

# RAYMOND TEMPLE SCHOOL PROCEDURES AND BEHAVIOR PLAN 2019/2020



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**Mission:** Raymond Temple School's mission is to create a challenging learning environment where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere.

**Vision:** In Raymond Temple's nurturing environment, staff will strive to educate the whole child by using innovative practices to develop skills, knowledge, and values to promote curiosity among our students.

## **BACK-TO-SCHOOL NIGHT - August 29**

Back-To-School Night is a night set aside for parents to learn about our instructional program for the new school year.

Mark your calendars and save the date!

### **DATES TO REMEMBER:**

Aug. 27	Picture Day
Aug. 29	Back-To-School Night
Sep. 2	Labor Day Holiday – <u>Non-student day</u>
Sep. 20	Teacher Planning Day – <u>Non-student day</u>
Sep. 23-27	Parent/Teacher Conferences – <u>Minimum days</u> 1:30 dismissal for grades 1 – 6 1:15 dismissal for Trans Kinder and Kindergarten
Sep. 25	Picture Make-Up Day
Oct. 7	Teacher Planning Day – Non-student day
Nov. 11	Veterans' Day Holiday – <u>Non-student day</u>
Nov. 25 - 29	Thanksgiving Holiday – <u>Non-student days</u>
Dec. 23 – Jan. 3	Winter Break
Jan. 20	Martin Luther King, Jr. Holiday – <u>Non-student day</u>
Jan. 21 - 23	Parent/Teacher Conferences- <u>Minimum days</u> 1:30 dismissal for grades 1 – 6 1:15 dismissal for Trans Kinder and Kindergarten
Feb. 10	Lincoln's Birthday Holiday – <u>Non-student day</u>
Feb. 17	Washington's Birthday Holiday – <u>Non-student day</u>
Mar. 23 - 27	Spring Break
Apr. 2	Open House
May 12 - 15	6 <sup>th</sup> Grade Outdoor Science Camp
May 21	6 <sup>th</sup> Grade Promotion, 8:30 a.m.
May 21	Last Day for Students

**POLICIES AND PROCEDURES**  
**CLASS ASSIGNMENTS**

A great deal of care and attention has been focused on the placement of each student at Raymond Temple. Teachers have carefully considered reading and math progress, test scores, and student learning styles to create balanced classes that will effectively meet the needs of each student. Students will not be transferred based on requests unless it is determined that the present placement is detrimental to the student's overall education.

**DAILY SCHEDULES**

**BEFORE SCHOOL:**

**Students are not to arrive at school before 7:50 a.m. unless eating breakfast.** There is no supervision on the school grounds before 7:50 a.m., and the grounds are not open for play. **Students are tardy if they are not present at the 8:05 bell.**

**AFTER SCHOOL:**

After school, students are to go directly home. **Children dismissed at the end of the primary day schedule are not allowed to wait for siblings or friends dismissed on the upper grade schedule unless a parent is present.** School is still in session until 2:25 p.m. Students must wait by their parents. No chasing, loud noises or playing is allowed while school is in session. Junior/senior high aged siblings/friends **may not** meet our students on campus.

**LATE PICKUPS:**

TK-6<sup>th</sup> grade students will return to the office after 15 minutes of dismissal time. All late pickups will require the parent's signature for student release. Habitual late pickups will result in a SART meeting with the Principal. Habitual is defined as more than three late pickups. Students who are picked up more than 30 minutes late will result in a phone call to the local police department.

**DAILY SCHEDULE**

<u>TransKdg/Kindergarten</u>	8:05 – 1:30 (M-T-W-F) 1:15 p.m. dismissal on Thursdays TK Lunch: 11:30 – 12:10 K Lunch: 11:50 – 12:30
<u>Grades 1-2</u>	8:05 – 1:50 (M-T-W-F) 1:30 p.m. dismissal on Thursdays Lunch: 11:00 – 11:40
<u>Grade 3</u>	8:05 – 1:50 (M-T-W-F) 1:30 p.m. dismissal on Thursdays Lunch: 11:40 – 12:20
<u>Grade 4</u>	8:05 – 2:25 (M-T-W-F) 1:30 p.m. dismissal on Thursdays Lunch: 11:40 – 12:20
<u>Grades 5-6</u>	8:05 – 2:25 (M-T-W-F) 1:30 p.m. dismissal on Thursdays Lunch: 12:20 – 1:00
<u>DHH PreSchool</u>	8:05 – 10:52 daily
<u>DHH Kindergarten</u>	8:05 – 1:50 (M-T-W-F) 1:30 dismissal on Thursdays

