

Attendance

Consistent attendance is essential. Students are expected to attend class every day. California state law requires daily attendance and holds parents responsible for student attendance. Absences are excused only when a child is out because of:

- Illness
- Quarantine
- Medical appointment for student
- For the purpose of attending the funeral of an immediate family member
- Attending school sponsored events

If a student is absent for any other reason, the absence is recorded as unexcused. More than ten absences in a school year are considered excessive and will be referred to the School Attendance Review Team. After fifteen days of unexcused absences a referral will be made to the District School Attendance Review Board. The process will include the following:

- Three absences (First Letter to parents)
- Six days of unexcused absences (Second Letter to parents)
- SART notices/ meetings
- Fifteen absences (Third letter to parents and notification to Youth Services)
- Please send a note or call the school office to report an absence. At the end of the year, students with perfect attendance will be recognized.

Perfect attendance means no days absent, no tardies, and no early dismissals from school.

Breakfast Program

Students may eat breakfast beginning at 8:20 a.m.

Student Cost:

Breakfast: \$ 0.85
Lunch: \$ 1.50
Ice Cream: \$0.40
Milk: \$0.35

Adult Cost:

Breakfast: \$1.25
Lunch (a la carte): \$1.30
Lunch (with milk): \$2.75
Lunch (without milk): \$2.25

Bus passes and Bus Conduct

Elementary school students are eligible for bus transportation if they live more than one mile from their school site or CAPPED to another school due to overcrowding. Parents will be notified of bus routes, times, and the nearest bus stop by the District Transportation Department (909) 388-6125. A bus pass will be given to the student at the school site. Students will need to show this bus pass to the bus driver each time they enter the bus.

Proper student behavior is required at the bus stop and while the student is on the bus. School rules apply to the students while riding the bus and at the bus stop. The bus driver will make referrals for student behavior, and these referrals may result in the loss of bus privileges.

Cell Phones

Students may carry on campus a cell phone for emergency purposes only. The phone must remain off during school hours. Students abusing the privilege on campus with text messaging, making or receiving phone calls, loaning a cell phone to a friend, prank calling or District Education Code violations related to cell phone use will not be permitted to

carry phones on campus. Parents will be notified as to any violations a student may incur regarding campus and District cell phone use policies.

Change of Address

Please notify the school when there is a change of address, telephone number or emergency contact. This is not only the law, but for your child’s safety in the event of an emergency. In cases where you move out of our attendance area you will need to call/go to the District’s Enrollment Center to change your address. (909) 891-1000 (140 Carousel Mall)

Child Abuse Reporting Responsibilities

Under California Law, school employees are required to report known or suspected instances of child abuse.

Complaint Procedures

While we are committed to providing each child with the opportunity for academic achievement, differences may occur. You are encouraged to bring concerns to the attention of the teacher or administration.

The San Bernardino City Unified School District in compliance with Title V of the California Code of Regulations, Uniform Complaint Procedures, is committed to providing an internal process for any individual, including a person’s duly appointed representative or an interested third party, public agency, or organization, to file a written complaint alleging violation by the district of federal or state law or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any assistance from the state.

Any individual, including a person’s duly authorized representative or an interested third party, public agency or organization, may file a written complaint to Adult Basic Education, Child Nutrition, Child Care and Development

Programs, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Special Education, and unlawful discrimination alleging a violation of state or federal law or regulations governing educational programs. Filing a Complaint under the Uniform Complaint Procedures:

1. The complaint must be filed with the District’s Affirmative Action Office no later than six months from the date the alleged discrimination or illegal harassment (including sexual harassment) occurred. There are exceptions that may extend the timeliness of filing a complaint.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate.
3. The investigation of the complaint will be initiated and completed within sixty days from the receipt of the complaint by the Affirmative Action Office. The time period may be extended under certain circumstances.
4. The Affirmative Action Office’s determination on the merits of the complaint will be put in writing and issued to the complainant.
5. The complainant has the right to appeal and/or review the Affirmative Action’s Office’s decision through the appeal process. Any complaint may appeal the District’s decisions to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District’s decision.
6. Nothing in the District’s complaint procedure will preclude the complainant from pursuing other available civil remedies. The Affirmative Action Office has information available on local civil remedies and the timeline for seeking legal remedies in discrimination complaints.
7. The District prohibits retaliation in any form for the filing of a complainant, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.

