



**ESPERANZA ELEMENTARY**  
*An AVID Certified School*

**2022-2023**

**STUDENT HANDBOOK**

**Co-Principals: Ms. Hofmann & Mrs. Conner**

**40521 35<sup>th</sup> ST. WEST  
PALMDALE, CA 93551  
661-575-0420**

# ESPERANZA ELEMENTARY SCHOOL

## 2022 – 2023

### CALENDAR

#### AUGUST – 2022

- 3 Classes Begin – Minimum Day
- 3 First Quarter/First Semester Begins
- 4 Minimum Day
- 29 Minimum Day

#### SEPTEMBER – 2022

- 5 Labor Day Holiday – No School

#### OCTOBER – 2022

- 10 & 11 Parent Teacher Conference – No School
- 14 First Quarter Ends
- 17 Second Quarter Begins

#### NOVEMBER – 2022

- 11 Veteran’s Day Holiday – No School
- 21 Lincoln’s Day Holiday – No School
- 22 - 25 Thanksgiving Holiday – No School
- 28 Minimum Day

#### DECEMBER – 2022

- 5 Minimum Day
- 16 Minimum Day
- 16 Second Quarter/First Semester Ends
- 19-30 Winter Vacation – No School

#### JANUARY - 2023

- 2-6 Winter Vacation – No School
- 9 Classes Resume
- 9 Third Quarter/Second Semester Begins
- 16 M.L. King Holiday – No School

#### FEBRUARY – 2023

- 20 Presidents’ Day Holiday – No School

#### MARCH – 2023

- 17 Minimum Day
- 17 Third Quarter Ends
- 20-31 Spring Vacation – No School

#### APRIL – 2023

- 3 Classes Resume
- 3 Fourth Quarter Begins

#### MAY – 2023

- 29 Memorial Day Holiday – No School
- 31 Minimum Day

#### JUNE – 2023

- 1 Fourth Quarter/Second Semester Ends
- 1 Last Day of School – Minimum Day

**MINIMUM DAY – DISMISSAL – 12:50 p.m.**

**BOYS TOWN** – a school-based intervention strategy that emphasizes behavior management practices, relationship-building techniques, and social skills instruction.

#### **Having a Conversation**

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation ask a question or share your thoughts.

#### **Asking for Help**

1. Look at the person.
2. Ask the person if they have time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

#### **Asking Permission**

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say “May I...”
4. Accept the answer calmly.

#### **Staying on Task**

1. Look at your task or assignment.
2. Think about the steps needed to complete the tasks.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

#### **Share Something**

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you have used it.

#### **Working with Others**

1. Identify the task to be considered.
2. Assign tasks to each person.
3. Discuss ideas in a calm quiet voice and let everyone share their ideas.
4. Work on tasks until completed.

#### **Listening**

1. Look at the person who is talking and remain quiet.
2. Wait until the person is through talking before you speak.
3. Show that you heard them by nodding your head, saying “Okay,” “That’s interesting,” etc.

#### **Appropriate Voice Tone**

1. Listen to the level of the voices around you.
2. Change your voice to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

# 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.

## NOTICE TO PARENTS/GUARDIANS: CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM

Your school district, in cooperation with the California Departments of Health Services and Education, has 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.

## ATTENDANCE - WE WANT YOU HERE!

Satisfactory progress is dependent upon regular attendance. Absences and tardies are either excused or unexcused. The only recognized excuses for student absences/tardies are student **illness** (those in excess of three days require a doctor's note), **medical or dental appointments**, **religious observances** that have prior approval by school administration, **court appearances** (where this student must attend) or **death of an immediate family member**. All other tardies and absences are legally unexcused. **All absences have an effect on the district's income from the state. For students on an inter-district transfer, good attendance is part of the transfer criteria.**

Please have your parent/guardian submit the following information when returning to school after an absence:

1. Clear your child's absence from your PowerSchool Parent account. iAttendSchool
2. Send an e-mail to report the absence [ez.attendance@westside.k12.ca.us](mailto:ez.attendance@westside.k12.ca.us), or...
3. Call the absence line @ **661-974-8539**
4. A note that has parent and child's name (first and last), the reason for the child's absence, and the date(s) of the absence.