## CELL PHONES

Students may carry a cell phone in their backpacks with a signed agreement on file in the school office. **Cell phones may not be used during the school day and must be turned off while on campus, including at dismissal time.**

### **Cell Phone Misuse Procedure:**

1. First offense – warning
2. Second offense – phone will be collected and returned to the student at the end of the day.
3. Third offense - phone will be collected and the parent must collect the phone in the front office.

## LUNCH

Student lunches are \$2.25 and milk is 45 cents. Payments for school meals can be made through the mySchoolBucks.com online payment service or by using the payment drop box in the school office. You may make payments on a weekly, monthly or periodic basis. Students are not permitted to share their lunch with other students due to possible food allergies. Lunches brought for students within the school day **MUST** go through the office. Parents approaching lunch area will be redirected to the office.

## PARENTS AND LUNCH

Parents approaching the lunch area will be redirected to the front office. If you would like to eat lunch with your child, we ask that you check him/her out at the front office. For the safety of all students, parents are not allowed to eat in the children's lunch area.

## BICYCLES & SCOOTERS

Third through sixth grade students may ride bikes to school. All students riding bicycles and scooters must provide their **own locks** and have a **Bicycle Agreement signed** and on file in the school office. Bikes and scooters are to be locked to the bike rack only, not to another bike. Students must also **wear bike helmets**. Bicycles and scooters are to be walked on and off the school grounds, the sidewalk, and in the bike parking area. Bikes and scooters are not to be ridden through the parking lot or on school grounds. The bicycle area is off limits during school hours. Students are not permitted to ride skateboards to school.

### **No Helmet Procedure:**

1. First offense – warning
2. Second offense – phone call home
3. Third offense – student will not be allowed to go home with bicycle or scooter.

## ABSENCES AND TARDIES

All absences must be **verified immediately by a written note or phone call** from the parent. Absences are excused for illness, medical appointments, and limited bereavement. Attendance is closely monitored throughout the year. Excessive absences and/or tardies will require meetings with the District's School Attendance Review Board (SARB). **Students are rewarded monthly and at the end of the year for perfect attendance.** Perfect attendance requires no absences, no tardies, and no excessive early checkouts from school. Excessive is three or more per month.

The District uses an automatic phone calling system for students who are not in school. This program is designed for **student safety**. Therefore, it is vital that you **maintain current phone number information** in the school office throughout the year.

## INDEPENDENT STUDY

If your child will be out of school for 5 days at the minimum and 10 days maximum, you may request an Independent Study from the teacher. This is for family emergencies only and is not for family vacations. You **must** give the teacher one week's notice prior to the 1<sup>st</sup> day of the Independent Study.

This will enable the teacher to gather the necessary work and complete the required paperwork. **All Independent Study must be completed and submitted immediately upon the 1<sup>st</sup> day of return to school.** If the Independent Study is not completed, or returned too late for attendance purposes, the Independent Study will be recorded as incomplete on their record for that entire period.

### **EMERGENCY CARDS**

It is very important that we are able to contact you in the event of an emergency. Each family enrolled at Raymond Temple must complete an Information Card and an Emergency Card. **It is the parent's responsibility to notify the school office of any changes during the year in your address, or home, cell, or work phone numbers. This ensures that your child's emergency cards are always accurate.** Please make a record of whom you have listed on your child's cards. Only persons listed by you on the emergency cards can help your child if you cannot be reached in an emergency. **There will be no exceptions to this and approval cannot be accepted over the phone.** We will accept a signed fax.

### **RELEASE OF STUDENTS FROM SCHOOL**

If you wish to withdraw your child from school during class time, you may do so by coming to the office and signing your child out of school. In order to insure the safety of our students, **no student will be released directly to you from the classrooms. Students are released only from the office to an adult listed on the emergency card.** Please notify us in writing if someone other than yourself will pick up your child for an appointment. Students will not be released on their own during the school day.

