

**Don Pedro Elementary School  
2300 E. Don Pedro Road  
Ceres, California  
(209) 556-1630**

**Don Pedro Elementary Parent-Student Handbook  
2017-2018**

At Don Pedro Elementary, we believe that every child can achieve academic and personal success. As students, families and staff, we will work together so that all students may attain that success.

Don Pedro Elementary is a place where excellence is the goal and as a Don Pedro School community, we work to exemplify this goal in all that we do each and every day. We want our students to leave elementary school prepared to do well in junior high and high school, setting the stage to continue on to rewarding college and career preparedness opportunities.

Preparing for the future requires students to be both academically and socially ready. For this reason, Don Pedro Elementary works to instill traits for success: politeness, responsibility, integrity, determination, and excellence. Students will set goals throughout the school year to help them find both academic and social greatness.

Please work with your child and your child's teacher to be a guide to your child's success. Students should complete homework assignments with parents checking for homework each day. Completing both classwork and homework will give each student the opportunity to practice their skills.

If you should have any questions, please email the teacher or call the school to set an appointment with the teacher. By continuing to work together, we can continue the personal success of your child as well as the success of Don Pedro Elementary.

With regards,  
Tami Garcia  
Principal Don Pedro Elementary

## **ACADEMIC SUPPORT AND AFTER SCHOOL PROGRAMS**

ACADEMIC INTERVENTION PROGRAM: The goal of AIP is to give students who are “at-risk” of not meeting grade-level standards and of not passing the online Smarter Balanced Assessment Consortium Test (SBAC) the opportunity for extra support. Classes are offered for 1 ½ hours per day after school, three days per week on Tuesdays, Wednesdays and Thursdays.

AFTER SCHOOL EDUCATION AND SAFETY: ASES is open to all students in grades 1<sup>st</sup> through 6<sup>th</sup>. The ASES program runs Monday through Friday beginning right after school and ends at 6:00 P.M. Students receive a snack and the program is supervised by Ceres Unified recreational leaders who provide homework support and recreational, enrichment activities in a safe and structured environment.

## **ARRIVAL and DISMISSAL**

### ARRIVAL

Students may arrive at school beginning at 8:00AM. All students enter school through the cafeteria each morning. Free breakfast is available to all students. Breakfast service ends at 8:35am. Students not present at the morning assembly (DP Live!) by 8:45am will be considered tardy.

***\*IMPORTANT!: In our efforts to ensure student safety, students may not arrive at school prior to 8:00am. Please help keep your child safe and do not drop off your child on site prior to this time.***

### DISMISSAL

Walkers will exit the school through the front gates nearest the office at the school day. We ask that parents and siblings meeting each other in the courtyard area nearest the office or at the front of the school at the end of the school day. Any students still present and not picked up by 3:10pm will be sent to the afterschool program.

After-School Program students report to the playground at the back of the school at 3pm. At that time, they will check in with the recreation leaders before entering the cafeteria for snack and subsequent after school activities.

Bus Riders attend the afterschool program until their bus arrives at approximately 3:30pm.

All after school arrangements must be made with your child before the start of the school day. The office will not call into classroom to relay messages to students, unless there is a severe emergency.

### KINDERGARTEN

All kinders are to report to the cafeteria by 8:35 am each morning. Staff will pick up kinder students and escort to the morning assembly (DP Live!). Adults who wish to stay with their student in the morning prior to start of class are asked to please stand back from the tables.

At the end of the day, families may begin to pick up kinder students at 2:50 pm from the classroom. Please communicate directly with your child's teacher as to where your child will go at the end of each school day.

## **ATTENDANCE**

### ABSENCES

1. Make every effort to have your child in school every day on time.
2. Call the school before 9:30 a.m. at 556-1630 to report your child absent. If you do not have a telephone or are unable to reach the school, be sure to send a note explaining the absence with your child upon his/her return..
3. On days your child must be absent for 5 days or more for reasons other than illness (family emergencies, trips, etc.) arrangements can be made to continue his/her studies through independent studies. The school must depend upon the parent to notify the office and make arrangements for INDEPENDENT STUDY assignments. These arrangements must be made at least 5 days prior to the 1<sup>st</sup> absence.
4. Absences will only be excused for illness and/or doctor appointments. A parent may verify the doctor visit and/or illness for eight (8) absences. After the 8<sup>th</sup> occurrence, a doctor's note will be required to excuse an absence.
5. Students who have continued and/or frequent absences and tardies will be deemed truant. Truancy results in letters of notification, a parent conference with the administration, a referral to the Student Attendance Review Board (SARB) and/or a referral to the district attorney. Please make every effort to insure your child attends school daily.

