can prepare the student's file for forwarding to their next school of enrollment.

LIABILITY OF PERSONAL PROPERTY

Westside Union School District cannot be responsible for, nor can it ensure against, damages or losses to personal property arising from being on school property and/or at school-sponsored activities and trips. Students may not bring personal items from home for this very reason.

LOCKED CAMPUS

Our campus is a "locked" campus. Only students registered to Quartz Hill Elementary will be allowed on campus. Parent(s), visitor(s), and volunteers will need to sign in through the office to gain access to the campus. Visitors/volunteers will not be allowed to enter our campus after 1:30 p.m.

During morning drop-off, students will need to enter through one of our unlocked gates. During dismissal, adults will not be allowed on campus. Students will be released to their ride at one of the three pickup locations, or they will be released to walk home.

LOST AND FOUND

All items found on the campus, regardless of value, are placed in the box in the Lost & Found area. Unclaimed articles are donated to local charities throughout the year.

MEDICATIONS

If your child must bring medication (this includes over-the-counter medication) to school, the following requirements must be met:

1. A Request for Medication form must be completed and signed by the doctor.
This form is available in the school office.
2. Medication must be in the original container which has the prescription label.
3. Medication will be given by school personnel.
4. Medication must be brought to the office by the parent or guardian.

Do not send cough drops or throat lozenges to school, as they are considered over-the-counter medication. There will be no exceptions to the policy regarding medications.

PARKING

We realize it can be very frustrating to find parking around the school. Be sure to adhere to the following rules:

- a) Do not block any driveways. This includes school property and private residents' homes.
- b) Do not block other cars from getting in or out.
- c) Double-parking is NEVER allowed. Be advised that the police do come by the school on occasion and ticket those double-parking.
- d) Cars parked in the handicapped spots must display a handicap sticker.
- e) Never leave your car unattended in a red zone.

P.E. EXCUSE

If a student is injured, a parent's note may excuse the student no more than three days.

The note must include: 1) date of note, 2) student's first and last name, 3) nature of injury, 4) number of days (not to exceed three) student is to be excused, 5) parent's signature. Any injury which requires more than three days to heal should be examined by a physician. The doctor will then issue the school a note if it is felt that additional time off from P.E. is necessary. A physician's note is also required for any other medical reason the student is to be excused from P.E.

PLAYGROUND SUPERVISION

School staff will supervise the playground beginning at 7:15 am. The playground is not supervised after dismissal, and students are expected to leave for home immediately following dismissal. Gates will be locked shortly following the opening of the school day.

PRESCHOOL INFORMATION

Children of preschool age who have delays in speech, language, or other areas may be eligible for public school services. These services may include speech/language therapy and/or special preschool classes. For more information, you may call Cathy Eichner at Educational Services at 722-0716.

SMOKING

Smoking is strictly forbidden at school. Students are neither to carry nor use tobacco products of any kind. The possession or use of tobacco or any controlled substance will result in suspension.

Quartz Hill is a tobacco-free facility. No adult employee, parent, or community member may use tobacco on the campus. This includes the baseball fields east of the school as well as all pick-up and drop-off areas.

TELEPHONES

The office telephone is for emergency use only. A student will not be allowed to use it to request homework, library books, musical instruments, or to make social arrangements.

TITLE IX SEXUAL HARASSMENT NOTIFICATION OF POLICY

It is the district's policy to comply with Title IX regulations.

In the event discrimination, as defined under Title IX regulations, is alleged, the offended party shall first attempt to resolve the problem with the person or persons responsible for the alleged violation.

If the complaint is not satisfactorily resolved by the preceding step, the party against whom the alleged discrimination has occurred may refer the matter to the school district's Title IX compliance officer for investigation and resolution.

This step must be taken no later than 30 days to following the alleged act of discrimination and in writing on forms which may be obtained from the Title IX compliance officer.

If the complaint is not resolved at the Title IX compliance officer's level, it may be appealed to the superintendent of schools who will investigate it and render a decision. The superintendent's decision may be appealed to the Board of Education in writing.

After following these procedures, the Board's decision shall be final as far as local district action is concerned.

PARENT PARTICIPATION

INFORMATION

Periodically, communication to students and parents will be posted on our website, www.westside.k12.ca.us. Parents will also receive recorded information via School Messenger.

