

# Ceres Elementary School



## Parent/Student Handbook 2019-20

**CERES ELEMENTARY SCHOOL**  
**A California Distinguished School**

***Where Success Begins...***

10601 Ceres Ave  
Whittier, CA 90604  
(562)464-2200

WELCOME TO CERES ELEMENTARY!

This handbook is intended to inform you of the services offered, school rules, and expectations for your child. To help establish a strong partnership, please take some time to review the appropriate sections of this handbook together with your child so that both you and your child will become familiar with our school routines and policy.

Parent involvement is encouraged, whether the task is small or large. As parents and educators, our daily influence is one of the greatest contributions of what children will learn tomorrow and in the years to come. You are encouraged to volunteer for classroom and school-wide events. Please also consider joining our Ceres School Parent Teacher Association (PTA). The PTA supports and sponsors many important and exciting events for the students and families throughout the school year at Ceres. Participation in the PTA is a great way to stay involved in our school and community events.

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 look forward to working with you this year to ensure many personal and academic successes for all of our students.

Sincerely,

Mrs. Julie Gonzalez  
Principal

## Important School Information

### **AERIES PARENT PORTAL (NEW!)**

Aeries Parent Portal is our online system for **ALL** families, registering new students, and for viewing and updating current student demographic data, emergency contact information, and medical history information. Parents may also view report cards, welcome back letter, your child's class list (by 4PM day before school) standardized test scores via Parent Portal. For information on creating your Parent Portal account and/or other information about the system, please visit [www.ewcsd.org/parents](http://www.ewcsd.org/parents).

### **ATTENDANCE**

Maintaining good attendance is imperative to student success and achievement in school. Students and classes are recognized for outstanding attendance with monthly and trimester incentives.

**ABSENCES-** When students are absent; please notify the office either by phone (562)464-2212 or a written note as soon as possible. The note must include: student's first and last name, the date(s) of absence, reason for absence, and the signature of a parent or guardian. With an absence of three days or more, parents should notify the school office by telephone.

**Excused Absences include:** personal illness; quarantine under the direction of a county or city health officer; medical/dental/optometry appointments; attendance at funeral services for a member of the immediate family; justifiable personal reasons upon advance written request by the parent/guardian and the approval of the principal or designee; attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization; to spend time with his/her immediate family member who is an active duty member of the uniformed services and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment; attending the pupil's naturalization ceremony to become a United States citizen. **Any absence due to a reason that is not mentioned above is considered an unexcused absence.**

Whenever possible, please schedule medical/dental/optometry appointments before or after school, especially if the student is in an official attendance intervention program. Students are expected to come to school before and/or after the appointment if they would receive at least one hour of instruction. Attendance at funeral services is limited to one day for services in California or three days for services conducted out of state. "Immediate family" is defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the student's immediate household. Justifiable personal reasons are: subpoena, participation in religious holidays, instruction, or religious ceremonies. (EWCSD Administrative Regulations 5113)

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 arrange home instruction. A home study teacher may be available to assist students in first through fifth grade if your doctor deems it necessary.

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.

An Independent Study contract may be available for a student who is going to be away from school for more than five days. At least two weeks' notice is necessary for a teacher to prepare and meet with parent and student to explain and sign the contract. When the assigned work is completed and turned in, the absences become excused.

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 Parent Portal emergency list, 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 8:10 AM for grades K-5.** All students must be at school on time. Tardiness is regarded as a serious problem. **Three (3) tardies in one trimester is considered excessive.** 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. Our morning Flag salute begins at 8:05AM on our black top, please have your child join us in line daily.

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. Students with attendance concerns may be involved with one or more involuntary attendance interventions.

#### **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. In the interest of safety, parents should not walk or bring their dogs or pets to the school when dropping off or picking up their children. Preventing pets from following students to school will also reduce hazards for both the animal and the children.

#### **ANTI-BULLYING PROGRAM**

In an effort to ensure a safe school environment conducive to learning, Ceres School implements the Olweus Anti-Bullying Program. Each teacher

holds a weekly class meeting to address issues specifically related to the students' age and/or class and we have a school-wide system of reporting bullying, harassment, intimidation, and discrimination. All students, parents, staff, and community members are asked to report bullying, harassment, intimidation and/or discrimination concerns to the teacher, principal, or school office immediately.