### **STUDENT INSURANCE**

**Student accident insurance can save parents \$\$ in medical bills.** Read the papers carefully and call the office if you have any questions.

### **SAFETY**

We place extreme importance on your child's safety. We ask that parents make sure that their children observe safe practices outside of school such as taking safe routes to and from school, observing bicycle safety, leaving skates and skateboards at home, refraining from talking to strangers, and not going to a friend's home without permission.

**If you drive your child to school, please let them out of the car at the curb or the sidewalk area in front of the school, or in the designated drop off area. Do not block bus loading zones or let children out of cars in the middle of the street or parking area where car and bus traffic is a hazard.** Buena Park Police Department officers assist us in ensuring that traffic laws are followed. More specific traffic practices can be found toward the back of this packet.

### **MEDICATION POLICY**

If it is necessary for your child to take any medication at school, it must be done through the Health Office. Authorized school personnel may administer medication to students, providing that the following requirements are met:

1. The office **must** have a **Parent Release** and a **Doctor's Request** on file. This form is available from the Health Office.
2. The medication must be in a **container prepared by the pharmacy** with the child's name, doctor's name, medication, dosage, and time administering clearly indicated.
3. Medication will be **administered only during school hours**, not before or after school.
4. **Children will be responsible** for reporting to the health office at the specified times to receive and take medication. School personnel will cooperate in every way to help children remember medication times but will not be held responsible if the dosage is missed.

### HEALTHY SCHOOLS

We encourage parents to make healthy choices when providing school lunches for your children. For example, choose apples instead of fries or choose milk instead of sodas. Students cannot share any food items per health code.

### PARTIES

We are not able to celebrate birthdays with parties and cupcakes during Instructional Time. Please check with your teacher for other alternatives. We cannot distribute any party bags with sugary party favors.

### PARENTS & VISITORS

Parents are welcome and encouraged to visit school. Please contact your child's teacher for an appropriate visitation date and time. We ask that you limit your visit to approximately 20-30 minutes. One time visits require Principal approval with 24 hour notice to the teacher.

**For security and safety reasons, you must have an approved Volunteer Application on file and proof of TB test. You also need to sign in first with the office any time you are on campus. Please do not go to classrooms without checking through the office. If you need to deliver a lunch or other items to your child during the school day, you must take them to the office and we will get the items to your child at an appropriate time.**

### CALLING ALL VOLUNTEERS!

**This is your school and we want you to feel welcome and to be part of it!** You are encouraged to give any amount of your time to your child's teacher and your school. As you see activities announced please feel free to contact the office and volunteer!

### PROBLEMS? QUESTIONS? CONCERNS?

Get in touch with your child's teacher immediately if you have questions or concerns so that the situation can be discussed. The teachers and principal are available and welcome your calls, which will be returned as soon as possible. If you wish to come in for a conference, please call in advance and schedule an appointment.

### STUDENTS' PERSONAL ITEMS

Jackets and sweaters should be **marked with your child's name** so that misplaced items can be found. **Students are not to bring personal articles** such as playground equipment, games, toys, radios, etc. to school.

### TELEPHONE

The office telephone is a business phone. Students will only be allowed to use the office phone in emergency situations, or at the direction of their teachers. **Please make arrangements with your child prior to the school day regarding who will meet them after school, or where they are to go.**

### MOVING???

If you are planning on moving, please notify the school office one week in advance so that we may arrange for the transfer of student records and provide you with the information you will need to take to your new school.

### OFF-CAMPUS STUDY TRIPS

Off-campus study trips are scheduled to extend and enrich the classroom instructional program. A **signed parent authorization for each trip is required** for children to participate in study trips. Parents will receive information about the date, time, location, and purpose of all study trips. Adult supervision is provided to ensure student safety. Children who do not have a parent authorization remain at school and are supervised by school personnel. Students may be excluded from study trips if they demonstrate unsafe behavior at school such as eloping, refusing to comply with staff, and/or harassment/bullying of peers.

# Raymond Temple School Behavior and Discipline Plan

## Playground, Cafeteria, Classrooms

The task of writing an all-inclusive list of standards is virtually impossible. Therefore, included are those items of vital importance. In any situation, students are not to engage in any activity that will endanger their own or others' safety. **Think** before you act, and **ask** an adult if you do not know what is allowed. We all want to learn and work in a safe, secure, and pleasant environment.