## TARDINESS

1. Any student who reports to his/her classroom after 8:45a.m. is considered tardy. STUDENTS WHO ARE LATE TO SCHOOL MUST REPORT TO THE OFFICE **BEFORE** GOING TO CLASS.
2. Tardiness is very disruptive to the instructional program. Students who develop a pattern of tardiness or who are habitually tardy may be subject to disciplinary action.

Tardies will only be excused for doctor appointments and/or illness. A doctor's note will be required to excuse a tardy. Three tardies or going home early add to one day truant.

## **AWARDS**

"Caught Doing Good" tickets: To encourage positive behavior, CDG tickets are given to students who demonstrate being respectful, responsible and/or safe. Drawings happen daily during the morning assembly (DP Live!).

Scholar of the Month: Monthly, teachers select one student in their class that has shown great academic effort to have pizza with the principal during lunch time. Intermediate grades will select an additional student every other month.

Dolphin of the Week: Weekly, teachers select students that have demonstrated being respectful, responsible and/or safe. These students will be recognized at the morning assembly, typically on Mondays.

Spirit Count: Each Friday, spirit counts are accounted based upon students wearing blue or participating in spirit days. Winning classes are rewarded with a Dolphin Spirit trophy for display in their classrooms for the week.

No Tardy Parties: Classes with no tardies for nine days straight are rewarded with a whole class treat.

Honor Roll: Given each trimester to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students who earn a grade point average of 3.0 to 3.49 will receive a certificate and recognition at the trimester honor roll assembly.

Principal's Honor Roll: Given each trimester to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students who earn a grade point average of 3.5 to 3.99 will receive a certificate and recognition at the trimester honor roll assembly.

Academic Excellence: Given each trimester to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students who earn a grade point average of 4.0 will receive a certificate and recognition at the trimester honor roll assembly.

President's Award: Given at the end of the school year to 6<sup>th</sup> grade students that have earned a 3.5 or higher grade point average for all trimesters throughout grades 4, 5 and 6.

Perfect Attendance: A certificate will be awarded to TK, K and 1-6 grade students who earn perfect attendance each trimester. Perfect attendance means that students attend school all day, everyday and have no absences or tardies for the trimester. An additional award will be given at the end of the school year to those students that have had perfect attendance across the entire school year.

## **CAFETERIA**

Students may purchase hot meals in the cafeteria. Students must pay for lunch in the cafeteria before school in the morning. Parents are encouraged to pay for lunches a week or month in advance.

Student Breakfast- All Don Pedro students receive free breakfast.

Breakfast will be served from 8:00-8:35 a.m. daily in the cafeteria.

Student Lunch-\$2.10 per day or \$10.50 per week. Milk can be purchased by students bringing their own lunch for \$.40 per day. All prices are subject to change.

Free or reduced meal forms are available from the office. Every family will need to complete the meal application form, whether or not they wish to take advantage of the program.

All food must be consumed in the cafeteria by the student. Leftover food may not be removed from the cafeteria or given to siblings.

When students enter the cafeteria, they input their student number into the keypad to account for their meal. This number must be memorized by the student.

## **COMMUNICATION**

### Connect Ed

Automated telephone messages will be sent from the school periodically regarding school activities. *Please remember have your correct phone number on file with the school office. Contact the office when you change your phone number.*

### Newsletter: Don Pedro News Splash

A newsletter will be sent monthly. This newsletter contains school information and lists school events.

### Weekly Folders

Look for our weekly blue folder. Your child's teacher may use it throughout the week and school-wide information will be provided through the folder on Wednesday.

Website: visit our website for school information. <http://dp.ceres.k12.ca.us/>

## **CHARACTER TRAITS: P.R.I.D.E.**

P=POLITENESS

I will be kind and use good manners

R=Responsibility

I will follow directions, complete tasks, and make good choices.