#### Anti-Bullying Rules

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

#### BULLYING (an abuse)

- Is aggressive behavior (direct or indirect) that intends to cause harm or distress
- Is usually repeated over time
- Occurs in a relationship where there is an imbalance of power or strength
- Lack of remorse/blames victim
- No effort to solve the problem, makes excuses, challenges

#### CONFLICT (a disagreement)

- Accidental
- Not serious
- Equal emotional response
- Equal power
- Not seeking power or trying to gain something, just want to be right
- Remorse, wants to problem-solve

#### BIRTHDAY CELEBRATIONS

If you wish to share **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. The school classroom is not the appropriate place to have a birthday party or to distribute birthday party invitations. 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 eaten at school may be purchased daily, exact change recommended, or prepaid online through [www.MySchoolBucks.com](http://www.MySchoolBucks.com). [MySchoolBucks.com](http://MySchoolBucks.com) offers a secure transaction that accepts VISA or MasterCard as a means of adding money to your child's meal account (see EWCSO.org website for details). Another option is to use the pre-payment envelope available in the school office. No personal checks.

FREE OR REDUCED- If your child was receiving a free or reduced price last June, he/she will receive the same benefits during the grade period of AUGUST ONLY, but **a new application must be completed and processed prior to August 30th to continue receiving this benefit**. It takes

approximately 10 business days after your on-line submission ONLY 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.

**BREAKFAST-** Breakfast is served in the cafeteria, beginning at **7:25 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.

**2<sup>nd</sup> Chance Breakfast-** If your child missed breakfast, he/she will have an opportunity to have a breakfast snack, referred to as 2<sup>nd</sup> chance breakfast that may be purchased for an **additional** cost before recess time. Your child will notify his/her teacher if they choose this meal.

**LUNCH-** The price for school purchased lunches is on our website, including milk. We encourage all students to prepay for lunch and/or breakfast. For students who bring lunch from home, milk or juice is available for an extra cost.

We all forget occasionally, but please do not make a habit of bringing your child's lunch or money to the office after school begins, this is a disruption to their day. In the event a student forgets his/her lunch or lunch money, peanut butter, crackers, and milk will be given to the child to sustain him/her until they can eat at home. **We do not accept outside purchased lunch;** you must check your child out for lunch. We encourage you to continue packing a healthy lunch for your child daily ☺. If a lunch is brought in late to school, it will be placed on a cart outside of our health office for your child to pick up during his/her assigned lunch time.

### **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, **PLEASE update on your Parent Portal account.** 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 during your fall parent conference.

### **STUDENT CONDUCT AND DISCIPLINE**

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

## CERES SCHOOL CODE OF CONDUCT

### Treat Others the Way You Want to be Treated, Be Respectful

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.

#### **Ceres students will show respect.**

Treat adults and students with respect.  
Follow established rules (classroom, playground, school and community).  
Wait for others to finish speaking before they speak.  
Use polite language and manners.  
Take care of school materials and property.

#### **Ceres students will learn to solve their own problems.**

Identify the problem.  
Ask questions to get information.  
Generate ideas that could become solutions.  
Make a reasonable decision.

#### **Ceres students will learn to make good decisions.**

Consider other people's feelings.  
Behave in a safe manner.  
Use appropriate language.  
Work and play cooperatively.  
Follow the dress code.

#### **Ceres students will learn an effective work ethic.**

Attend school every day, unless ill.  
Arrive to class on time.  
Have materials organized and ready.  
Be prepared to work.  
Complete assignments and turn them in on time.  
Be proud of what you produce.

**SCHOOL RULES-** Students will treat people and property with respect. Students will behave in a safe manner at all times. Students will use appropriate language at school. Students will follow the district wide dress code. Students will come to school prepared to learn.

## PLAYGROUND RULES

### **Any problem on the playground will initiate a discipline referral to the classroom teacher.**

- 1) Play in a safe manner.
- 2) Kick ball only on large grass field (not on blacktop).
- 3) Tag or chase games NOT allowed for safety concerns.
- 4) School equipment only. No equipment, toys, etc. from home, unless teacher has granted permission for special event.
- 5) Ropes are only to be used for jumping.
- 6) Students will follow "school rules" when playing games.
- 7) Use playground equipment correctly.

- 8) Students may not leave the playground area without notifying a supervisor.
- 9) Students will abide by the freeze bell until released by staff.
- 10) Students are expected to walk in the halls and on the blacktop.
- 11) Students may run only on the large field.
- 12) Students may not play or gather in the restrooms.
- 13) School personnel may restrict the use of any game or area when necessary for student safety.
- 14) Games played at PE may not necessarily be appropriate during recess.

