

# Birney Tech Academy



## Parent/Student Handbook 2018-2019

**BIRNEY TECH ACADEMY**  
**“Young minds doing great things”**  
8501 Orange Ave. Pico  
Rivera, CA90660  
(562)801-5153  
<http://be.erusd.org>

WELCOME TO BIRNEY TECH ACADEMY!

The purpose of this handbook is to inform both parents and students of the everyday procedures and general policies of Birney Tech Academy. We hope to promote understanding and cooperation between home and school by working together, as a team, to insure your student's success.

Parent involvement is encouraged, whether the task is small or large. Your child's progress will be greatly affected by how well we work together. Parents who are involved and communicate regularly and effectively with their child's teacher usually find that their child works harder, feels more confident, and does well in their school work. You are encouraged to volunteer for classroom and school-wide events. Please also consider joining our Parent Teacher Organization (PTO) and/or our Birney Dad's Club. Both parent organizations support and sponsor many important and exciting events for the students and families throughout the school year. Participation in the School Site Council is another great way to stay involved in our school and be part of the decision making process of our community.

As a staff, we are committed to providing all of our students with a challenging curriculum and well-rounded educational program designed to meet their individual needs. We will make every effort to insure that 2018-2019 is a productive and enjoyable year for all.

Sincerely,

BirneyTechAcademyStaff

## School Information

### OFFICE AND SUPPORTIVE STAFF

Principal	Mrs. Sandra Gallegos
Secretary	Mrs. Blanca Ramirez
Health Clerk	Mrs. Lizette Salazar
Digital Learning Coach	Mrs. Olivia Oliver
School Psychologist	Ms. Natalie Godoy
Speech Therapist	Mrs. Lorena Muro
Library Media Tech.	Mrs. Virginia Tovar
Head Custodian	Miss Crystal Ibarra
Cafeteria Manager	Mrs. Jennifer Bustillos

**SCHOOL HOURS:** 7:00 AM TO 2:45 PM

**OFFICE HOURS:** 7:30 AM TO 4:00 PM

### REGULAR DAY SCHEDULE

#### Kindergarten

8:15 – 9:40  
9:40 – 10:00 (Recess)  
10:00 – 11:35  
11:35 – 12:20 (Lunch)  
12:20 – 1:25  
1:25 – 1:45 (Recess)  
1:45 – 2:05

#### Grade 1

8:15 – 10:00  
10:00 –  
10:20(Recess)  
10:20 – 11:45  
11:45 – 12:30  
(Lunch)  
12:30 – 2:40

#### Grades 2 and 3

8:15 – 10:00  
10:00 –  
10:20(Recess)  
10:20 – 12:15  
12:15 – 1:00 (Lunch)  
1:00 – 2:40

#### Grades 4 and 5

8:15 – 10:30  
10:30 –  
10:50(Recess)  
10:50 – 12:45  
12:45 – 1:30 (Lunch)  
1:30 – 2:45

### MODIFIED/MINIMUM DAY SCHEDULE

#### Kindergarten

8:15 – 9:40  
9:40 –  
10:00(Recess)  
10:00 – 11:00  
11:00 – 11:45  
(Lunch)  
11:45 – 12:05

#### Grade 1

8:15 – 10:00  
10:00 –  
10:20(Recess)  
10:20 – 11:35  
11:35 – 12:05  
(Lunch)  
12:05 – 1:05

#### Grades 2 and 3

8:15 – 10:00  
10:00 –  
10:20(Recess)  
10:20 – 12:05  
12:05 – 12:35  
(Lunch)  
12:35 – 1:05

#### Grades 4 and 5

8:15 – 10:30  
10:30 –  
10:50(Recess)  
10:50 – 12:35  
12:35 – 1:05 (Lunch)

### VISION STATEMENT

Our vision is to be able to provide and develop a foundation for future academic years; to develop digital readiness, digital citizens, and technology competence; and to maximize our physical environment in order to allow and facilitate creativity and innovation.

### MISSION STATEMENT

The mission of Birney Tech Academy is to create a challenging learning environment that promotes excellence, encourages high expectations for success through rigorous curriculum, and promotes a safe, caring and supportive school environment that will prepare students to become lifelong learners to succeed academically, intellectually, socially, emotionally, and culturally through the support of our parents, teachers, and community members.