CONFERENCES (Parent-Teacher) and OTHER COMMUNICATION

In the fall, formal conferences will be scheduled as needed in order for teachers and parents to discuss a student's progress. Students then have another quarter to earn marks that will be averaged with those earned the first quarter. These make up the first semester report card grades. Some parents may be hesitant about participating in parent-teacher conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. These conference times, if spent wisely, can be very valuable to the overall education program.

POWERSCHOOL Westside Union School District is pleased to offer online access to current attendance, grades and announcements through the Parent Portal of our student information system, PowerSchool Premier. PowerSchool Parent Portal is available anywhere that you can connect to the Internet. To access the Parent Portal from the WUSD web page, log on to: www.westside.k12.ca.us

- Click the "Parent's" link at the top of the page
- Click on the "PowerSchool" link on the left margin
- Enter your username
- Enter your password
- Click "Enter"

The user name and password to access the Parent Portal will be given to your son or daughter at the start of school. For security reasons, please keep your username and password in a safe place.

Parents, please call the school office if you wish to speak with your child's teacher. Phone calls to teachers will not be transferred to the classrooms during instructional time. Please allow up to 48 hours for staff members to return phone calls

VISITORS

All visitors are required to report to the school office upon entering the building. There is a sign-in sheet available and visitor tags to wear while on campus. Parents are welcome and are encouraged to visit the school.

PARENT VOLUNTEERS

Quartz Hill Elementary considers its parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Volunteers must be fingerprinted with the District, have a current TB questionnaire on file, wear a badge for identification, and have completed a Volunteer Information form.

Please arrange your volunteer time with your child's teacher to determine which day and time each week is best. Allow 6-8 weeks into the school year before volunteering begins. This gives your child ample time to adjust to his/her new classroom. Parents cannot bring younger siblings to school when they help in the classrooms (even for parties) as this is a liability and supervision problem. Please call if you have time or skills you can donate to make our school a better place for students to learn and grow.

PTA

The Quartz Hill PTA has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled during the year and are announced several weeks in advance. Each year the PTA sponsors several money-making projects. With the help of all parents, these projects can be very successful. They allow the PTA to fund many important activities at the school.

SCHOOL SITE COUNCIL

The purpose of the School Site Council is to help coordinate the Local Control Accountability Plan. New members are elected each year. Please contact the school office if you are interested in being a candidate.

Quartz Hill Elementary

Parent Involvement Policy

The staff of Quartz Hill Elementary School recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
3. Provide information about parent involvement opportunities through school, and/or class newsletters, the district's web site, and other written or electronic communications
4. Develop mechanisms to encourage parent/guardian input on school issues and programs
5. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand
6. Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs
7. Build the capacity of the school and parents/guardians for strong parent involvement by:
 - a. Assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

- b. Providing support to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
 - c. Educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
 - d. Informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students
8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:
- a. Providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
 - b. Encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Building consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
9. Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

- 10. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved.

- 11. Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement.

- 12. If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.

- 13. The principal or designee, jointly with parents/guardians, shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
he learns to condemn.
If a child lives with hostility,
he learns to fight.
If a child lives with fear,
he learns to be apprehensive.
If a child lives with pity,
he learns to be sorry for himself.
If a child lives with jealousy,
he learns to feel guilty.
If a child lives with encouragement,
he learns to be confident.
If a child lives with tolerance,
he learns to be patient.
If a child lives with praise,
he learns to be appreciative.
If a child lives with acceptance,
he learns love.
If a child lives with approval,
he learns to like himself.
If a child lives with recognition,
he learns to have a goal.
If a child lives with fairness,
he learns what justice is.
If a child lives with honesty,
he learns what truth is.
If a child lives with security,
he learns to have faith in himself.
If a child lives with friendliness,
he learns that a world is a nice place in which to live.

- Dorothy Law Nolte

WESTSIDE UNION SCHOOL DISTRICT
QUARTZ HILL ELEMENTARY SCHOOL

Dear Parents,

This handbook has important school information and policies included. Please make sure that you read it and are familiar with the policies of Quartz Hill Elementary.

If you have any questions, please call 943-3236.

Please sign below that you have received and read the Parent/Student Handbook and return with your student.

Sincerely,

Quartz Hill Elementary School Staff

Please detach and return

I have read the Parent/Student Handbook.

Student Name

Parent Signature

Date