8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education

For further information on any part of the complaint procedure, including filing a complaint, please contact Marie Arakaki, Affirmative Action Officer, San Bernardino City Unified School District, 777 N. F Street, San Bernardino, California 92410, (909) 381-1122 .

Course of Study

The San Bernardino City Unified School District is always working to improve what and how students are taught. One way this has been done is through the development of curriculum for each of the following subjects: Language Arts, Mathematics, History/Social Science, Science/Health, and Physical Education. Each curriculum is reviewed to ensure that it meets the guidelines established through the California State Standards. This course of study is available for review at the Board of Education located at 777 North F Street, San Bernardino, CA 92410.

Discipline Plan

According to Board Discipline Policy No. 5140, it is the intent of the Board of Education that safe and orderly campuses will be maintained and that the rights of all students will be protected. It is their belief that the chief purpose of disciplinary action is to change pupil behavior and that, except as provided otherwise by law, milder forms of discipline should be administered before more stringent steps are taken.

It is the Board's desire that removal from school be used only if other means of correction are not feasible or proven

to be effective. However, the Board also recognizes, as does the law, that certain dangerous and/or disruptive kinds of behavior cannot be tolerated and those who engage in such behavior must be expelled from the schools of the District until there is evidence of a satisfactory adjustment.

In the event that disciplinary action is required, Parkside Elementary School will adhere to the District's Progressive Discipline Matrix for disciplinary procedures. The consequence of a rule violation will be appropriate for the ages of the pupils involved. The consequence of a rule violation will be appropriate to the severity of the offense and will consider the circumstances surrounding the individual case. Repeated violations will result in more severe consequences. The following interventions may take place depending on the situation:

- Counseling with the student
- Parent contact
- Written notification (Student Discipline Referral)
- Parent conference
- Parent to attend school
- Confiscation of restricted items-to be returned at a later date to the parent/guardian
- Behavior contract
- Student Study Team meeting
- Detention
- Restricted activity
- Counselor intervention
- In-house suspension
- Suspension
- Recommendation for expulsion

Suspensions are generally for a short term, ranging from one to five days.

Each student will be responsible for understanding and following the rules and regulations for his/her classroom, school, and the District. The student shall respect the valid authority of all

members of the school staff while on campus or while attending school functions. The student shall come prepared for class and shall respect the rights of other pupils to learn and if the student fails to do so, the student will be disciplined in accordance with the California law, District Policy, and the rules of the school. The student will pursue, in a satisfactory manner, the required course of study in which he/she is enrolled.

Dismissal Procedures

Dismissal times for school remain according to the following bell schedule:

Regular Day

| | |
|--------------|------------|
| Kindergarten | 12:10 p.m. |
| Grades 1 – 6 | 3:30 p.m. |

Modified Day/ Minimum Day

| | |
|--------------|------------|
| Kindergarten | 12:10 p.m. |
| Grades 1 – 6 | 1:00 p.m. |

Parents or guardians who desire to pick up their children earlier than dismissal times listed must first present valid identification, complete and sign an early dismissal form in the front office. Upon approval the individual student’s classroom teacher will be called to allow the child to walk to the office.

Individuals who are not listed as a legal parent or guardian, or who are not listed on the student’s emergency card will not be allowed to pick up the child from school early. Individuals who appear on campus earlier than fifteen minutes prior to the release of students may be asked to wait in the office, or sit in designated areas (MU Room outdoor benches, picnic benches under the canopy by the office) to await the release of students. This rule applies to any sibling of a student sent by their parent or guardian to pick up a younger brother or sister from school.

Any individual who disrupts the learning environment on campus, the peaceful operation of school business on campus, or who demonstrates threatening behavior and language towards students and staff members on campus may be asked to wait in the designated areas, or to leave campus by site administration.