I=Integrity

I will do what is right, even when no one is looking.

D=Determination

I will try my best

E=Excellence

### **COMPACT: Three Way Pledge: Staff-Student-Family Compact**

#### The Staff Pledge

I am committed to creating a school that knows no limits to the academic success of each student. Because of this, I am committed to:

- Meeting the individual needs of each child
- Accepting no limitations on the learning potential of any child
- Creating optimal classroom learning environments that are positive, purposeful and interactive
- Treating students, parents, and colleagues with courtesy and respect
- Helping students, parents, and each other achieve a high level of involvement and performance
- Collaborating regularly with colleagues to seek and implement effective strategies for helping children achieve their full academic potential
- Doing what it takes—going the extra mile—to ensure every student achieves or exceeds grade-level standards
- Making every moment count!

Each of these responsibilities speaks to my commitment to learn and be the best educator I can.

#### The Student Pledge:

I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college in the future. Because of this, I am committed to:

- Arriving at school every day on time unless I am ill
- Demonstrating Dolphin P.R.I.D.E.--the five pillars of character of our school
- Following the school rules as outlined in the handbook to be safe, be responsible, be respectful

- Always giving my best effort to reach learning goals
- Completing and turning in homework on time every day
- Returning letters, corrected work, and other school materials to my parents
- Maintaining a growth mindset

Each of these responsibilities speaks to my commitment to learn and become the best student I can.

### The Family Pledge

I understand that my child's education today is essential for his/her success in life. This experience will support him/her to become a successful and productive individual. It will also prepare him/her for college if he/she so chooses to attend. Because of this, I will:

- Support the Mission, Shared Commitment, and Goal of Don Pedro School
- Promote Dolphin P.R.I.D.E.—the five pillars of character of the school, and my student being safe, responsible, and respectful
- Ensure my child attends school on time every day/
- Provide dedicated school work time at home with a consistent schedule.
- Model and encourage reading at home.
- Maintain communication with my child's teacher
- Sign and return paperwork in a timely manner

Each of these responsibilities speaks to my commitment to learn and be the best parent I can.

### Don Pedro School Anthem

(Sing to the tune of "You're a Grand Old Flag")

"O' Don Pedro School

You're a high flying school

We're forever so proud of your name

In our Blue and White

We will do what's right

The mighty dolphin  
Is our claim to fame  
And as we grow old  
We'll look back on these days  
And remember how fun  
They have been!  
Should auld acquaintance be forgot  
The Mighty Dolphins  
Our claim to Fame!"

#### **DAILY SCHEDULE:**

***\*IMPORTANT!: In our efforts to ensure student safety, students may not arrive at school prior to 8:00am. Please help keep your child safe and do not drop off your child on site prior to this time.***

#### Regular Day Schedule

Breakfast at 8:00am-8:35am; School begins at 8:45am; School Ends at 3:00pm

#### Minimum Day Schedule

Breakfast at 8:00am; School begins at 8:45am; School Ends at 1:00pm

#### **DISCIPLINE POLICY AND STUDENT BEHAVIOR**

Don Pedro has a school-wide discipline policy. We believe a safe and orderly environment is important for students to learn and study. We expect students to follow the school-wide rules. Students who decide to break the rules will receive citations and consequences. Citations will be given for misbehavior in the classroom, on the yard, in the cafeteria and on the bus. Students who follow the rules will be rewarded

#### SCHOOL-WIDE RULES

1. Be Respectful
2. Be Safe



### 3. Be Responsible

#### CHARACTER TRAITS

Politeness: I will be kind and use good manners.

Responsibility: I will follow directions, complete tasks, and make good choices.

Integrity: I will do what is right, even when no one is looking.

Determination: I will try my best.

Excellence: I will set high expectations and reach them.

