

Dear Parents/Guardians,

Welcome to the 2018-2019 school year! Working as partners we look forward to having another outstanding year and continuing our tradition of excellence.

We know that the safety, academic success, and social development of your child depends on your assistance in stressing the highest learning and behavior standards. Please review and save this information in order to support that purpose.

Thank you for your attention to the many details involved in having the best school year possible.

Sincerely,

**Angie Woo,
Principal**



DELEVAN DRIVE SCHOOL MISSION STATEMENT

Students will be prepared to collaborate, think critically, communicate effectively and be creative with those around them.

DELEVAN DRIVE SCHOOL VISION

The Delevan Drive learning community believes in challenging students to perform academically at their maximum ability and develop strong social skills that will empower them to achieve life goals.

The **Los Angeles Unified School District Parent Student Handbook** should be read thoroughly by all parents/guardians and kept for reference. It contains state and District mandated information. This School Handbook further explains policies and procedures unique to Delevan Drive.

2018 - 2019 SCHOOL STAFF

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
ETK	B	Jessica Acosta
TK	18	Peggy Vargas
K	102	Veronica Tharp
K	1	Jacqueline Buena
K	2	Ani Kazaryan
K/1	C	Steven Fiorillo
1	A	Jeanette Cantrell
1	D	Jose Cardoza
2	16	Cynthia Nishinaka
2	17	Maria Rivera
2/3	25	Jose Cardoza
3	203	Toni Chu
3	206	Simone Williams
4	204	Robert Owen
4	205	Staci Andrews
5	201	Felicia Hesler
5	208	Christy Blake
6	23	Helene Yee
6	24	Nicole Wong
Primary AUT	101	Sara Hansen
Upper AUT	202	Janice Sanchez
MD	21	Rosalia Vidana
RSP	207	Vania Sultanyan
Principal.....		Angie Woo
Assistant Principal, EIS		Cynthia Corcoles
Administrative Assistant		Joanna Cuaresma
TSP Advisor		Sara Castro
Office Technician.....		Sally Sanchez
Librarian		Andrea Garcia
Satellite Kitchen Manager		Abraham Esparza Ponce
Plant Manager		Jeynard Asuncion
Building and Grounds Worker		Orlando Carranza
Campus Aides		Alejandra Bermudez
		Elizabeth Bermudez

SCHEDULES

SCHOOL HOURS

Grades ETK - 6

8:00 a.m. - 2:09 p.m.

BREAKFAST IN THE CLASSROOM

Grades ETK - 6

8:00 a.m. - 8:15 a.m.

RECESS PERIODS

Kindergarten, Room 101

Grades 1 – 3, Room 21, 202

ETK/TK

Grades 4 - 6

9:40 a.m. - 10:00 am.

9:40 a.m. - 10:00 a.m.

10:10 a.m. - 10:30 a.m.

10:10 a.m. - 10:30 a.m.

LUNCH PERIODS

Kindergarten, Room 101

Grades 1 – 2, Room 102, Room 202

ETK

Grades 3 – 4

Grades 5 – 6

11:30 a.m. - 12:00 p.m.

11:45 p.m. - 12:15 p.m.

12:00 p.m. - 12:30 p.m.

12:05 p.m. - 12:35 p.m.

12:25 p.m. - 12:55 p.m.

SPECIAL SCHEDULES

PROFESSIONAL DEVELOPMENT

TUESDAY

(Exclusions: 11/6/18, 2/26/19,
3/26/19, 4/2/19, 4/9/19, 4/23/19,
4/30/19, 5/7/19, 5/14/19,
5/21/19, 5/28/19, 6/4/19)

8:00 a.m. - 1:09 p.m.

SHORTENED DAY

MINIMUM DAY

8:00 a.m. - 1:34 p.m.

8:00 a.m. - 12:59 p.m.

