

# LOS ROBLES SCHOOL

## Student Handbook 2018-2019

Dear Parents:

Included in our handbook, you will find information regarding:

- Daily schedules
- School policies
- School procedures

Los Robles School is a place where children's safety and learning come first. It takes school, family, and community working together to assure the educational achievement of our students. We encourage you to make your child's education a priority by doing the following:

- Have your child at school on time daily
- Read to or with your child daily
- Monitor homework
- Have your child ready to learn with appropriate rest and grooming
- Schedule medical and other appointments before or after school

Please visit our website at: <https://losrobles.portervilleschools.org>

You will find additional information regarding student activities, staff, and school involvement. Your support and cooperation ensures your student receives the foundation necessary for academic success.

“Where Students Think, Dream, Believe, and Achieve”

Sincerely,

Carla Crocker  
Principal

## **STUDENT CONDUCT**

Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful toward their teachers, school staff, students and volunteers. Students who violate school rules will be subject to consequences and parents will be notified.

## **ARRIVAL AT SCHOOL**

- Students are welcome on campus at 7:30 AM in the cafeteria with the supervisor and will be released to the playground at approximately 7:50. All students eat breakfast in the classroom.
- Students are not allowed on school grounds before supervision arrives

## **SCHOOL HOURS**

Kindergarten .....	8:10-2:25 (Lunch 11:00-11:45)
Grades 1 .....	8:10-2:25 (Lunch 11:15-12:00)
Grades 2.....	8:10-2:25 (Lunch 11:30-12:15)
Grades 3.....	8:10-2:25 (Lunch 11:45-12:30)
Grades 4.....	8:10-3:10 (Lunch 11:45-12:30)
Grades 5.....	8:10-3:10 (Lunch 11:45-12:30)
Grades 6.....	8:10-3:10 (Lunch 12:15-1:00)

## **BREAKFAST/LUNCH INFORMATION**

All lunch food must be eaten in the cafeteria, unless directed otherwise by the teacher and/or administration.

Students will remain on campus during lunch unless the student is signed out in the office by the parent to take him/her off-campus for lunch.

## **BUS TRANSPORTATION**

Bus transportation is provided under the following conditions:

- K – 3rd grade students living more than .75 mile from school
- 4 – 6 grade students living more than 1 mile from school
- Students maintain proper behavior and safety procedures while at the bus stop and on the bus

## **WALKING TO AND FROM SCHOOL**

Parents, teach your children the safest route to and from school. Students will observe the following for safe and respectful behavior:

- Show respect for private property by using public walkways.
- Use safety crossings and crossing guards when provided.
- Walk directly to and from school.

## **BICYCLES**

Students in grades one through six may ride bicycles to school. Students assume all responsibility for the safety and protection of their bicycle. Students are expected to observe safe bicycling riding rules as follows:

- Helmets must be worn when riding bicycles
- Bicycles must be parked in the bike rack area and LOCKED
- Walk bicycles on all areas of the campus
- One rider on a bike at a time

## **HEALTH AND EMERGENCY PROCEDURES**

If your child becomes ill or is injured at school, you will be notified promptly. Should we be unable to reach you, we will call the alternate numbers on the student's emergency card and/or follow the directions given by you regarding your physician and emergency procedures for your child. Keep emergency card information updated with phone numbers throughout the year.

## **ABSENCES AND EXCUSES**

All student attendance must be documented according to state law. If a child is absent:

- a written note is required upon his/her return to school
- or call the school office at 782-7011 to verify the absence

Students will be marked truant if absences are not cleared with the office.

Illness or medical appointments with a doctor's note are considered excused verified absences.

Other absences are recorded as unexcused absences in the child's attendance record. Excessive absences (over 10%) will be referred to the School Attendance Review Board (SARB).

## **TARDINESS**

Student instruction begins at 8:10 AM and students are expected to be here. If a student is late, he/she needs a note explaining the tardiness. Early releases are monitored by the state for attendance, too. Frequent tardiness and/or early release are considered truancy according to law and will be referred to SARB.