#### POSITIVE REINFORCEMENTS:

Verbal Praise; Positive Notes; "Caught Doing Good" tickets; School Spirit Awards; Scholar of the Month; Class Dolphin of the Week; Honor Roll; Perfect Attendance Awards; Classroom Incentives and Rewards; Enrichment Options

#### SCHOOL WIDE CLASSROOM BEHAVIOR CHART

Great Work: blue (positive reinforcements)

Good Day: pink (positive reinforcements)

Showing P.R.I.D.E.: green (positive reinforcements)

Reset: yellow (time out)

Stop: red (time out; miss activity)

Severe Disruption: white (time out; miss activity/community service; citation; parent notification)

Continued Severe Disruption: white (time out; miss activity/community service; citation; parent notification; office referral)

#### SUSPENSION

The following behaviors may result in suspension from school: SUSPENSION LAW (Educational Code Law 48900)

1. Physical injury to another person-actual or threatened physical injury.
2. Disruption of school activities or defiance of school authorities.
3. Commission of obscene acts or engagement in habitual profanity or vulgarity.
4. Damage to or theft of school or private property.
5. Possession or sale of weapons.

6. Possession or sale of drugs, alcoholic beverages, or intoxicants.
7. Possession or use of tobacco.
8. Sexual harassment
9. Hate violence
10. Intimidation

### **DRESS AND GROOMING (From Board Policy #5132)**

The school follows the District guidelines regarding dress and grooming as stated on the “Conduct Code and Parent Information K-12”

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footgear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited. (cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes, and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Pants must fit at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midribs, tank tops/racer-back tops or muscle shirts, undershirts, tops that expose undergarments, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.
6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one’s health is not allowed.
7. Shoes must be worn at all times. Flip-flops, socks or sock-like footwear, slippers, backless shoes, or shoes with over a one inch heel are

not safe or appropriate for school.

8. Clothing, jewelry, and other accessories that present a safety hazard to the wearer or others are not allowed. Facial piercings other than ear lobes are not allowed.
9. Facial makeup is not allowed, nor is non-natural hair color that creates a distraction.
10. In accordance with Educational Code 35183.5 hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sunglasses may not be worn in school buildings.

## **EMERGENCY INFORMATION**

At the beginning of the year you will receive a Registration Card that will ask you for your contact information. The information that you give us needs to stay current throughout the year. In case of an emergency we need to be able to notify you so we can do the best thing for your child. Please contact the office if you need to update any information such as:

- Home phone and work phone numbers.
- Home and/or work phone number of friends/relatives who can be contacted in case of an emergency.
- Phone number of child care facility or baby-sitter if one is used on a regular basis.
- Any unusual medical problem.

The only adults to whom students may be released are parents, legal guardians and those listed as emergency contacts on the Registration Card. In the case of family separations and custody issues, court documents will be needed in order to remove a parent from the student's emergency information. Any disputes between parents will be referred to law enforcement.

## **FIELD TRIPS**

There are two types of fieldtrips. All students participate in academic fieldtrips. However, students can lose privileges for non academic field trips due to behavior. Parents may be asked to accompany students who have not shown exemplary behavior and therefore may pose a safety risk during the trip.

## **HEALTH INFORMATION**

Healthy children learn best and your school nurse is here to help each child reach and maintain optimal health. Here is some information with you to help ensure a safe, healthy year for your student:

EMERGENCY INFORMATION: Please keep the office informed of changes in home and work phone numbers. It is also important that you have local emergency numbers for when you cannot be reached. We will always attempt to notify parents/guardians first, but need the

emergency number so an ill or injured child can receive prompt care.

CHRONIC HEALTH PROBLEMS: If your child has a chronic health problem such as diabetes, epilepsy, asthma, allergic reactions, etc., please notify your school nurse and child's teacher. This allows them to plan for any special needs your child might have.

MEDICATION: California Education Code 11753.1 allows the school to assist in the administration of medication if requested to do so by the physician and parent. An authorization form, available from the school office, must be completed by the physician and parent. Medications must be brought to school by an adult in the original pharmacy labeled bottle. Medication requests must be renewed each year and any changes in the medication should be reported to the school by the parent. School personnel are legally not allowed to give children ANY medication including aspirin, Tylenol and cough drops, without the written permission of a physician and the parent. Inhalers and auto-injectable epinephrine (Epipen) may be carried by the student, as long as the student's parents and doctor give permission and the notes are on file in the nurse's office. It is recommended that all students carrying an inhaler have a back-up inhaler in the nurse's office.