### STUDENT PLEDGE

Every day I will be a R.U.F.F.S. and PAX student  
I will be respectful,  
Take responsibility,  
And always be safe.

## School Policies

### **AERIES PARENT PORTAL (NEW - COMING SOON!)**

The Aeries Parent Portal will be available within the first few weeks of school. It will be our online system for registering new students, and for viewing and updating current student demographic data, emergency contact information, and medical history information. More information will be provided as the system becomes available to parents.

### **ATTENDANCE**

Maintaining good attendance is imperative to student success and achievement in school. **Students are expected to attend school daily on time.** Students and classes are recognized for outstanding attendance with daily, weekly and trimester incentives.

ABSENCES- When students are absent; please notify the office by either phone (562)801-7600 or a written note as soon as possible. The note must include: the student's first and last name, the date(s) of absence, reason for absence, and the signature of a parent or guardian.

Whenever possible, please schedule appointments before or after school. Students are expected to come to school before and/or after the appointment if they would receive at least one hour of instruction. If for any reason, your child is ill and needs to be out of school more than two weeks, please let us know immediately so we can work with you to make appropriate arrangements.

LONG ABSENCES DURING THE YEAR- Please note that we will drop students from school who undertake long absences during the year. This will not apply to absences for medical reasons. This applies to students that are out of the area traveling with their parents or staying with relatives in a different location. Upon your return from an extended absence, you will need to re-enroll your child, and we may need to place him/her in a different classroom depending on space limitations. **We ask that parents make every effort to plan vacations and other activities during non- school time.** When students miss two or three weeks of school during the year, they get behind in their schoolwork and it is impossible to make up this lost instructional time.

STUDENTS LEAVING SCHOOL EARLY- Parent requests for children to leave during the school day should be in person. The child will be released from the classroom **when you arrive** to minimize missed class time. Before a child can be released, a parent or an authorized person (individual must be listed on the emergency card) must sign the child out in the front office. No one under the age of 18 will be permitted to remove a child from the campus. To ensure the safety of our students, a picture form of identification will be required of individuals signing students out.

TARDIES- **School begins at 8:15 AM for all grades.** All students must be at school on time. Tardiness is regarded as a serious problem. Tardiness is not only a challenge to the late student who will find it hard to orient him/herself in a class that has already started, but is also disruptive to the classmates who were at school on time and are already engaged in learning. Students who are tardy must report to the office to receive an admittance slip to class. Every effort must be made to get your child to school on time every day.

TRUANCY- **A student is considered truant who has three full days of unexcused absences or has three unexcused tardies of more than 30-minutes each in one school year or any combination thereof.** If a student is late 30 minutes or more, a parent or an adult must come into the office with him/her to sign the student in.

## **EMERGENCY INFORMATION**

It is very important that the school office has each student's current address and home/ cell /business telephone numbers of parents at all times. The school also needs the names and phone numbers of adults that are authorized to pick up the student in case of emergency and/or illness if the parent is unable. It is critical that emergency information is updated and current at all times. If there is a change, please notify the teacher or office. We will not release students to anyone not listed as an emergency contact. If you share custody of your child, please fill out individual cards and notify the office.

## **COMPACT – STUDENT, PARENT, TEACHER PLEDGE**

Schools receiving Title 1 funds are required to implement a student-parent-teacher compact that outlines how parents, the student and school staff will share the responsibility for student achievement. You, your child and your child's teacher will all sign this pledge. It is important to the success of students that all who sign the compact take their responsibility seriously. We encourage you to read it, discuss it with your child, and refer to it frequently throughout the school year. You will receive a copy of this pledge at the start of the school year.

## **EARLY RELEASE WEDNESDAYS**

Every Wednesday afternoon is designated as a Professional Development afternoon.

- Students in TK and Kinder will be dismissed at 12:05 pm
- Students in grades 1 through 5 will be dismissed at 1:05 pm

This provides teachers time to collaborate on lessons and activities, attend training sessions, and look at ways in which we may improve the educational program offered to students. It is imperative that you pick your child up promptly.

## **CLOSED CAMPUS**

In order to keep our students in a supervised, safe, and orderly environment, the school has been established a "closed campus". The campus gates will be locked between 8:15 and 2:45 daily (1:05 on Wednesdays). All visitors are required to register upon coming on campus. Visitor passes will be issued to all registered guests and they must be visible at all times. School staff members and District personnel must have the appropriate ID visible at all times.