IMPORTANT DATES

First Day of Class	Tuesday, August 14, 2018
Admissions Day/No Classes	Friday, August 31, 2018
Labor Day	Monday, September 3, 2018
Unassigned Day/No Classes	Monday, September 10, 2018
Unassigned Day/No Classes	Wednesday, September 19, 2018
1 st Semester Parent Conferences	Mon, Nov 5 - Fri, Nov 9, 2018
Veterans Day/No Classes	Monday, November 12, 2018
Unassigned Days/No Classes	Mon, Nov 19 - Wed, Nov 21, 2018
Thanksgiving Holiday	Thurs, Nov 22 - Fri, Nov 23, 2018
Winter Recess	Mon, Dec 17, 2018 - Fri, Jan 4, 2019
Second Semester Begins	Monday, January 7, 2019
Dr. Martin Luther King Jr.'s Birthday	Monday, January 21, 2019
Presidents' Day	Monday, February 18, 2019
2 nd Semester Parent Conferences	Mon, Feb 25 - Fri, Mar 1, 2018
Cesar E. Chavez Day	Monday, April 1, 2019
Spring Recess	Mon, Apr 15 - Fri, Apr 19, 2019
Memorial Day	Monday, May 27, 2019
Last Day of Instruction	Friday, June 7, 2019

ATTENDANCE COUNTS!

Daily attendance is a priority for **all** students. Only with regular attendance can children achieve to their potential. Students need to be in line on the playground by 8:00 a.m. to meet their teacher at the beginning of the school day in order to be considered “on time”. A warning bell rings at 7:55 a.m.

Please remember to phone the school and/or send a note when your child is absent or tardy. It is important to include the reason for absence. Families should schedule medical appointments after the instructional day and vacations outside the instructional year.

An overall attendance of 96% to 100% is the goal for all students.

Attendance is recorded electronically to document time present or tardy. Also indicated is whether time not in attendance is for an excused or unexcused reason as defined in the California Education Code. A child is considered “truant” whenever unexcused absences or tardies over 30 minutes occur three or more times during the school year. Time missed will also be recorded when a student leaves early.

PERFECT ATTENDANCE AWARD

Students with perfect attendance will receive a trophy for perfect attendance at the end of the year award ceremony. Perfect attendance trophy will be given to students with no absences, tardies, nor early outs.

OUTSTANDING ATTENDANCE AWARD

Students with outstanding attendance will receive a trophy for outstanding attendance at the end of the year award ceremony. Outstanding attendance trophy will be given to students with no absences, but one tardy or early out.

INSTRUCTION

ACADEMIC STANDARDS

The State of California has designated specific grade level standards for every content area of the curriculum. Lessons are planned so students can master these skills/concepts by the end of the school year. Students’ progress report scores are based on achieving these standards.

ASSESSMENTS

Students in grades transitional kindergarten through six are administered assessments regularly in English Language Arts and Mathematics. Fourth, fifth, and sixth graders also take Science assessments three times a year.

These District mandated tests are one method in which teachers determine academic progress and plan instruction.

In spring, students in grades 3-6 will participate in the comprehensive assessment program by taking the SBAC, CMA or CAPA exams. English learners are administered the ELPAC assessment yearly. Fifth graders also take the state Physical Fitness Test and SBAC Science.

It is important to remember that these assessments are only part of the way pupils are evaluated. Products created in class, as well as participation in projects and on-going instruction, are also considered in grading achievement.

HOMEWORK

Children are required by District policy to receive homework Monday through Thursday nights. Homework may also be scheduled over weekends and extended periods. Homework assignments provide additional practice in concepts students have already been exposed to during class. Reading logs reinforce reading fluency, comprehension, and interest.

Student planners have been provided for all first through sixth graders. See that your child is using this organizational tool to develop good learning and study habits. Parents should review and discuss all homework assignments with their child(ren).

TEXTBOOKS/LIBRARY BOOKS

It is the responsibility of every student's family to pay for lost/damaged textbooks or library books. Encourage your children to treat all school property with care and respect.

PARENT-TEACHER COMMUNICATION

It is important for families to stay informed of their child(ren)'s academic progress and behavior at school.

Families are encouraged to communicate with teachers through notes, phone calls, emails or meetings. The office staff will gladly leave messages for teachers requesting a return phone call. Notes can also be distributed to staff by the office. In order to respect the students' learning time, please limit discussions with teachers to times when they are not engaged in teaching or supervising their class. Teachers are on campus, at minimum, 20 minutes before class and 10 minutes after classes.

Formal Parent-Teacher Conferences are conducted twice a year. During these meetings the teachers review and discuss progress reports with families. A final progress report is sent home at the end of the year. Progress Reports should also be discussed with students. Focus on areas of strength as well as goals for improvement. Children should be able to self-evaluate and verbalize their own learning.

Warning Notices are sent home mid-reporting period to students who are in danger of not achieving grade level standards and may receive scores of 1 or 2 on the progress report. Parents are urged to meet with the teacher at that time to discuss learning needs and available supports for the child.