Be aware that the school may take disciplinary action if a student misuses an inhaler or Epipen in any way.

LICE: Lice is an easily treatable condition that can be eliminated once discovered. If your child is constantly itching, check the scalp for lice or eggs. The eggs will appear as white specks stuck to the hair shaft near the scalp. If a student is found with active, adult head lice, he/she maybe allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

ILLNESS: Your child will be in close contact with other children in the school setting. Please be alert to signs of illness and seek medical treatments as needed. If you think your child might have a communicable disease such as chicken pox, ringworm, impetigo, strep throat, etc., please notify the school office.

FIRST GRADE PHYSICALS: The California Health and Safety code requires that every child entering first grade in a California school have a health check-up. A certificate signed by a doctor, must be presented to the school by December 1<sup>st</sup> to verify this requirement. Physical examinations completed after March 1, 2013 meet this requirement.

KINDERGARTEN DENTAL REQUIREMENT: California law requires every Kindergarten student to have an oral health assessment prior to May 31<sup>st</sup>. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered health professional. Oral health assessments that have happened within the last 12 months before your child enters school meet the requirement.

GROWTH AND DEVELOPMENT: The school nurse will be meeting with the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade girls and the 5<sup>th</sup> and 6<sup>th</sup> grade boys in the Spring. Topics related to body changes experienced during puberty, and HIV/AIDS information will be discussed. A parent preview will be held prior to the presentations. The parents will be notified by mail regarding the date and times of the parent preview. If you do not wish your child to participate in these presentations please sign the exclusion request provided with the preview information and return to the school

office. Please call the school nurse for any questions related to the growth and development presentations

TDAP: Prior to entering 7<sup>th</sup> grade, students are required to have a TDAP booster immunization. Please contact the school nurse for further information

## **HOMEWORK**

Homework is a review of previously learned and practiced skills. Homework each evening should include a practice of designated skills and reading practice. Teachers will be sharing classroom homework policies and procedures with students and families at the start of the school year. Please communicate with the classroom teacher through email or by calling the school office to set an appointment with the teacher if questions arise. Homework should take no more than 30 minutes nightly. Please have a specific area and time designated within the home environment.

## **INDEPENDENT STUDY**

When your child must be absent for reasons other than illness, such as family emergencies, trips, etc., arrangements may be made to continue their work through INDEPENDENT STUDY. Your child will be given credit for the days of absence only if s/he completes the minimum school work per day. Parents must notify the office to make arrangements at least five days in advance. Independent Study is for absences of at least 5 days and not to exceed 10 days. A student will be dropped if they fail to return after the days of absence. All work must be completed and turned in on the first scheduled day of return. Independent Study contracts will not be granted during SBAC Testing.

## **LIBRARY SERVICES**

Each student will be checking out books from the school library. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student may check out any other materials or given a report card at the end of the year. It is also possible that they may be denied specific school activities. Students may not check out books if anything is overdue. Classes will be going to the library each week.

## **LOST AND FOUND**

Any items lost during the year will be placed in the lost and found bin. You may come in to find your items during school hours. After many failed opportunities for lost items to be found by their owner, items will be donated to a charity in December and June of each school year.

## **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The officer responsible for equity and compliance with Title IX is the Coordinator of Child Welfare and Attendance, 2503 Lawrence Street, Ceres, Ca 95307, (209) 556-1500.

## **PARENT INVOLVEMENT**

We are committed to building partnerships with our families. We welcome volunteers and encourage parent participation. Together our students succeed. Ways families may get involved:

## **PARENT VOLUNTEERS AND VISITORS- Volunteer Assistance Program**

The District encourages parents, guardians, and members of the community to share their time, knowledge, and abilities to support our students and our schools. We believe our school volunteers enrich the educational program and strengthen our schools' relationship with home, businesses, public agencies, and private institutions.

See the Don Pedro Office to apply for Supervised or Unsupervised volunteer status. A valid picture I.D. is required.

**“Supervised”** school volunteers can have occasional or regular contact with students in or outside of the classroom. Supervised volunteers perform their volunteer work under the supervision of an approved school employee, including one-day field trip chaperones.