## **DISASTER DISMISSAL PROCEDURES**

When a disaster happens, every parent wants to be sure his or her child is safe and being cared for or supervised. The following procedures are designed to get this information to you or to return your child to you as soon as possible. In case of a disaster:

- **DO NOT** telephone the school. The telephone will be needed for emergency communications.
- If possible, walk instead of driving to the school. Driving will only add to the traffic congestion and impedes the progress of emergency vehicles.
- Adults coming on campus to pick up students will be expected to follow student release procedures that are in place. Before releasing a child, the following will be required of the authorized adult on the emergency card to whom the child is released: picture identification, signature, phone number and address.

**PLEASE be patient with our staff as we want to make sure everyone is safe. Students will not be released from school unless the emergency has ended or they are picked up by their parents or authorized person(s).**

Birney has procedures in place and supplies stored in the event of an emergency. For further information on our disaster preparedness, a copy of the school's safety plan is available for your review in the school office.

### **BIRTHDAY CELEBRATIONS**

If you wish to share a **goodie bag or non-food items** (i.e. pencils, erasers, stickers, bubbles, etc.) with your child's class, you must **contact the school office and teacher at least one full day in advance**. No edible treats are permitted due to factors including instructional time and severe food allergies. Any birthday item distributed at school must include all students in your child's classroom. The student will be called from the classroom to pick up the items at the discretion of the teacher. Balloons and/or flowers are not permitted in the classroom and will not be accepted by the school office staff.

### **BREAKFAST/LUNCH AT SCHOOL**

Meals may be purchased daily. Exact change is recommended, or prepaid online through <https://paypams.com/>. Paypams.com offers a secure transaction that accepts VISA or MasterCard as a means of adding money to your child's meal account (see [erud.org](http://erud.org) website for details).

**FREE OR REDUCED PRICE MEALS**- If your child was receiving a free or reduced price last June, he/she will receive the same benefits during the grace period, but a **new application must be completed and processed prior to September 1 to continue receiving this benefit**. It takes approximately 10 business days to process the application after receipt at the district. Beginning September 1, if your application has not been processed you will need to begin paying full price for breakfast and lunch. **We have devices available in our office to help you fill out the application on-line.**

We encourage all households to complete a meal application. It benefits the students by ensuring a nutritious meal that contains one-third of the recommended dietary allowance of necessary nutrients at the lowest possible price.

The number of applications that are returned and approved can also help and affect how much funding our school gets to help students meet academic needs.

**BREAKFAST/LUNCH**- Breakfast is served in the cafeteria, beginning at **7:15 AM**. We encourage you to take advantage of this breakfast program. Check our District website for cost. Those who qualify for free or reduced lunch will also qualify for free or reduced breakfast. The price for school purchased lunches is on our website, including milk. We encourage all students to prepay for lunch and/or breakfast. We ask that packed lunches be sent with students in the morning and do not make it a habit of bringing your child's lunch or money to the office after school begins, this is a disruption to their day. We encourage you to pack a healthy lunch for your child if purchasing is not an option.

### **ANIMALS ON SCHOOL GROUNDS**

For the safety of students, family pets shall not be brought onto the school grounds or into the school office for any reason. Preventing pets from following students to school will also reduce hazards for both the animal and the children.

### **POSITIVE BEHAVIOR INTERVENTION and SUPPORTS (PBIS) PROGRAM**

In an effort to ensure a safe school environment conducive to learning, Birney Tech Academy implements the PBIS Program. PBIS is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning.

Using the most current best practices, strategic teams are trained to positively impact behavior at three

key behavioral tiers: Universal or primary (whole school); Secondary (individual child or group or at-risk children); and Tertiary or Intensive (children with complex needs and behaviors that severely impact the child, school and/or community functioning).

**STUDENT CONDUCT AND DISCIPLINE**

Birney appreciates each child’s uniqueness and encourages both the self-confidence to explore creativity and the self-control necessary for learning.

We expect our students to understand that character and honor are as important as intelligence. The Code of Conduct provides a strong guideline for our students. We must continue to work together to enable our students to be citizens of strong character and self-disciplined people, and to always follow the rules.