ALL Absence(s) not verified within 4 days are considered unexcused and will result in a potential truancy. Unexcused tardies may result in your child being assigned a detention.

If you need to leave school during the day, you should:

1. Have your parent/guardian sign you out in the office. Students will not be called out of class until they are signed out.
2. Students will only be released to persons identified on the emergency card that is signed by the parent/guardian.
3. Students signed out early will receive a "reverse tardy" that is excused or unexcused just like a morning tardy.

**TRUANCY** - The following absences are classified as truanies:

1. Absences from school without the knowledge and consent of your parent or guardian.
2. Leaving the campus during the school day without permission.
3. Staying out of class without permission.
4. Tardies in excess of 30 minutes.
5. Reverse tardies – leaving earlier than 30 minutes at the end of the day.
6. Three unexcused or unverified absences = 1 truancy, three truanies may result in a referral to a meeting with the DA.

**If attendance becomes excessive, conferences with administration will be conducted in an effort to both provide support and discuss the importance of daily attendance.**

## **STUDENT DISCIPLINE CODE**

The student discipline code applies to all students attending Esperanza including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period and (4) during, going to, or coming from a school-sponsored activity. Where appropriate, discipline should be progressive. This means that a student's first violation will usually merit a consequence of a lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. Except where specified by Education Code Section 48900.5, a student may be suspended only when there has been a determination that other means of correction have failed to bring about proper conduct or that the student's presence causes a danger to persons.

The student discipline code also applies to: (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as: (a) summer school; (b) after-school programs and (c) pre-kindergarten or preschool programs. At the principal's discretion, a student with documented discipline problems not requiring expulsion may be removed from the remainder of an optional educational program. Before a removal occurs, the parent will receive a written notice and an opportunity to be heard in front of the principal or principal's designee.

### **Consequences and Interventions**

Understanding that consequences and interventions represent "teachable moments" is fundamental to a positive approach to discipline. The goal of progressive consequences and interventions is the teaching of pro-social behavior. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

1. Understand why the behavior is unacceptable and the harm it has caused.
2. Understand what they could have done differently in the same situation.
3. Take responsibility for their action.
4. Be given the opportunity to learn pro-social strategies and skills to use in the future.
5. Understand the progression of more stringent consequences if the behavior reoccurs.

## **STANDARDS OF STUDENT CONDUCT**

The faculty and administrators will maintain an environment in which there is freedom to learn. To maintain the appropriate conditions and opportunities in the classroom, on campus, on the bus and on the way home, students should practice good citizenship and exert an effort to benefit from the academic program. Student conduct is expected to conform to district and school rules and regulations. Violations of such rules and regulations will result in disciplinary action, including but not limited to the following:

- Counseling
- Detention (Lunch and Break)
- Merit Loss ( 4<sup>th</sup>-6<sup>th</sup> grades)
- Restorative Justice, behavior reflections
- Parent contact (letter or telephone) or Parent Conference
- Behavior, attendance or other contact
- Campus clean up
- Loss of extra-curricular activities
- Restricted lunch (time and place)
- Suspension (home)
- Modified day
- Expulsion