**“Unsupervised”** school volunteers have direct and on-going contact with students. These volunteers perform most of their volunteer work under the supervision of an approved school employee. Unsupervised volunteers are approved to have extended unsupervised direct contact with students. Examples of Unsupervised volunteers include one-on-one tutors, volunteer athletic or band helpers, and overnight fieldtrip chaperones.

Once the application has been submitted to the school's main office, the following must be met:

- Cleared through the Megan's Law website
- Have a valid TB clearance on file with the District (Education Code 49406)

*You may submit a TB clearance through your doctor/physician*

*TB clinics that are “free of charge” will be offered at the CUSD District Office, located at 2503 Lawrence Street, Ceres, CA 95307 on designated dates.*

Unsupervised volunteers will require a Department of Justice and FBI fingerprint clearance.

*The District Office will be contacting you upon submission and site approval of the Volunteer Assistance Program application to finalize this procedure.*

## VISITORS

Visitors and volunteers are welcome at Don Pedro School! We ask that you make arrangements with your teacher 24 hours prior to your visit. Please remember that all are required to sign in at the school office before going on campus and sign out prior to leaving. Visitors signing in at the school office will be given a visitor's badge to wear while they are on campus. All staff members have been asked to question adults who are on campus without an identifying badge. Please continue cooperating with our efforts to ensure the safety and security of all students.

## VOLUNTEERS

As parents you are welcome to visit and observe our educational program. If you plan to visit your child's class, please arrange 24 hours ahead with his/her teacher to arrange for a convenient time. During Back to School Night in the Fall, your child's teacher will provide you

with the information necessary to be a volunteer in their classroom. Volunteers are an important part of education. If you are interested in helping in other ways—library, clerical, SSC, ELAC, etc.—please contact the school.

One of the best ways to be involved is to assist your child and know what they are doing in school. The education of your child is greatly influenced by you. Determine areas in which they are having trouble, and contact their teacher to find out how you can assist at home. Know when an award comes home, and praise positive behavior.

- SCHOOL SITE COUNCIL: School Site Council, composed of parents, staff, and students, oversees the special programs at school that are funded through state and federal monies. The council provides ideas, and community involvement in the school improvement process. If you are interested in serving on the School Site Council, please call Westport at 556-1700.
- ENGLISH LEARNER ADVISORY COMMITTEE: ELAC is a committee made of our parents forming a stronger bond through communication between school and community. The meetings are delivered in Spanish. The purpose of the meetings are for parents to give input on English Learner needs.

### **PLAYGROUND RULES/PROCEDURES**

Be Respectful. Be Responsible. Be Safe.

- Show good sportsmanship. Take turns, be polite, and play fairly.
- Stay in designated areas.
- Use the restroom and get a drink of water at the start of recess.
- Walk on sidewalks; Play on the blacktop and grass field; Running is only allowed on field.
- Keep hands, feet, and objects to yourself.
- Follow directions from yard supervisors the first time.
- Bringing sports equipment from home is not recommended. (School is not responsible for lost equipment. Put your name on all personal items.)
- Students may be placed in time out to sit quietly for not following rules.
- Report problems yard supervisors. Engaging in retaliation will result in discipline.
- When recess ends, stop playing immediately, hold sports equipment and line up.

### Four Square

*Rules to follow:* Use bouncy ball only; Players may only hit the ball with their hands; Players may not catch, carry or hold the ball at any time during play; The server must drop the ball and serve from the bounce; The ball must bounce once in the receiving square before it is hit into another



square

*Players are eliminated for:* Failing to hit the ball into another square; Allowing the ball to bounce more than once in their own square; Hitting the ball out of bounds or onto an inside line; Hitting the ball incorrectly; Hitting the ball with part of the body that is not hands, and hitting the ball out of turn.

#### Play structure

Walk at all times within the play structure area.

Slide with feet forward and on your pockets, one student at a time.

Wait patiently in line for your turn, no crowding.

Always make room for student passage on equipment.

Begin bars when person in front of you is halfway across. Always go one direction going across bars.

Flipping over bars is dangerous and not permitted.

Only one person on bouncing apparatus. Do not help others bounce.

Rock Climbing Wall: climb down from the wall. Sneakers required.

#### Football

Two-hand touch only. Tackling is NOT allowed.