- The Birney Way  
**Be Respectful**  
**Take Responsibility**  
**Always Be Safe**



# Birney Tech Academy

## Behavior Expectations



	<b><u>Be Respectful</u></b>	<b><u>Take Responsibility</u></b>	<b><u>Always be Safe</u></b>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Respect privacy.</li> <li>• Lock the door when you are using the stall, then unlock when you are finished</li> <li>• Use PAX voices</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet after used.</li> <li>• Wash your hands</li> <li>• Throw all trash in garbage</li> <li>• Use the bathroom quickly and return to class, quad, cafeteria or playground immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Keep floors and walls dry</li> <li>• Walk in the restroom</li> <li>• One person to a stall</li> <li>• Use all facilities correctly</li> </ul>
<b>Halls</b>	<ul style="list-style-type: none"> <li>• Respect others’ personal space.</li> <li>• Use PAX voices.</li> <li>• Hold playground equipment with both hands.</li> <li>• Keep hands to yourself</li> <li>• Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>• Walk directly to your destination (library, office, cafeteria, tech lab, bungalows, bathrooms, etc)</li> <li>• Stay on the walkway</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands to yourself</li> <li>• Always look straight ahead</li> <li>• Walk at all times</li> <li>• When dismissed to lunch or recess, stay in line and walk with your teacher</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Respond to adults’ directions</li> <li>• Respect other’s personal space</li> <li>• Use PAX voices</li> <li>• Keep your hands to yourself</li> <li>• Raise your hand if you need something</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on eating first</li> <li>• Clean up after yourself</li> <li>• Use table manners</li> <li>• Stay seated until dismissed</li> <li>• Hold your tray with two hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands to yourself</li> <li>• Eat your own food</li> <li>• Walk at all times</li> <li>• Wait to be excused</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Use all equipment correctly</li> <li>• Share equipment</li> <li>• Take turns</li> <li>• Use good sportsmanship</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly after adults’ signal</li> <li>• When in line, use PAX voices</li> <li>• Pick up your belongings before returning to your line</li> <li>• When walking back to line, hold all equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Stay away from unfamiliar adults or animals and tell an adult</li> <li>• Stay in assigned areas</li> <li>• Walk to and from your line</li> <li>• When the bell rings, take a</li> </ul>

		<ul style="list-style-type: none"> <li>• Eat snack in designated area</li> <li>• Pick up your trash</li> </ul>	<ul style="list-style-type: none"> <li>• Kneel, wait for teacher signal, then walk to line</li> <li>• Use only ladders and stairs to go up the equipment</li> <li>• Wait patiently for your turn on the equipment</li> </ul>
<b>Quad</b>	<ul style="list-style-type: none"> <li>• Use PAX voices</li> <li>• Keep your hands to yourself</li> <li>• During pledge, hats off and hand over your heart</li> </ul>	<ul style="list-style-type: none"> <li>• Use concrete walkway</li> <li>• Stay in line by your room number until escorted to class by your teacher</li> <li>• Keep your backpack with you at all times</li> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Hold on to any sports equipment</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Use PAX Voices</li> <li>• Keep your hands to yourself</li> <li>• Stand for Pledge</li> <li>• Ask before borrowing</li> <li>• Keep hats &amp; hoods off</li> </ul>	<ul style="list-style-type: none"> <li>• Come prepared with necessary materials</li> <li>• Keep your backpack outside the classroom</li> <li>• Be on time</li> <li>• Leave prepared with materials needed for homework</li> <li>• Always leave your work area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Ask for permission to leave the room or your seat</li> <li>• Use furniture and material appropriately</li> </ul>
<b>Lab and Library</b>	<ul style="list-style-type: none"> <li>• Use PAX Voices</li> <li>• Keep your hands to yourself</li> <li>• Ask before borrowing</li> <li>• Keep hats &amp; hoods off</li> </ul>	<ul style="list-style-type: none"> <li>• Come prepared with necessary materials</li> <li>• Always leave your work area clean</li> <li>• Follow directions</li> <li>• Close tabs and logout.</li> <li>• Treat computers with care.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Wait to be dismissed</li> <li>• Use furniture and materials appropriately</li> </ul>

**DRESSCODE-** The dress code policy is an important part of Birney's overall goal to maintain standards of excellence for students, not just in dress, but also in all areas. Our goal is to have students dress safely and modestly to maximize learning for all students. This dress program helps establish a business-like atmosphere where students concentrate on their school, not personal issues. Appropriate dress improves student behavior, eliminates outside influences, and supports learning. At the same time, the El Rancho Board of Education recognizes the need to provide a safe and wholesome environment. They have established board policies that prohibit the wearing or display of clothing, jewelry or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive; or which promote the use/abuse of drugs and/or alcohol.