## **SPECIFIC SCHOOL WIDE RULES** – Every Esperanza student will be expected to:

1. Dress appropriately. Student dress must be safe for the student and those around the student. It must not be offensive, disruptive to school operations or the educational process.
2. Be out of class during class time only on legitimate business and with the approved student pass.
3. Do not bring to school any objects that are of no reasonable educational use, that are considered to be weapons or that tend to create a nuisance. Such objects include, but are not limited to: cameras, radios, recorders, electronic games, paintballs, aerosol cans, marking pens, knives, firearms, explosives, skateboards, skates, shoes with wheels, scooters, cell phones, pagers, laser pointers, fidget spinners, MP3 players and iPods.
4. Do not use or possess any form of tobacco, nicotine, (including e-cigarettes) alcohol, drugs, or related paraphernalia, such as lighters, on campus.
5. Refrain from the use of chewing gum and candy.
6. Refrain from using profane or vulgar language.
7. Refrain from trading, selling or buying any goods or items with/from another student.
8. Eat only in the designated areas and avoid areas identified as off-limits for students during the lunch period and break. No drinks are permitted outside except for clear water bottles.
9. Do not bring sodas or other carbonated beverages to school. These items are not allowed during the school day and should not be in student backpacks. Avoid red or dark colored beverages as these tend to stain clothes and ruin items if spilled. Water in clear or light colored water bottles only for classroom consumption.
10. Refrain from any inappropriate demonstrations of affections, including hand holding and hugging.
11. Do not take food or drink items into the library, computer lab, or classrooms unless specifically permitted by a supervising member of the staff.
12. Do not fight. Fighting will not be tolerated, and offenders will have severe consequences.

## **PLAYGROUND RULES**

1. “No Hands” policy. No fighting, verbal or physical, wrestling, pushing, pretend or otherwise or games like tag.
2. Stay in assigned playground area.
  - a. Students are only allowed in designated areas before and after school. During recess students are not allowed in hallways.
  - b. Do not talk to people through the fence. No one, including parents, are to pass any item(s) to their students through the fence. Please come to the office.
  - c. NO EATING OUTSIDE except during a.m. snack time. Snacks are to be eaten under the shade pavilion only. All trash must be placed in the trash container. Students found littering will lose their outside snack privileges and may be assigned trash pick-up duty.
  - d. Students must have a nurse’s pass to go to the health office.
3. Play safely.
  - a. Avoid running on the blacktop unless in a supervised game.
  - b. No touching. **KEEP HANDS AND FEET TO YOURSELF.**
  - c. No piggyback rides.
  - d. No tackle games. No football at all.
  - e. No cartwheels, backflips, handstands. NO gymnastic related moves.
  - f. Students will be walked to and collected from the playground by their teacher.
4. Use the restroom properly.
5. No gum or candy.
6. Be courteous to others.

## **PLAYGROUND EQUIPMENT RULES**

1. Share equipment and use it correctly according to the rules.
  - a. Use jump ropes on the blacktop, in assigned areas only, and only for jumping.
  - b. Do not bounce balls on building walls.
  - c. Return all playground equipment to the ball cart.
  - d. No tree climbing. No throwing dirt, rocks, pebbles, leaves or sand.
  - e. No small hard balls such as racquetballs, mini basketballs, or tennis balls.
  - f. No games of throwing a ball at any person, such as Dodge Ball, Elimination Ball, etc.
2. Student’s backpacks are not permitted on the playground during recess and lunch.

**Tetherball** – The students in line are the referee. In a dispute, the majority decision rules. No catching, stopping or grabbing the tetherball after the game has started. No touching the pole or rope. No stepping into the striped area. No

rewinds (taking time to unwind the ball once your turn is finished). Only two wins are allowed per person then you must line up again.

**Handball** – One bounce only. If the ball goes over the court, the person is out that hit it. No second round chances. No friendship playing. No class courts. No elimination. Only two wins are allowed per person, and then you must line up again. If there is a dispute in a game, the two students in question will use rock, paper, scissors to solve the dispute.

## CAFETERIA BEHAVIOR

Standards of behavior in the cafeteria will be the same as in the classroom. Students are expected to:

- Walk at all times.
- Stand in line quietly keeping hands, feet, and other objects to themselves.
- Sit at assigned table until dismissed.
- Use polite manners and common courtesy.
- Use quiet inside voices.
- Clean their area before being excused.
- Raise hand to be excused.
- Food is to be eaten in the cafeteria only.
- Throw away all trash before leaving the cafeteria.

Throwing of food will result in parent contact by the principal and possible suspension from school.