Disaster Preparedness

Schools in the San Bernardino City Unified School District are required to have a disaster plan in readiness in the event of emergencies such as an earthquake, food, fire, chemical spill, etc. Each classroom is equipped with a disaster packet outlining steps to be taken in the event of an emergency situation. The entire staff has been trained in the necessary procedures. In the event of a disaster, students would remain at the school site under the care of school personnel and would be released only to a parent or other person listed on the emergency card. We are prepared to care for the children for 72 hours.

Dress Code Policy

Parkside Elementary School requires that all students adhere to District Policy # 5220 which requires that all students dress in a manner that does not distract from the learning environment. Please read the following limitations in order to avoid any apparel that violates this policy. The following dress/items or styles **WILL NOT be allowed at school.**

- Backless shoes (Open toed shoes **may not** be worn during PE.)
- Flip Flops or bedroom slippers
- Overalls with straps or suspenders hanging down
- Sagging pants
- Revealing clothing, unnecessarily exposing the body-such as low neckline or cropped jerseys, shirts/blouses that expose the waist area, tank tops that overly expose the upper body or have spaghetti straps.
- Muscle shirts (traditionally underclothing)

- Clothing that displays profanity, demeaning words, racial slurs, vulgar or offensive images and/or remarks
- Any clothing or manner of dress, including footwear and laces, reflecting possible gang affiliations
- Items which suggest/support drugs, alcohol, or tobacco.
- Dangling (long) earrings and face piercing.
- Bandanas, Du rags (modified head covering with a portion hanging down the back), hair nets (Exception: school cafeteria workers) or plastic perm caps
- Sports hats/caps, hoods, (Sun-protective head coverings or rain caps may only be worn during inclement weather) while outdoors.
- No shoes with wheels
- Pajamas, lounge pants
- No oversized belt buckles

Emergencies

In the event of an accident or emergency during school hours, it is important that we have accurate and up to date family information. It is vital that you update phone numbers, addresses, and emergency contact information when a change occurs. In the event of an emergency, students will only be released to an authorized adult or an authorized emergency contact.

Family-School Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through a structured curriculum alignment program that promotes student mastery of the current California State Standards.
- Maintain high expectations to promote student mastery and achievement.
- Communicate regularly with families about student progress.
- Provide a safe learning environment on campus.
- Participate in professional development opportunities that improve teaching, learning, and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision -making processes between parents, students, colleagues and the community which help promote student achievement.
- Respect the school, students, staff, and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school on time and prepared to learn.
- Bring necessary material, completed assignments, and homework.
- Know and follow school and class rules.
- Communicate regularly with parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff, and family.

Family/Parent Pledge

I agree to carry out the responsibilities to the best of my ability:

- Provide quiet time and a place for homework.

- Encourage my child to read every day for 20-30 minutes each day.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Attend parent-teacher conferences.

Field Trips

Student attendance on school sponsored field trips must first be approved by the classroom teacher, have written approval on file via a signed field trip permission slip from a legal parent or guardian, and obtain approval by school site administration. No verbal approval, hand written note, memo from an emergency contact other than the legal parent or guardian will be accepted as permission for a student to attend a field trip. Permission slips must be turned in at least twenty-four (24) hours in advance of the field trip. Permission slips turned in late (the day of the event) from parents or guardians will not be approved by site administration for students to attend.

Actions that would prohibit a student from attending an approved school field trip would include violations incurred during the current school year against SBCUSD Education Code Policy, documented actions demonstrated against school site rules, documented unpaid school library balances, documented current school bus violations, or have posed a documented threat to personal safety, or the safety of other students.

All parents interested in becoming a chaperone for school sponsored field trips must obtain and have on file District health clearances from tuberculosis and School Police records check. Additionally, parent chaperones must obtain classroom teacher and written school site administrator approval before attending a field trip event.

A minimum of forty-eight (48) hours in advance of the field trip an approved parent chaperone will be given from the classroom teacher a list of students under his or her direct supervision, a list of emergency contact phone numbers covering the school site, District Transportation and School Police Departments, itinerary information which will include estimated arrival and departure times, meeting places for loading and unloading of students scheduled restroom breaks, lunch time, and student head counts.