DELEVAN DRIVE SCHOOL COMPACT

This document outlines the manner in which all members of the school contribute to the academic achievement of each student. A signed copy is kept on file for each student in grades transitional kindergarten to six. (See attached.)

BEHAVIOR AND DISCIPLINE POLICY

The staff at Delevan Drive School is dedicated to teaching all children the value of becoming a responsible student and respectful individual.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PLAN

A discipline code, the School-wide Positive Behavior Support Plan has been developed in order that students, parents/guardians, and staff members understand clearly the specific behavior expected at all times by our pupils.

A Continuum of Behavior Intervention/Support is also utilized by staff to respond appropriately and uniformly when expectations are not observed. The Local School Leadership Council has devised this matrix that addresses the general behavioral areas of verbal misuse, physical contact, defiance, gestures, impulsiveness, harassment, respect/use of school's personal property and clothing. When inappropriate behavior occurs in these areas, staff will refer to the continuum to determine the best response. A range of staff interventions has been defined that is aligned to the levels of behavior severity.

ACKNOWLEDGING POSITIVE BEHAVIOR AND LEARNING

Students receive specific instruction on the behaviors included in the School-Wide Positive Behavior Support Plan. Additionally, the Second

Step program is used to teach empathy and problem solving skills at each grade level.

Children are recognized for their exemplary behavior, effort, and learning in the “Student of the Week” and “Student of the Month” program assemblies. Year-end scholastic, citizenship and merit awards are also presented during grade-level assemblies to acknowledge outstanding progress.

STUDENT DRESS

Children should wear clothing appropriate to the role of student. Cleanliness, neatness and safety are primary considerations in determining suitability.

In order to allow for full participation in school activities and avoid unnecessary distraction, it is important that:

- Caps and hoods be removed while indoors.
- Spaghetti straps not be worn.
- Only shoes with closed toes, along with socks, be used.
- No vulgar or negative references be printed on t-shirts.
- No excessively short skirts or shorts be worn.

Families will be contacted when a change of clothing is needed.

CELL PHONES

Cell phones may be used before and after school only and for the purpose of communicating with family members and guardians. Children may always have access to the office phone for emergency calls home.

PERSONAL PROPERTY

All valuable items (i.e., cell phones, i-Pads, hand held games, jewelry) should remain at home as the school does not assume responsibility for stolen, lost or damaged items.

Games and toys serve as a distraction to learning in the classroom and often decrease opportunities for exercise and socialization during play periods on the yard. These items should be left at home, as well.

Delevan has a Lost and Found bin by the auditorium. It is helpful for your child’s clothing and backpacks/lunch bags to be labeled with his/her name.

SAFETY TO AND FROM SCHOOL

Parents are requested to review and discuss the safest route for their child to use when walking to and from school. Please stress the importance of crossing streets at crosswalks only. A crossing guard at York Blvd and Delevan Drive assists students in safely crossing that busy intersection. All directions should be followed exactly. Drivers are reminded of the three way stop at this corner.

Children are not to ride bicycles/skateboards/rollerblades to school or on the campus for safety and storage reasons. Be mindful of regulations requiring use of helmets and/or pads.

ARRIVAL AT SCHOOL

We encourage children to arrive at approximately 7:50 a.m. Children should line up calmly on the playground and wait for the bell. There is no opportunity for play during this time.

Adult supervision is provided beginning at 7:30 a.m. Parents/guardians of students arriving before 7:30 a.m. will be notified. The school gates will be unlocked at approximately 7:30 a.m.

SCHOOL ENTRANCES/DISMISSAL AREAS

In order to provide as safe a campus as possible all schools have been directed by the District to lock all gates at the beginning of classes in the morning. Only the main entrance of the school into the front office will be accessible during class time. Visitors/volunteers must check in at the office during instructional hours.

Children may enter the school yard in the morning through the gate on Avenue 42. The gate is open from 7:30 a.m. to 8:00 a.m. and at dismissal. Gates will be unlocked at dismissal. Please wait outside the gate prior to this time.

Remember to communicate to children the time you will arrive after dismissal. ETK, TK and Kindergarteners need to be picked up promptly at dismissal from the classroom.

TRAFFIC SAFETY

Avenue 42 is the safest location to drop off children each morning.