## BREAKFAST & LUNCH

Our school cafeteria prepares and serves free breakfast and a free hot lunch each day. Campus opens for breakfast service at 7:15 am. **Sodas, energy drinks and other carbonated beverages are not allowed on campus.**

## HEALTH AND WELLNESS POLICY

The Westside Union School District is encouraging and reinforcing the wellness of the students in the district. One of the goals of the district is to align the types of foods or treats provided to students with the wellness policy developed by the State of California.

The Esperanza staff has implemented changes at the site regarding birthday treats and classroom parties. **Please DO NOT provide sweets such as cakes, cookies, cupcakes, candy, etc.** Consider more healthy choices such as vegetable and fruit trays, popcorn, crackers and cheese, pretzels and granola bars.

**\*\*Birthdays are a special time for each student.** If you would like to provide something special for your child, we suggest considering items such as pencils, erasers, stickers, or other favors instead of food. To safeguard the health and safety of students, please note the following concerning food items brought onto campus.

- ❖ **No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold or given away in school to students.**
- ❖ **Treats or snacks provided by teachers, parents, PTA's or other organizations to students must be commercially processed and wrapped to prevent the possible spread of bacteria or germs.**

Such items could be sent to school with your student for the teacher to distribute at the appropriate time. **PLEASE GET AUTHORIZATION FROM YOUR STUDENT'S TEACHER REGARDING DATES AND TIMES FOR A CELEBRATION.** This will enable our classrooms to receive fewer interruptions and maximize instructional time. The purpose of this policy is to instill healthy habits for all of our students. We appreciate your continued support in working towards the growth of healthy minds and hearts. If you are **DROPPING OFF** items for a preplanned and teacher approved celebration, in the office, for your child's classroom please make arrangements to contact your child's teacher through the preferred messaging system such as Class Dojo. Our office staff **WILL NOT** interrupt classroom learning for deliveries, drop-offs, and announcements as learning is our number one priority.

## BACK TO SCHOOL REGISTRATION

Parents are required to update their student's back to school registration at the beginning of the school year. A Back-To-School Registration form must be submitted for each student in your family. This must be completed during the first week of school or when registering during the year. You can update this information through your parent PowerSchool account. This provides us with information needed in personal emergencies and in the event of a major disaster. More information will be sent home about this.

## MEDICATION

The school form "Request for Medication to Be Taken during School Hours," must be completed by parents and the medical advisor and be on file before the school can permit medications (either prescription or over-the-counter) to be used at school. Any student who is required to take medication during the school day may be assisted by school personnel if the school has this form on file. All medications are to be kept in the health office.

## VISITORS ON CAMPUS

Parents are welcome on campus as visitors and must check in at the office when coming to school. All visitors must complete a RAPTOR ID scan, prior to admission to campus for meetings or events. Both before and after school, parents must sign in and out to be on campus. The office will contact the teacher to make sure they are not previously engaged. All visitors are required to obtain a Visitor's Pass in the office. Classroom visits should be arranged with the teacher at least 24 hours in advance. On the day of the visitation, you must be escorted to and from the classroom. All visitors must have a valid TB test on file and would only be allowed to go to the specific classroom they have arranged to visit. Classroom visits will be limited to ONE classroom visit of no longer than 45 minutes per quarter of the school year unless otherwise arranged with the teacher and administrator.

**No volunteers or visitors are allowed in the cafeteria, in student restrooms, or on the playground during recess times, arrival, or dismissal times.** Exceptions to this rule may be made by the school administration for things like PTA functions or assemblies.

Parents that would like to volunteer on campus (visit more than a few times a year) must have both the TB questionnaire and fingerprints (done through the Westside Union School District).