**Extremes in dress and grooming, which are unsafe or bring attention to an individual, affect pupil behavior/attitude and interfere with the school program, will not be permitted.** For a full description of the Dress Code Policy and Board Policies, please visit the School Policies section on our website.

#### **PICK UP AND DROP OFF OF STUDENTS**

There is limited parking for parents and visitors in our staff parking lots. Please do not stop in reserved areas, or park in unauthorized areas, especially those spots reserved for Handicapped parking.

To help with the flow of traffic it is necessary that when dropping off students you stay in your car, pull to the curb of our drop off gate and move forward as traffic allows.

Pick up in the right location. The following gates have been designated for student pick up:

- Kinder – at the corner of Orange Ave and Florpark St.
- TK, 1<sup>st</sup> and 2<sup>nd</sup> – on Orange St. – main school gate
- 3<sup>rd</sup> and Special Education Classes – main school gate
- 4<sup>th</sup> and 5<sup>th</sup> – on Sunglow St.

Gates close 15 minutes after release time; students not picked up will meet at the main gate for pick up.



**Do not leave cars unattended in loading zones or driveways, do not double park, and do not block any lanes. Please be patient and courteous during pick up and drop off times. The safety of our students is the priority.**

#### **CELL PHONES**

School Board Policy (5131.8) states that students may bring a cellular/smart phone to school, provided it is turned off during the school day while on campus and kept inside a backpack or purse **at all times**.

The school is not responsible for loss, theft, or damage to the cell phone. If a student violates this policy, the phone will be confiscated and delivered to the Principal or designee who will contact the parent.

Confiscated items will be kept in the office until the end of the day on Friday and must be picked up by a parent.

#### **EVENING EVENTS**

Throughout the year, we hold a variety of school events at night such as: Back to School Night, Open House, Parent Nights, PTO events, School Programs, etc. A parent or other responsible adult must accompany any children for all evening events. It is important that children remain with their parents or the adult who brought them at all times. There is no supervision and therefore no protection for them on the playground or in the halls. They should not be allowed to play unsupervised on the school grounds. Middle school students may not come unless they are accompanied by parents and stay with parents throughout the event. Scooters, skateboards, roller blades, shoe skates, balls and bicycles are not allowed at these events. These policies are designed to ensure the safety of students. It is critical that parents supervise children they bring to evening events.

In order to have the least distractions possible and due to the amount of vital information to be provided, we encourage kids to stay home during our Back to School Night event.

#### **FIELD TRIPS**

Field trips are planned to enhance classroom activities and to serve an educational purpose. Parents will be notified of each field trip and asked to sign a permission slip stating that their child may attend the field trip with their class. The school reserves the authority to prohibit student attendance on field trips if a student has poor classroom or playground self-control or has been disruptive/disobedient on previous field trips and is, therefore, a danger to him/her or others. Parents may be selected as volunteers at the discretion of the teacher.

#### **HOMEWORK**

All students should read for the required number of grade level minutes in addition to the assigned homework. It is the policy of the Board of Education that homework is a part of the total instructional program. The purpose of homework is to introduce new concepts, to reinforce previous learning, develop independent study skills, and encourage parent involvement. Given some of our digital resources, homework might be beyond the traditional form. For students to be successful, parent support of homework is essential. When students repeatedly fail to do their homework, parents/guardians will be notified so that we may work together to help student be successful. If you have any questions regarding homework, please contact your child's teacher for clarification.

#### **LOST AND FOUND**

Please mark all coats, sweaters and other personal property clearly with your child's first and last name prior to being brought to school. Lost articles are placed on a clothing box and kept until the 1<sup>st</sup> of the month. Please have your child check this clothing box when articles are missing. The school is not

responsible for any lost or misplaced items. Each month all unclaimed articles will be donated to a local charity.