#### Jump Ropes

Use rope jumping only (no whipping, helicopters, roping, or tying up others.)

#### Soccer

Feet or head only—free kick by opponents.

One goalie per team—must stay inside goalie box when kicking ball.

Throw overhead from out of bounds.

Avoid blocking, tackling, or tripping.

Stay off goal posts.

#### Baseball

Tennis balls and Tennis rackets only—no bats or baseballs.

May only be played and organized during PE under the direct supervision of a staff member.

#### Tetherball

Play at pole assigned to your grade.

Player may choose a side or serve—not both.

The line is the judge with

Each player must wait in line patiently.

Tetherball must be hit rather than caught and thrown.

Ropes and body ropes not allowed.

After you beat 5 players, you're out.

If players take too long, line counts to 30. Player with ball wrapped their way wins.

Keep shoulder behind line or pole.

You're out if you step on or over line.

#### Basketball

Use half court as needed to allow for multiple games.

Lower baskets=Primary; Higher baskets=Intermediate

#### Ball Wall

Be sure to avoid hitting students.

Keep hands off—avoid body contact

Use only tennis balls or soft rubber balls.

#### Balls

Notify staff to retrieve balls over fence.

Keep all balls away from puddles.

Only kick a balls on the grass.

No sitting sports balls.

#### Dodge Ball

May only be played and organized during PE under the direct supervision of a staff member.

#### Marbles

Limited to 10 marbles. No playing for keeps or trades.

### **PERSONAL PROPERTY**

Bringing any personal property of value to school is discouraged as the school cannot assume responsibility for it if it should be lost or damaged.

Ceres Unified School District and Westport Elementary, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District/School premises by students, for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of the personal property which may occur. This includes items such as toys, cell phones, computers/tablets, electronic music/gaming devices, etc.

## PHONE/E-MAIL MESSAGES

Phone calls and messages made to students or teachers during the day will be forwarded to the teachers' voicemail and/or email. Staff email addresses may be accessed on the school website at <http://dp.ceres.k12.ca.us/>. Please allow up to 24 hour turnaround time for teacher to read & respond to messages. It is important not to disrupt teaching time.

## STUDENT ACTIVITIES

Students may have the opportunity to participate in extracurricular activities.

- Student Safety Patrol: The patrol helps students at the crosswalk in front of the school and at the bus turnaround before and after school. Please support the safety patrol students by crossing the street at the crosswalks and following their safety directives. Safety patrol students go through an application and interview process at the start of the school year. (for 4-5-6 grade students)
- Student Council: The offices of president, vice-president, secretary, treasurer, and school mascot are elected at the start of each school year. Students must have a C or better grades on their last report card and satisfactory life skills. Each 4-5-6 grade class will also elect a class representative. The Student Council is responsible for spirit days and special projects for the school and community. (for 4-5-6 grade students)

## STUDENT RESPONSIBILITY FOR MATERIALS

At the beginning of the school year, students are issued textbooks and other materials and supplies. They must maintain these materials, including library books, in good condition and return them when asked or else pay for any loss or damage. Report cards will be denied until all fees and fines are paid.

## STUDENT SECURITY PROCEDURES

The following information is very important for the safety and security of your child.

- 1) Parents **MUST** sign out students in the office. No student will be released directly from the classroom.
- 2) Parents/guardians must have a picture ID and his/her name must be on the student's enrollment card. If you sent someone to pick up your child and his/her name is not on the card, the office **WILL NOT release** your child to that person.
- 3) The only adults to whom students may be released are parents, legal guardians and those listed as emergency contacts on the Registration Card. In the case of family separations and custody issues, court documents will be needed in order to remove a parent from the student's emergency information. Any disputes between parents will be referred to law enforcement.

### **TOBACCO-FREE SCHOOL/SMOKING**

Ample evidence has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in accordance with state and federal law, as well as Ceres Unified School District Policy, Don Pedro Elementary prohibits the use of tobacco anywhere and anytime on district property.

### **WELLNESS POLICY/SNACKS**

Non-nutritious snacks in the classroom are limited. All refreshments must be pre-packaged. Teacher notification and approval must be reached before any whole class snacks are brought to the school. Individual birthdays are not typically celebrated in class and may not interrupt instructional time