First Grade Physical Requirement

California State Law(Health and Safety Code, Section 323.5,324.5) requires **all students have a physical examination for entry into first grade. Students will not be placed on a class list until a copy of the physical is turned in to the office. (Students may risk being CAPPED to another school site.)**

Health Services

When an accident or illness occurs at school, treatment is given and the parent is notified. In the event of a medical emergency where a parent or guardian cannot be located, 911 will be called and the appropriate emergency personnel will administer care. Parents are responsible for the cost of transporting students when 911 is called. Since the school does not have facilities or staff to care for sick children for extended periods of time, a child who is not well enough to participate in the classroom may not remain at school. This is not only in the best interest of your child, but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. In addition, you are urged to update emergency information whenever changes are necessary.

Homework Policy

The staff at Parkside Elementary School believes that homework can be used as an integral part of the educational process. We are currently in the process of reviewing our homework policy to ensure uniformity among the teachers and grade-levels.

Immunization Requirements

As of July 1, 1999, all students entering the seventh grade are required to have three doses of Hepatitis B vaccine and two doses of a measles-containing vaccine (usually given as MMR).

Inclement Weather

Parkside Elementary School recognizes its responsibility to protect the health of students from risks posed during periods of inclement weather such as extreme heat, cold, rain, or smog. During these times, outdoor activities will be curtailed and students will remain indoors. This includes physical education periods and recesses. Alternate activities may take place indoors during designated times under adult supervision. Students will be permitted to go to the bathroom and get drinks at specified periods throughout the day.

Independent Study Program

Occasionally, situations arise when parents or guardians must be away from home and students away from school for a few days. An independent Study Contract can be written for children who will be out of school for more than 5 consecutive days. If this should occur, parents should make prior arrangements with their child's teacher and school office staff in order to have the child participate in the Independent Study Program during this absence. This will allow the student to keep up with his/her work. ***Teachers and office staff must be notified at least two weeks prior to your departure so that they have time to assign meaningful student work.**

Lunch Program

The San Bernardino City Unified School District participates in both the National School Lunch and School Breakfast Programs. Monies for these programs are provided by the Federal and State governments. Meals are available at no cost for those students who qualify according to the guidelines established by the United States Department of Agriculture. New applications must be filled out yearly. Due to USDA regulations, all meals must be consumed by the students within the school cafeteria. Breakfast and Lunch are available each day students attend school. The regular cost of breakfast is .75 per meal and the regular cost for lunch is \$1.25 per meal. **Due to limited space in the cafeteria, parents/guardians are requested to wait outside the cafeteria while their child(ren) eat.**

Newly enrolled students will need to complete an application and return it to the school office as soon as possible. Until the application is received, processed, and an eligibility determination is made, your student will be required to pay for their meals. This is a requirement of the USDA, the governmental department that oversees the National School Lunch Program.

If you have any questions regarding your household meal application, please contact the Nutrition Services Department at (909) 881-8008.

Lunch Procedures

The following procedures are to be followed on a daily basis:

1. Teachers will walk their students to the cafeteria.
2. All lunch tickets are to be purchased before school in the cafeteria.
3. Due to limited space in the cafeteria, parents/guardians are requested to wait outside the cafeteria while their child(ren) eat. **Exception: Parents/ Guardians of kindergarteners may sit with their children in the cafeteria throughout the year.*

Student Responsibilities:

1. Students are to stand quietly in line and follow the directions of the school personnel.
2. Students must enter in their lunch number then proceed to get their lunch tray.
3. Students are to sit in the assigned area as directed by the school personnel.
4. Students are never to throw food.
5. Students are to clean up after themselves (this includes the top of the table and underneath).
6. Students are to raise their hands when they are ready to be excused.
7. Once released, students are to walk to the trash cans and empty their trays. They are then to proceed to the playground. Once on the playground, students may not return to the lunch area without a pass from a noon supervisor.
8. No food is allowed out of the cafeteria.

Students are to be courteous and follow the directions of the supervising adults at all times. Behaviors such as loud noises, throwing food, rude comments, foul language, etc. will not be tolerated and may warrant disciplinary action.

Medication

Legislation prohibits schools from giving medication to students without a medical statement from a doctor. In order for authorized school personnel to administer medication to any child, a form must be completed and returned to the school office.