#### **CAFETERIA RULES**

- 1) Students will line up in an orderly manner.
- 2) Students will keep hands and feet to themselves.
- 3) Students will use inside voices and good table manners.
- 4) Students will stay seated and raise their hand for help or to be excused.
- 5) Students will remain seated until dismissed by noon duty supervisor.
- 6) All students must remain at tables until class is dismissed by noon duty supervisor.
- 7) All food items must remain in each students plate, touching others food is disrespectful and will not be tolerated.

#### **POSITIVE REWARD POSSIBILITIES**

Classroom recognitions	Positive phone calls home
Citizen Awards	Gold Slip Awards
Principal Award	

#### **POSSIBLE CONSEQUENCES**

- 1) Alternative recess (maintain bathroom privileges only)
- 2) Student telephones parent at home or work and/or composes letter to parent
- 3) Behavior Referral/Contract
- 4) Lose privilege of participation in activity
- 5) Parent conference

**DRESS CODE** - The East Whittier Board of Education recognizes the need to provide a safe and wholesome environment. They have established board policies (5132 and 5136) which 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.

The following types of clothing are **prohibited**:

- Spaghetti straps, straps on tops and blouses must be at least one inch wide.
- Halter, low cut or see-through tops.
- Any top that does not cover the midriff.
- Soft-sole moccasins, toeless or backless shoes, or beach type flip-flops or sandals.
- Short-shorts.
- Cut-off or frayed shorts or pants.
- Oversized, baggy clothing, including pants (waists & legs).
- Extra long white T-shirts.
- Caps/hats (except for sun protection)
- Haircuts/color that bring undue attention and disrupt the learning environment

**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.**

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

There is limited parking for parents and visitors in our staff parking lot. Please do not stop in areas reserved for buses, 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 and picking up students you stay in your car, pull to the curb of our valet and move forward as traffic allows.** 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 this time. The safety of our students is the priority. Please visit our website for valet procedures.

### **Other School Policies (in alphabetical order)**

#### **ANIMALS ON SCHOOL GROUNDS**

Preventing pets from following students to school will reduce hazards for both the animal and the children. For the safety of students, family pets shall not be brought onto the school grounds or into the school office for any reason. In the interest of safety, parents should not walk or bring their dogs or pets to the school when dropping off or picking up their children.

## **BICYCLES**

The East Whittier City School District advises that only students in grades four (4) and above ride bicycles to school. A bike pass must be obtained from the office prior to riding a bicycle to school. As of January 1995, the wearing of helmets while riding a bike became legally mandatory. We require that all students riding bicycles to and from school wear a helmet.

Students are to walk their bicycles as soon as they come on sidewalks of the school grounds. No bicycle riding is permitted on school grounds. All bicycles must be left in the bicycle racks and must be chained or locked. The school is not responsible for stolen bikes or bike parts. Skateboards, scooters, roller blades and skate shoes (heelines) are not allowed on campus.

## **CELL PHONES**

School Board Policy (5131) 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, pocket 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.

## **DANGEROUS OBJECTS/WEAPONS**

Education Code 48900 states that students may not bring and/or possess any weapon or dangerous object on any campus. This includes laser pointers, toy guns, or knives or any kind or replicas of dangerous weapons. Any student possessing a dangerous item will be subject to suspension and/or expulsion.

## **DISASTER DISMISSAL PROCEDURES**

When a disaster happens, every parent wants to be sure their 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 at all possible, walk instead of driving to the school. Driving will only add to the traffic congestion and impedes the progress of emergency vehicles.

In the event of a natural disaster or civil disruption, the Principal shall retain students at the building when:

1. The District Office specifically advises the Principal by telephone not to release students.
2. The reports generated over the radio in the Emergency Broadcast System indicate, in the Principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense that it is unsafe to leave the building, due to damage that would impede the ability of an average adult to safely traverse a route home.

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.

Ceres 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.

### **EARLY RELEASE TUESDAYS**

Every Tuesday afternoon is designated as a Professional Development Day . All students in grades K through 5 will be dismissed at 1:30. 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.**

### **EVENING EVENTS**

Throughout the year, we hold a variety of school events at night such as: Back to School Night, Open House, Parent Nights, PTA\_events, School Programs, etc. Children may not attend these events unless they are accompanied by a parent or other responsible adult. **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.

### **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 asked as volunteers based on a lottery pool from the teacher.

### **GATES**

For the safety of all children, the campus gates will be locked between 8:10 and 2:30 (1:30 on Tuesdays) daily.