**FIELD TRIPS - All field trip chaperones must also meet these requirements. Due to our district policy, parents must be in compliance, prior to the day of the trip to be permitted to attend the field trip.**

## ITEMS NOT ALLOWED ON CAMPUS

Some items include: cameras, video cameras, radios, MP3 players, iPods, electronic toys and devices, toy or water guns, balloons, playing cards, trading cards, aerosol containers fidget spinners, and any potentially dangerous items. **Eating candy or chewing gum is also prohibited.** If it is not part of your education, it really shouldn't be at school. Students should **NEVER** bring items of value, including large sums of money that can be stolen or misplaced, as **the school will not be responsible for them if they are lost or stolen.**

- ❖ **Selling or trading:** Selling or trading collectibles or any item to another student is prohibited. This includes, but not limited to candy, comic books, trading cards, and Girl Scout Cookies.
- ❖ **Intimate contact:** Intimate physical contact is **NOT ALLOWED**. This includes, but not limited to holding hands, excessive hugging, kissing, and leaning on each other.

## CELL PHONE & DEVICE USAGE BEFORE AND AFTER SCHOOL

The Board of Education at Westside Union School District has the obligation to ensure a safe, secure, and orderly campus that provides the opportunity for all students to learn. At each school, students have the right to learn and teachers have the right to teach. To insure that these obligations are met, WUSD Board Policy states:

- Cell phones, or devices with cellular service such as smart watches, including those with any image capturing capabilities, are to be **off and put away**, while on school grounds. These devices may only be used with the permission and in the presence of an administrator or designee.
- If the device is not **"off and put away"**, the school employee shall confiscate it and turn it over to an

administrator or designee who will release the device to a parent or guardian only.

- Possession of cell phones at after school activities or extra-curricular activities will follow the same policy of **“off and put away”** and will only be allowed with permission and in the presence of an administrator or designee or parent/guardian present at the activity, as long as it is not a disruption to the activity.
- A student who continues to violate this policy may be prohibited from possessing a cell phone at school or school-related events and may be subject to disciplinary action.
- All other electronic devices, such as **CD players, iPods, other digital music devices, and cameras are prohibited at all times** except with specific permission from an administrator or designee. If any student is found in possession of any such device, except with specific permission from an administrator or designee, it shall be confiscated and the student will be subject to the school disciplinary policy.

In keeping with this policy, the Esperanza Administration will be issuing the following consequences for student violations at school or on school grounds:

#### **1<sup>st</sup> Offense**

**Cell Phones or other electronic devices on campus will be confiscated and given to the office. They will only be released to a parent and they will receive an electronics letter and a copy will be placed in the student's file.**

#### **2<sup>nd</sup> Offense**

**Students who have their cell phones (other item) confiscated for a second time will lose privileges to have their cell phone on campus for a specified period of time.**

#### **3<sup>rd</sup> Offense**

**Should there be a third offense, the school administration will conference with the parent and the student. The student will lose their privilege to have a cell phone on campus for the remainder of the year. Any student that has lost the privilege of carrying a cell phone at school and is subsequently in possession of a cell phone will receive consequences and may be subject to losing the privilege of having a backpack at school.**

**\*Students who are taking pictures with their cell phone while on campus may be subject to suspension and the possibility of expulsion**

***ALL CELL PHONES/CELLULAR DEVICES INCLUDING SMART WATCHES, NEED TO BE OFF AND AWAY.***

***DO NOT USE CELL PHONES UNTIL YOU ARE COMPLETELY OFF THE SCHOOL GROUNDS.***

## **TELEPHONE USE**

All office telephones are for school business only and are not available for student use except in emergencies (forgotten lunches or homework, making plans for after school, or going to a friend's house are examples of non-emergencies). If your child is ill, he/she should report to the health office to telephone home.

## **WHEELS**

Bicycles are allowed only as a means of transportation to and from school and may not be ridden on school grounds. The school is not responsible for their damage or loss at school. Bicycles must be locked in the bicycle area. Helmets must be worn while riding the bicycle. **Skateboards, skates, roller shoes, scooters, and other similar items are not permitted on campus at any time.**

## **DRESS CODE**

**Shoes:** Shoes or sandals must be worn at all times. Footwear must be safe and not distracting. Sandals must have a strap over the top of the foot and around the heel; open toed shoes should be avoided. Slippers/house shoes are prohibited. Shoes should be sufficient that students can run and move in them without the fear that they will come off or cause them to fall.