1. It is the parent’s responsibility to have the “Physician’s Request for Medication”(HE-24) completed by the doctor and returned to the school before medication can be given.
2. The parent must sign the “Parent Request” portion of the medication form.

3. The parent is to request an extra prescription container from the pharmacy to ensure that the medication is properly labeled and is what the physician prescribed. No medication may be dispensed unless it is in an original prescription bottle.
4. No over-the –counter medication (cough syrup, aspirin, Tylenol, etc.) can be dispensed without the “Physician’s Request for Medication” form being completed by the physician.
5. If a child needs medication and the form as not been completed, the parent must then come to school and administer the medication to the student.

Parent must bring new medication or refill to school, count out pills and sign along with staff member that medication was received. **STUDENTS CANNOT BRING MEDICATION**
The unused portion of medication will be discarded before the last day of school.

Nondiscriminatory Harassment Policy

Purpose: To prevent discriminatory harassment in the educational environment. Our school counselor reviews this policy every year, with upper grade students (grades 4-6) during the first month of school.

1. Policy Statement:

The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination in accordance with applicable state and federal laws. This non-discriminatory learning environment is for the benefit of all District students and all students are expected to fully comply with this policy. Additionally, non-District students who have contact with the District’s students are expected to conduct themselves in accordance with this Policy. Absolutely no one is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory learning environment, the District maintains a strict policy

prohibiting sexual harassment and harassment based on race, color, sex, religious creed, national origin, ancestry, disability, or handicap in accordance with applicable state and federal laws. This policy prohibits all forms of discriminatory harassment through any means, including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement), or visual (including leering, cartoons, drawings, magazines, notes, letters, or posters).

This policy prohibits all conduct by which any student, because of race, religious creed, color, national origin, ancestry, disability, handicap, or sex is subject to unwelcome, offensive, intimidating, oppressive, or otherwise interfering harassment.

2. Sexual Harassment:
All of the forgoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for favors, and other verbal, nonverbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of substantially interfering with academic performance or creating an intimidating, hostile, or offensive learning environment.
3. Enforcement:
Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the District and proven by school officials that such student has engaged in conduct prohibited by this Policy.

4. No Retaliation:
No student shall be retaliated against, in any manner, for reporting conduct which he/she believes to be a violation of this Policy, for participating in an investigation of a possible violation of this Policy, or for using the District's Complaint Procedure.
5. Complaints:
Individuals who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or the District's Affirmative Action Officer.
**Adopted by the Board of Education: July 6, 1993*

Nonsmoking Policy

The Board of Education of the San Bernardino City Unified School District recognizes the increasing evidence of health hazards resulting from the use of tobacco products. The District has adopted a tobacco-free policy that applies to all District facilities. Therefore, Policy No. 3520 states that no school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities, or while under the supervision and control of school district employees. Violation of this policy may result in suspension. Smoking and use of tobacco products by employees and visitors is prohibited on all District property and in all District vehicles. The District will make available to employees and students a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using other tobacco products. Noncompliance can result in visitors being barred from campus and/or arrested for the interruption of the Educational Process (PC 626.4)

Parental Involvement

The staff at Parkside Elementary School recognizes the important role that parents play in the education process. Formal opportunities for parent involvement include participation in the

School Site Council, Parent Teacher Association, District Advisory Council and the English Learner Advisory Council. Informal opportunities for participating in the education process are fieldtrip supervision, volunteer opportunities, family nights, donations, extra-curricular activities, and Career Day to name a few.

All parent volunteers working directly with students are required to complete an application for service as a volunteer, obtain both District tuberculosis and School Police record clearances (**Policy No. 1240**). Volunteer applications can be obtained through the front office on campus.

All parent volunteers desiring to work directly with students must receive both teacher and final written approvals from the school site administration before assisting students.

Parent volunteers are not permitted to disrupt the educational process on campus, disrupt classroom instructional strategies or minutes. Additionally, under the **Family Educational Rights and Privacy Act of 1974**, correct or file student work, preview student academic, attendance and disciplinary records, or obtain access to student Cumulative file records.