### **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 (6154) that homework is a part of the total instructional program. Teachers provide homework that reinforces classroom learning objectives based on student needs and abilities. The purpose of homework is to reinforce previous learning, develop independent study skills, and encourage parent involvement. 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.

### **HOMELESS EDUCATION ASSISTANCE ACT**

A student may be considered homeless if he/she is living in a shelter, a motel, a hotel, in a house with more than one family due to economic hardship or loss, in an abandoned building, in a car, at a campground, on the street, in temporary foster care with an adult other than a parent or guardian, in substandard housing, or with friends or family because of being a runaway or unaccompanied youth. Homeless youth have the right to immediate enrollment in their school of origin or school where they are currently residing without: proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. They automatically qualify for nutrition programs, and transportation services. The District shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students without segregation or stigmatization.

For more information or if you have questions, please contact the District's Homeless Liaison at 562-907-5933.

### **LOST AND FOUND**

Please mark all coats, sweaters, lunch bags 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 in the cafeteria and kept for one (1) month. Please have your child check this clothing box when articles are missing. 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. Students who need to take any type of medicine must leave it in the nurse's office and it will be administered by the school nurse or health/office staff per physician's order only. In accordance with California Education Code – Section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the child's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. Medication is not permitted without a doctor's prescription. The school must receive: 1) a written statement from a doctor detailing the method, amount, and time schedules by which medication is to be taken; and 2) a written statement from the parents or guardian indicating that they desire the school personnel to assist the child in taking the medication. The school nurse may require communication with the physician if clarification is required in order to administer the prescription.

### **PARENT CONFERENCES**

Formal Parent/Teacher conferences are scheduled twice each year. To obtain a more complete picture of your child's ability and progress, you are encouraged; in fact our goal is 100% attendance 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. Please advise your teacher if translation is needed.

### **PARENT INVOLVEMENT**

You are encouraged to become actively involved in your child's education through the PTA 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. Present a state-issued driver's license or identification card to facilitate the sign-in process. Small children are NOT permitted to accompany adults while volunteering. If you will be volunteering on a regular basis, you will be asked to provide a TB test result.

### **RAINY DAYS AND EMERGENCIES**

Plan with your child in advance as to where he/she should meet you on a rainy day or in an emergency. This will save several calls to the school office and your child will feel secure knowing these arrangements.

### **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**

Parents are liable for all damage to school property, including damaged or lost books. 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.

### **SCHOOL SITE COUNCIL**

School Site Council is a committee made up of parents, teachers, and staff members who help plan and review school programs. An election is held in the fall to determine who will serve on School Site Council. It is a two year term with monthly meetings. Parents wishing to get more information about this committee may call the office at (562)464-2200.

### **SKATEBOARDS/SCOOTERS/ROLLER BLADES/SHOE SKATES**

Skateboards, scooters, roller blades, or shoe skates (heelies) are not permitted on school during the school day or after school hours. These items on school grounds will be taken from students and parents will be asked to come and retrieve them.

### **STUDENTS ON SCHOOL GROUNDS**

Supervision is provided for students at 8:00 AM each school day. Students are NOT to be on the grounds before this time, unless it is for breakfast. When students are dismissed at the end of the day, they are to leave the school grounds immediately unless they are being detained by the teacher. The responsibility for each student's safety and welfare after they leave school is with the parent/guardian.

### **TELEPHONE**

Student use of the telephone is kept to a minimum, but is available when necessary. Please make arrangements with your child ahead of time about rainy day plans, minimum day plans, going home with friends, etc. to avoid unnecessary use of the telephone.

### **TOYS/MONEY**

Students are **NOT** to bring toys or any kind of playground balls 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 PTA sales during a school day (Book Fair, Santa Secret Shop, 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.ewcsd.org](http://www.ewcsd.org) for details).

### **TRANSFERS**

Please notify the office if your child is transferring from Ceres to another school at any time during the year.

### **VISITATIONS/CLASSROOM OBSERVATIONS**

We encourage and welcome parents to visit and observe the teaching and learning occurring in our classrooms. Completing a "Request to Visit Classroom" form and making an appointment at least 24 hours in advance with the Principal 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 fifteen (15) minutes, once a trimester. 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 East Whittier School District has adopted and updated the School Wellness Policy (2014) to help students acquire healthier eating and exercise habits. Since children learn by example, the district is encouraging all staff, teachers and parents to be good role models. Nutritious snacks for lunch 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 and a list of healthy snacks are available on our school and district website. [www.ewcsd.org/schools/ceres](http://www.ewcsd.org/schools/ceres).