### **MEDICATION**

Students may not have any medication (prescription or over the counter) in his/her possession at any time. Administration of any prescribed medication or any over the counter medication (such as Tylenol, cough syrup, eye drops, cough drops) needed by a child during the school day may be done by a designated school employee only after receiving written detailed instructions from the physician and a written parental request. This request must be made each school year. (Education Code Sections 49423 and 49480)

Students with asthma may carry and self-administer inhaled asthma medication if the school has written permission from their health care provider and parent/guardian. (Education Code Section 49423 and 49423.1)

With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. (Education Code 49480)

### **PARENT CONFERENCES**

Formal Parent/Teacher conferences are scheduled once each year, unless requested by the parent or teacher. To obtain a more complete picture of your child's ability and progress, you are encouraged to confer with your child's teacher during the scheduled conferencing period. Please feel free to set up additional conferences with your child's teacher throughout the year whenever you have questions or concerns.

### **PARENT INVOLVEMENT**

You are encouraged to become actively involved in your child's education through the PTO, the Birney Dad's Club, and/or by becoming a parent volunteer. Parent volunteers are welcome, but we ask that you first arrange it with your child's teacher and check in at the school office before proceeding to the classroom. Small children are NOT permitted to accompany adults while volunteering in classrooms during school hours. If you will be volunteering on a regular basis, you will be asked to follow the established procedures by the District's Human Resource Department. Volunteers should not present a disruption or be of safety concern to the classroom or the school.

### **REPORT CARDS**

Report cards are issued three times a year. They are designed to provide information regarding student progress towards meeting grade level standards, competency in subject matter, growth in work habits, and citizenship/attitude. Space for teacher comments is included to note areas of commendation and/or concern.

### **SCHOOL PROPERTY/BOOKS/TECHNOLOGY DEVICES**

Parents are liable for all damage to school property, including damaged or lost books and/or technology devices. Students who lose or damage books will be required to pay for replacement of the book. Students writing on and/or defacing or damaging school property will be expected to clean up or replace the object. Students who lose or damage technology devices will be required to pay for the repair or replacement of the device.

### **SCHOOL SITE COUNCIL/ENGLISH LEARNERS ADVISORY COUNCIL**

Both councils are a great way to get involved and be informed about the different aspects of the school community. A group of selected parents function as voting members, but all are welcome to attend. One of the main responsibilities is to oversee the Single Plan for Student Achievement and to have a Representative at the District Advisory Council.

### **STUDENTS ON SCHOOL GROUNDS**

Supervision is provided for students starting at 7:00 AM each school day. Students are NOT to be on the grounds before this time. When students are dismissed at the end of the day, they are to leave the school grounds immediately unless they are participating in a school sponsor activity.

### **SCHOOL TELEPHONE**

Student use of the school telephone is kept to a minimum, but is available for emergencies. Please arrange with your child ahead of time about minimum day plans, going home with friends, etc. to avoid unnecessary use of the telephone.

### **TOYS/MONEY**

Students are **NOT** to bring toys, handballs, or footballs from home to school. The school is not responsible for broken or lost items brought from home. Students should avoid bringing money to school. Money could be lost, given away or stolen and it is extremely difficult or impossible to recover. For PTO sales during a school day (Book Fair, Winter Store, etc...), money should be sent in a sealed envelope. Meals may be prepaid to the student's account (refer to Breakfast/Lunch section above or [www.erusd.org](http://www.erusd.org) for details).

### **VISITATIONS/CLASSROOM OBSERVATIONS**

We encourage and welcome parents to visit and observe the teaching and learning occurring in our classrooms. Making an appointment at least 24 hours in advance with at the office will ensure that you will see a typical day and allow you to visit at the appropriate time if there is a particular area of your child's classroom work, which you wish to observe. Small children are NOT permitted during the visit. The visit will be at a time convenient to the school and the parent/visitor. Observations will be limited to 30-45 minutes, as stated by Board Policy. Parents/visitors will be escorted to the classroom by an administrator or other staff member. During the visit, parents/visitors must be non-intrusive at all times. Class instruction time cannot be spent conferencing. If you need to speak to your child's teacher, please call to make a before/after-school appointment. All visitors must sign in at the office and pick up a visitor pass. No one is allowed in a classroom or on campus without identification and confirmation from the teacher.

### **WELLNESS POLICY**

The El Rancho Unified School District has adopted a Wellness Policy to help students acquire healthier eating and exercise habits. Since children learn by example, the district encourages all staff, teachers and parents to be good role models. Nutritious snacks/lunches may include fresh cut fruit or vegetables, popcorn, yogurt, cheese and crackers, animal or graham crackers, granola bars, trail mix, pretzels, baked chips, or string cheese. Please avoid sending items of high sugar or high fat content. More information on our District Wellness Policy is available on our district website.