**Tops:** Tops shall conceal undergarments at all times. Straps must be at least 2 inches in width. See-through or fish net fabrics, halter tops, spaghetti straps, off-the-shoulder, backless, or low-cut tops, and bare midriffs are prohibited. This also applies to tops worn with overalls. Tops shall completely cover the student regardless of movement. Tops should be no more than one size larger than normal size.

**Bottoms:** Bottoms shall conceal undergarments at all times.



**Pants/Shorts:** Pants/shorts must fit appropriately in length and waist. Oversized pants are not allowed on campus. No sagging (especially at the crotch) or pants/shorts may not be rolled down. Leggings should not be too sheer.

**Shorts/Skirts:** Shorts/Skirt lengths shall be appropriate to modest behavior. No short shorts. Shorts may not be rolled down at the waist. At no time can any undergarment show.

**Belts:** Belts can be no longer than 5 inches beyond the buckle. Buckles larger than 3 inches are prohibited.

**Clothing:** Clothing that advocates drugs, alcohol, tobacco, gang activities, violence, weapons, or is disruptive is prohibited. Clothing, jewelry and accessories shall be free of writing, pictures, or any other insignia which are crude, vulgar, violent or profane. Clothes (and books and other materials) will be confiscated if they have tagging-style or gang related writings or markings on them. Any attire that can be deemed dangerous to a student when worn based on input from the sheriff's department is not permitted.

**Hats:** Baseball caps/visors must be worn with the bill facing forward and may be **worn outdoors only**. Hats, head wraps, bandanas, hoods and beanies are prohibited indoors and should be removed upon entering the building.

**Sunglasses:** Sunglasses are prohibited indoors and should be placed inside backpacks.

**Accessories:** Accessories such as heavy chains and jewelry with dangerous points or spikes are prohibited. Earring piercing is permissible provided that the students wear studs only. Long dangling or hoop earrings are prohibited. Facial piercing (nose, eyebrow, tongue, lip, etc.) is not allowed.

**Hair:** Hair shall be clean and neatly groomed.

**The Principals will have the last word on what can and can't be worn. If in doubt, don't wear it.**

## **ESPERANZA SCHOOL DRESS FOR SUCCESS**

In addition to the above listed Westside Union School District Dress Code, Esperanza follows a "Dress for Success" program which includes the following specifics:

- No short shirts or tank tops (with hands held straight up in the air, no skin should show around the waist).
- No shirts that is too tight, too low, or too revealing.
- No underwear/straps showing at any time or no back-less tops/dresses.
- No inappropriate symbols, pictures, slogans on clothing.
- Sheer or "see through" shirts/dresses must have shirts under them that meet dress code.
- No short-shorts (must reach at least to the end of the thumb when arms are hanging loosely at sides, and must be appropriate when seated).
- No bibs without appropriate shirts underneath.
- No sagging, baggy clothing (pants should stay up without a belt and without holding onto the pants).
- Pants should not drag along the ground.
- Pants waistband should be no lower than hip area.
- No belts or chains hanging from the waist or wallet.
- Shoelaces must be tied securely.
- Platform and high heeled shoes are not allowed.
- No flip-flops, all shoes must have backs and should have closed toes.
- No leggings that are too sheer. Having the shirt cover the bottom, when wearing leggings, is advised to prevent an embarrassing situation.

## **Grades & Report Cards: HOW AM I DOING?**

All students are expected to meet or exceed grade level standards and demonstrate content mastery in all standards by the end of the school year, as reflected by 3's on the standards based grading scale. Students who maintain these standards will be academically promoted to the next grade. If student achievement does not meet grade level standards you will receive additional information regarding the possibility of retention.

The school year is divided into two semesters. At the midpoint of each semester, students receive a progress report. At the end of the semester, students receive a report card with grades and comments from their teacher. The grades from each semester (January and June) determine promotion to the next grade. Parents are encouraged to check PowerSchool regularly so they are always aware of how their child is doing.