Quick drop-off stops are permitted directly in front of the school office. The curb area on Avenue 42 beyond the driveway is for buses only.

Traffic on Delevan Drive and Yosemite Way is severely impeded when families drop off children by the gates.

Parents dropping off/picking up children should park next to the curb, not double-park which is a safety hazard and is illegal. Children walking in the street to double parked cars or crossing the street to waiting cars are placed in a dangerous situation by parents/guardians. Parents are requested to park their car and personally escort their child(ren) safely across the street, when necessary, crossing only at the corner. Please take the few extra minutes to drop off/pick up children on the correct side of the street to avoid jay-walking.

The parking lot is for staff only before school, during instructional hours and at dismissal.

Drivers should be patient and give children the time to see them and walk to the car. Honking is very disruptive and bothersome to neighbors.

**PLEASE REPORT ANY VANDALISM OR UNAUTHORIZED
WEEKEND ACTIVITIES TO THE SCHOOL DISTRICT POLICE BY
CALLING
(213) 625-6631.**

OFFICE PROCEDURES

MEDICATION

A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and the parent or guardian. The required forms are available from the school nurse or office. All medication is kept in the health office. School nurses do not prescribe or give advice regarding medication or other care beyond first aid.

CLASSROOM VISITATIONS

We encourage you to visit your child's classroom during the school year. However, a visitor's permit must be obtained from the office before going to the room. Board Rule 1265 states: "No person shall visit or audit a classroom or other school activity, nor shall any person remain on school premises, without the approval of the principal or authorized representative." It is very important that we know that only authorized persons are on the grounds. This is for the safety of students and staff.

Please make an appointment with the teacher if you wish to have a conference. The school's visitation policy is posted in the office.

EMERGENCY INFORMATION

For the protection of your child, please complete the Student Emergency Information Form fully. Forms must have all items completed. Be sure to list at least 3 different telephone numbers of authorized individuals who can be contacted in the event of an emergency. Each child in your family needs a separate form. If you should change your address during the school year, it is required that the school be notified in writing. Changes in phone numbers should be provided, as well.

PUPIL ATTENDANCE AND ABSENCE

When children are absent for any reason, they should bring a note stating the reason for their absence when they return to school. This is required by state law and verifies that your child was absent with your knowledge. Be aware that the only excused absences for students include: illness, medical appointments, or death of an immediate family member (one day or, if out of state, 3 days). Children are required to check in at the office when they are tardy. An automated phone call is made to the home of any absent child.

STUDENT RELEASE FROM SCHOOL

For the protection of your child(ren), students are not permitted to leave school alone during school hours. If a student is to leave during school hours, the parent/guardian must appear in person in the office. Students will be released to adults only if that person's name is on the emergency form. Students will be summoned to the office only after the adult is present to sign the child out so no additional instructional time is lost. Requests to have a child waiting at a specific time cannot be honored.

PHONE CALLS/MESSAGES

Please be aware that students may not receive telephone calls in the office. Only in emergency situations will a message be taken and sent to the child. Make arrangements with your child in the morning regarding pick up or after-school activities.

LATE PICK-UP

When children are not met promptly at dismissal by the appropriate adult or student, it can be very distressing. ETK, TK, and Kindergarteners will be brought to the office after approximately 10 minutes. All 2nd-6th grade

students will be advised to wait on the upper yard after 2:30 p.m. where there is adult supervision.

MEAL PROGRAM

APPLICATION

Children who had free/reduced status through the National Program previously will have meals for the first five days of the new school year. However, a new application will need to be submitted for the remainder of the year. All families received a meal program application through the mail. Additional forms are available in the office or the Satellite Kitchen. It is more efficient to complete an online meal application at <https://www.myschoolapps.com/>.

Full/reduced price meal credit may be paid for in advance. Accounts are monitored online. Meals may be paid for at the Satellite Kitchen daily from 7:30 to 7:55 a.m.

Parents will receive notice of any money owed the cafeteria for unpaid meals. Please send payments promptly.

BREAKFAST IN THE CLASSROOM

Breakfast in the Classroom (BIC) provides breakfast at no charge to students in class. The Los Angeles Unified School District (LAUSD), in partnership with the Los Angeles Fund for Public Education, California Food Policy Advocates, LA County Department of Public Health's Choose LA Initiative, and community partners, embarked an initiative to serve breakfast to our students through the Breakfast in the Classroom (BIC) project. This is a program LAUSD is implementing to help provide more breakfast meals to our students.