Volunteer hours are logged and maintained monthly in the front office. **ALL Volunteers must sign in at the office and wear an identification badge.**

Parent/Teacher Conferences

Teachers formally meet with parents two times to discuss the academic progress of their children. The third trimester conference is generally used if a parent has missed one or two of the previously held conferences.

Parents may request a formal conference with the classroom teacher prior to the start of the school day

(8:40 a.m. – 8:50 a.m.), the end of the school day (3:30 p.m. – 3:45 p.m.), or upon the approval of site administration during the school day, if at all possible.

Parties/ Celebrations in class

Classroom parties or celebrations must have approval from both the classroom teacher and written approval of school site administration. Classroom parties or celebrations must not conflict with District policy regarding required daily instructional minutes. Additionally, food and drinks served to students must follow the Coordinated School Health and Wellness Policy (Senate Bill 677, SB965), and Nutrition Services Food and Beverage Guidelines (EC Section 49431, 49431.5).

Food and beverages not approved by either Senate Bills or Nutrition Services policies stated will not be served to students on campus at anytime during the instructional day. These items would include foods that are home made, unwrapped, cookies, chewing or bubble gums, pies, cakes, brownies, candy, sodas, coffee, energy drinks, etc.

Nutrition Services policies are on file within the front office and are available for parent perusal upon request. If you have questions regarding the Coordinated School Health and Wellness policies, or what is allowable to bring to school, contact school site administration for

In order to stay within both California State and District policy, Parkside Elementary School is encouraging classroom gifts to take the forms of pencils, pens, erasers, stickers, 100% fruit juices, and fruit or vegetable trays.

Pets

The Board of Education Policy 6163.2, San Bernardino City Ordinance (leash law), and California Civil Code 3342(a) govern pets and animals on campus during the operation of the regular school day hours. Animals may be brought to school for educational purposes, subject to school site administrative approval, as well as rules and precautions specified in regulations related to health, safety, and sanitation.

All animals approved by site administration need to be restrained by a leash or other appropriate restraining device, and the leash/device must be held by and under control of a competent person at all times.

The disruption of the campus educational process, administrative process, or other campus function by the animal requires that the animal be removed from the school property immediately by the owner or handler.

PTA

The Parent Teacher Association generally meets on the fourth Tuesday of each month at 3:45 p.m., in the Multi Use room. Information can be obtained through the front office if you are interested in becoming a PTA member, attending monthly meetings, or participating in PTA sponsored events.

Report Cards

You will receive three (3) report cards during the school year. The first two report cards are provided to you as part of the parent/teacher conference. The final report card is given to the student on the last day of school (at dismissal time)

School Hours

Regular Day

Grades 1-6 8:50-3:30
Kindergarten (AM 8:50-12:10)

Minimum Day/ MOU Thursdays

Grades 1-6 8:50-1:00
Kindergarten (AM 8:50-12:10)

***Thursdays are MOU Staff Development Days. Students in grades 1-6 will be dismissed at 1:00.**

School Rules

The school rules have been developed to ensure fair play, safety, acceptable and appropriate behavior, and high standards for student control.

Parkside Elementary School Students

- **Be Safe!**
- **Be Responsible!**
- **Be Respectful!**

2008-2009 Rules

1. Students are to obey all classroom, playground, and school rules.
2. Students are to show proper respect for all students and adults.
3. Students are not to arrive on campus before 8:20 A.M. unless they are attending tutoring, intensive instruction, or other school related activities.
4. No loitering is allowed on the grounds before or after school.
5. Bus students are to come on campus immediately upon their arrival.
6. Students are not allowed in the office or health office unless a pass has been issued by an adult or staff.