The Westside Union School District implements a Standards Based Grading System. Student's grades will be based on a scale of 1-4. 4 = Exceeds Standards, 3 = Meets Standards, 2 = Progressing Standards and 1= Not Meeting Standards.

Top scholars in 4<sup>th</sup> – 6<sup>th</sup> grade are recognized each semester in two categories: Academic Honors and High Honors.

Academic Honors, this award is issued to students who demonstrate mastery in all standards in all content areas (3's and 4's in ELA, Math, Social Studies, and Science). High Honors, this award is issued to students who demonstrate mastery in all standards in all content areas and College and Career Readiness (3's and 4's in every area).

## TRANSFERS

Adherence to the **transfer criteria** of maintaining a 2.0 GPA, good attendance, good citizenship and behavior is imperative. **Transfers** can be revoked if any of this criteria is not met.

## ARRIVAL AND DISMISSAL PROCEDURES

### MORNING DROP OFF:

Students walking to school must remain on the sidewalk at all times.

There should be NO WALKING through the parking lot. All crossing of streets should be done at corners or points supervised by a crossing guard. Parents who drop off their kids must pull their vehicle next to the curb and drop the students at the curb. Parents should not walk kids through the parking lot or otherwise drop them off from any location other than next to the curb. Parents dropping at the curb should pull as far forward as they can before stopping.

### VEHICLE PICK-UP:

1. Children will wait in the following areas to meet their ride.
2. Parents must remain in their cars to pick up their child.
3. **Do not park and exit your vehicle;** this slows the traffic and causes congestion.
4. Parents please pull to the curb when you see your child.
5. Students will **not be** permitted to enter a car that is **not** next to the curb.
6. **Bolz Ranch Road** – Parents must remain in their cars, pulling up **parallel** to the curb to pick up their child.
  - **Double parking and parking with your nose toward the curb is illegal.**
  - **Please leave room for the buses to park on Bolz Ranch.**
7. **Pick-Up Spots**
  - Kindergarten Pick-Up
    - **SIDE GATE on 35<sup>th</sup> St by Kindergarten Playground.**
  - Grades 1 thru 6 – Bolz Ranch, 35th St by 1st-2nd grade classrooms, 3rd-4th grade classrooms, and in front of school office and gate near bike rack.

### WALKING HOME:

- ❖ **Bolz Ranch Road** – exit gates and walk home.
- ❖ **35<sup>th</sup> St. Gate** – to walk south on 35<sup>th</sup> St. or use crosswalk.
- ❖ **Parking Lot** – to walk along the north side of Fairgreen Lane.

### Please remember these general rules:

1. No student will be permitted to meet a parked vehicle.
2. Once students have left campus, they will be allowed to return for an item they might have forgotten only until the dismissal gates have closed. Once those gates have closed, students need to enter through the office. If the gates close while the student is still on campus, they will need to exit through the office.
3. **School dismisses at 1:50 on full days and at 12:50 on minimum days. Arrangements must be made to pick up students on time each day.**

**Please understand that this handbook does not contain every bit of information; rather, it contains the more common items. If you are unsure on something, please contact the school for further clarification. Thank you.**

# BULLYING PREVENTION POLICY

Esperanza 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.

Esperanza 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.

Esperanza 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, Esperanza 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.

**We have reviewed the Esperanza Student Handbook and Bullying Prevention Policy.**

**\*\*PLEASE SIGN AND RETURN THE BOTTOM OF THIS PAGE TO YOUR STUDENT'S TEACHER\*\***

Cut Here-----

**We have read and agree to Esperanza Elementary School's rules, policies, procedures, and have discussed the Bullying Prevention Policy with our student.**

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Student's Signature

Parent/Guardian’s Name (Print)

Parent/Guardian’s Signature

\_\_\_\_\_  
Student’s Teacher

\_\_\_\_\_  
Date