RECESS SNACKS

Parents who send snacks to school should consider the nutritional value. Fruit, low-fat breads, crackers, yogurt, cheeses are appropriate. Chips, cookies, and candy are strongly discouraged since they have little nutritional value. If unsuitable foods are brought to school as snacks, children may be directed to take them back home.

LUNCH PROGRAM

Children in ETK-6th grade need to bring a lunch to school or eat from the school kitchen. The regular price for a lunch is \$2.25, reduced lunch is \$.30. Please send the exact change or purchase meals in advance.

Monthly menus are available on our website. Children have a choice of which items they wish to eat. At times it is possible your child may not receive his/her first choice if the school receives a substitute entrée from the District or all if the preferred entree have been served.

If your child brings a lunch to school, please do not include liquids in glass bottles as these are dangerous. Soda and “fast food” are also inappropriate. Healthy choices are needed for students to maintain their energy level and attention through the rest of the day.

Please make every effort to develop your child’s responsibility for bringing his/her lunch or money to school. When lunches are dropped off in the office, children lose part of their lunch period time and office staff stops their work. Be sure the child’s name is written on the lunch bag so it can be easily identified. The drink should be in a carton or bottle with lid to fit in the bag. No calls will be made to classrooms as reminders.

STUDENT SERVICES

AFTER-SCHOOL PLAYGROUND/ELEMENTARY YOUTH SERVICES (YS)

The school playground will be open daily from dismissal to 6:00 p.m. The after-school YS playground program is permissive meaning children can enter or exit by choice. However, parents should be very clear with their children regarding their expectations – what time to go home, whether they may leave campus or if they have permission to go to a friend’s home. For this reason, the after-school program is open for grades 2 through 6 students only.

A form must be completed in order for children to participate in the Youth Services Program.

AFTER SCHOOL YOUTH DEVELOPMENT PROGRAM (YDP)

Parents/guardians may register their child(ren) in the YDP program where students in grades Kindergarten through sixth are supervised in groups of 20 children from dismissal through 6:00 p.m. daily. Children receive a structured program including a snack, assistance completing homework, and participation in both curriculum related and special interest activities. Children must be signed-out by an authorized adult between 5:30 p.m. and 6:00 p.m. each day.

PARENT/COMMUNITY ACTIVITIES

VOLUNTEERS

We are always in need of volunteers to provide assistance in the classrooms, in the office or on the school yard. Adults willing to spend time on a regular basis or periodically should contact the office. Volunteers must complete the required LAUSD form for liability purposes as well as have current tuberculosis test results on file. Volunteers serving 16 hours or more per week must also be fingerprinted. Always sign in at the office counter before going to the classroom or other school area.

Volunteers are sought to assist in classrooms, supervise gate closure in the morning, serve as a morning safety valet and be part of garden maintenance. Your gift of time to Delevan makes a tremendous impact on our total program.

SCHOOL SITE COUNCIL/ENGLISH LEARNER ADVISORY COMMITTEE

These groups of parents and staff serve to develop the overall program including Title I and English Learner Programs taking into consideration instructional and budgetary matters. The English Learner Advisory Committee serves to monitor program implementation and make budget recommendations to the School Site Council. The School Site Council is a decision making body responsible for program evaluation and budget spending. Meetings are open to all interested individuals and attendance is encouraged.

These councils generally meet once per month. Meeting announcements are sent to all families. Agendas are posted by the office prior to each meeting. All parent representatives are elected by other school parents.

LOCAL SCHOOL LEADERSHIP COUNCIL

The Local School Leadership Council is comprised of representatives from all stakeholder groups-parent/community, teachers, other staff and administrators. The Council makes decisions regarding calendar scheduling, equipment, staff development, selected budgets, and discipline. Meetings are generally conducted once a month.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) welcomes the support and participation of the entire school community. Messages may be left for PTA Board members in the office. Please look for PTA notices sent home with students or check the PTA website and Facebook.

PARENT CENTER

Delevan has established a Parent Center in Room 19. It provides a location to meet and conduct parent oriented activities. Contact our office for questions regarding volunteer and Council activities. Be sure to join us at the Morning Chat for informational updates and parent networking.

**Be sure to check your
child's backpack, emails,
and website regularly for
important school notices.
Listen carefully to all
Connect-Ed messages.**