## **RELEASING CHILDREN TO ADULTS**

Students being picked up during school hours must be signed out in the office by an adult listed on the student's emergency card. Classroom teachers cannot release students to parents.

## **VISITS BY CHILDREN**

A lack of space, facilities, and legal liabilities make it impossible for children who are relatives or friends of students to visit during the school day.

## **PUPILS WHO MOVE**

Please notify the office when your child is leaving the school before his/her last day of attendance. Upon notification by a parent, we will complete the necessary transfer forms and send them home with your child. Once your child is enrolled at his/her new school, we will send official records upon the school's request.

## **SCHOOL PROPERTY**

Our campus is available for public use on the weekends and on Monday-Friday after 6:00 PM. We ask that you help us maintain a clean and safe campus by using trash cans and equipment properly.

## **TEXTBOOKS**

Students are responsible for textbooks, library books and other books/materials/devices issued to him/her. Students will be charged for lost or damaged items.

## **LIBRARY**

We encourage children to use our library and the public library to widen their reading experiences. Children are allowed to take library books home from school.

## **MARKING CHILDREN'S POSSESSIONS**

To ensure the return of your child's lost belongings, mark all backpacks, lunch boxes, sweaters, jackets and raingear. The lost and found box is located in the cafeteria.

## **CELL PHONES/MONEY/VALUABLES**

Students may possess cell phones at school, but they **must be turned off during the school day** or at any other time as directed by a school employee. Failure to adhere to this will result in the phone being taken from the student and kept in the office for parents to receive. Students assume the responsibility for lost or stolen phones.

Children are discouraged from bringing large sums of money or valuable items to school. We are not responsible for lost items, especially those not allowed on campus, including, but not limited to:

- electronic toys
- iPods, or music devices
- hand held computer devices

*Students are welcome to check valuables in at the office for safe keeping until the end of the school day.*

## **LOST AND FOUND**

Parents and students are welcome to check the Lost and Found box in the cafeteria or inquire in the office. Unclaimed items will be given to a local charity at the end of the year.

## **TOYS AND PETS**

Pupils are not allowed to bring toys, sporting equipment or pets to school unless permission has been given. If there is a particular item or pet which the teacher feels the class would profit from sharing, permission may be granted by the teacher. The teacher must be notified at least one day prior to the time the child wishes to bring a particular item or pet. The teacher will inform the parent of the regulations governing the bringing of the pet or animal to school.

## **STUDENT DRESS**

Dress and grooming should be appropriate for educational activities and in good taste. The district dress code must be observed

- For safety, we require closed toe shoes such as, tennis shoes
- Shoulders are to be covered with a 2 inch strap or wider
- Undergarments are to be concealed
- Midriffs are covered
- Shorts must cover the underwear when sitting, standing, or bending

Specifically, at no time, are students allowed to wear:

- gang-like clothes
- clothes that advertise or promote drugs, alcohol, tobacco or are sexually suggestive
- Any apparel or grooming causing disruption of school activities is not permitted, including but not limited to tattoos, excessive make-up, unconventional hair color or styles

## **FIELD TRIPS**

Field trips give students the opportunity to apply classroom learning as it relates to the “real world”. Parents are asked to sign a permit authorizing the child to leave the school on educational trips.

**Parents who want to chaperone field trips, must come to the school office to start the process which takes approximately three weeks.**

## **SCHOOL VISITATION**

Parents are welcome to visit classrooms or teachers. Communication between teachers and parents is encouraged. Should you like to visit or conference with a teacher, please observe the following:

- Notify the teacher you are coming or arrange an appointment to conference
- Sign-in at the school office and receive a visitor’s pass to wear while on campus
- Please leave small children at home
- Visit at a time when your child is engaged in an activity in which he/she is successful. Children’s attitudes toward school studies improve when parents witness their success.

## **CONFERENCES**

Reports of student progress are provided at parent-teacher conferences scheduled throughout the year. Parents will be notified by the teacher regarding conference times and grade card reporting periods. If you feel an additional conference is needed, please call your child’s teacher to schedule an appointment.