7. Students must get the teacher's for permission to leave the class, sign the in/out classroom log, and take a hallway pass. Students may use the school phone for emergency purposes only and must have the permission of a staff member.
8. Students may not leave campus unless a parent or guardian has first signed them out in the office.
9. No gum, candy, Lucas, or soda's are to be brought to school.
10. Students are not to bring balls, bats, toys, iPods, or other play equipment/games from home. This includes electronic games, radios, tape/CD players, etc.
11. Cells phone may be carried for emergencies but must be turned off during school hours.
12. Students may not bring felt tip markers, sharp objects, fireworks, or any toy resembling any type of weapon such as a gun or knife.
13. No campus loitering is allowed between or around buildings throughout the day.
14. Students are to remain within the designated playground areas during recess time. All playground equipment is to be used properly.
15. Students are to use the bathroom facilities and/or the drinking fountains during recess and return directly to the playground for the remainder of the recess.
16. Fighting, threatening, cursing, teasing, or throwing of objects will not be tolerated. Students are to keep their hands and feet to themselves.
17. Students are to seek help from an adult on duty when a dispute or violation of the rules occurs. Problems are not to be solved by physical means.
18. Playground problems not resolved by the yard duty supervisors will be referred to the students' teachers for further disciplinary action.
19. Students are to stop playing immediately when the bell rings. They are to "freeze" and then walk to their lines when the whistle is blown.

20. No motorized vehicles, skates, skate boards, shoes with wheels, or scooters of any kind are allowed on school property.
21. Students are allowed to ride their bicycle to school. Students must wear a helmet and must bring a lock so that the bicycle can be secured on the bike rack. Bicycles must be walked on and off campus (safety issue). Non-Parkside students are not allowed to use the designated bicycle area to secure their bicycles.
22. During meal times, all food and/or drink items are to be consumed in the cafeteria area. Students are to clean their area and raise their hand to be dismissed from the tables by school personnel.
23. During designated physical education instruction, closed toed shoes are to be worn at all times.
24. Activities deemed unsafe will be discontinued by staff members.
25. Students are not to deface, mark, graffiti, or damage books, school property, or the property of others.
26. Students are not to bring any items of value or any money unless participating in a school sponsored function. The school will not be responsible in the event that any items are brought to school and are misplaced, damaged, or taken.

Student Records

The Family Educational Rights and Privacy Act of 1974 established the rights of parents or legal guardians to inspect, review, and challenge student educational records. School records include all verified information such as health records, test records, discipline attendance records, etc.

Student Success Team

In an effort to meet the needs of all of our students at Parkside Elementary, we have established a Student Success Team. The team is made up of school personnel and the parent(s) and/ guardian(s) of the student who may need additional support to ensure that your child is achieving academically. As we meet together, we will have the opportunity to make recommendations toward a

plan with specific educational and/ or behavioral strategies and goals for your child. Please call school administration with any questions regarding Student Success Teams.

Visitors

Visitors on campus are required to report directly to the front office. They must sign their first and last names, show identification, state their business intention and their estimated duration of stay to the office personnel. Upon approval from site administration, visitors will receive an identification pass.

The visitor policy applies to anyone seeking to deliver items to students and staff within the classrooms during school day operations. This includes birthday gifts, backpacks, clothing items, schoolwork, etc.

All individuals who appear on campus for either personal or professional reasons are expected to comply with California State Educational Codes (EC 32210 – 32212, 44811), California State Penal Codes, and SBCUSD Board Policy. Violations of either codes or failure to comply with Board Policy may constitute a trespass on campus. In the event that any violations of Educational Codes, Penal Codes, or Board Policy school site administration may request the assistance of school police.

Volunteers (Policy No. 1240)

Volunteers serving on a regular basis at District schools and all volunteers not a parent, guardian or a close relative of a student at the school of service shall:

1. Complete an application for service as a volunteer in the District including notice and authorization for the School Police Department to conduct an automated criminal records check;
2. Submit to a criminal record clearance by the School Police Department through automated records check;

3. Provide evidence no more than sixty (60) days before or seven (7) days after volunteer service begins that they have been tested for and are free from active tuberculosis.
4. No volunteers under the age of eighteen will be allowed to work with students directly, unless their service is related to District or school sponsored activities.
5. All volunteers desiring to work directly with students must receive classroom teacher permission and final written permission from school site administration before assisting students.
6. Parent volunteers are not permitted to disrupt the educational process on campus, disrupt classroom instructional strategies or minutes. Additionally, under the Family Educational Rights and Privacy Act of

1974, parents are not allowed to correct or file student work, preview student academic, attendance, disciplinary records, or obtain access to student Cumulative file records.