At all times, students are expected to be

- **S**afe
- **O**utstanding
- **A**ccountable
- **R**espectful

### To Ensure a Safe Campus:

1. Students will follow the directions of all adults with respect, the first time they are given.
2. No running in corridors or on the blacktop. Running is permitted in designated grass areas on the playground.
3. Contact sports are not allowed including play fighting, tag, or wrestling.
4. School rules will be followed on all games. Play for fun not for the win.
5. Only school equipment may be used on the playground.
6. Stop all games when the bell rings. Take a knee or sit down to ensure student safety.
7. Walk to the lines and hold all play equipment.

### Use of Equipment:

1. Only one person at a time on ladder, bars, slide, zipline, and swings.
2. When playing on the bars, both hands are to be on the bars at all times; no tag or games on the bars.
3. Stop the swings before getting off. No jumping from the swings.
4. Playground equipment is not allowed in the restrooms at any time.
5. Loose or rolling balls will be picked up and handed to the designated user.
6. Only soccer or kick balls may be kicked. These games are played only on the grass area.

### Personal Items:

There is no trading, buying, selling, giving away, or exchanging items at school. Only school athletic equipment is allowed at school. Bringing toys, trading cards, balls, jump ropes, makeup, sunglasses, clothing, permanent markers, mechanical pencils, knives, poppers, or any dangerous material will result in confiscation of the items and disciplinary action, including suspension and/or expulsion in some cases.

### Cafeteria/Outdoor Eating Area:

1. Enter in a quiet and orderly manner.
2. Use "restaurant" voices.
3. Follow the directions of adult supervisors immediately.
4. Walk at all times.
5. Remain seated until dismissed by staff.
6. Clean up your table and floor area, and throw away all trash.
7. Absolutely no sharing of food per health code.

### **Rewards/Awards for Positive Behavior**

1. Gotcha Cards are given to students “caught being good.”
2. Positive notes and calls to parents by teachers to communicate the positive things their children are accomplishing.
3. Classroom Rewards are provided by individual teachers to recognize individual and group achievement.
4. Awards Assemblies recognize the various accomplishments of students. These awards are selected and presented to teachers and the principal. Coupons to local restaurants as well as certificates of achievement are given to selected students.
5. Attendance Awards are presented monthly and at the end of the year for perfect attendance, no tardies, and no excessive early checkouts from school.

### **Consequences for Inappropriate Behavior:**

1. An MCM or ODR may be issued to students who do not follow the established behavior standards. Parents may be asked to sign the MCM or ODR and return it to school the next day. If you have questions about the ticket, please sign and return the ticket with a note to the teacher. Your signature on the MCM or ODR does not necessarily indicate agreement, only that your child has fulfilled his/her responsibility to show it to you.
2. Parents will be notified of severe or repeated misconduct.
3. Raymond Temple School follows Restorative practices framework. Principal will conduct Restorative Practices Circles to promote conflict mediation among peers and help students learn how to manage and change their own behaviors. Restorative Circles will be implemented whenever appropriate to the incident.
4. Harassment and bullying is not tolerated at Raymond Temple School. Reported incidents will be investigated by the Principal and parents will be notified of any confirmed reports.



## TRAFFIC SAFETY

As concerned parents, I know that the safety of our children is a priority with you. Please review this information and help us to maintain a safe, calm environment for our students and families. We do not want any of our children injured or worse. It is our responsibility as adults to adhere to the following.

1. **Drive slowly** on the streets around the campus. Approximately 550 children arrive and leave daily, and need your help to be safe.
2. The front parking lot is for buses only. Please do not use the front parking lot.
3. You may park in the large parking lot. Children **must** be escorted through the parking lot by an adult; they are never to walk through the lot alone.
4. Use only the **designated areas** for student drop off/pick up. Drop students off at a curb, not in the middle of the street. Use the designated route in the parking lot to drop off and pick up your children. Do not drop off/pick up anywhere else in the parking lot. Do not double park or leave your car in a red zone.
5. Parking in handicapped spots is for those with **official handicapped parking identification only**. It is illegal to park in handicapped spots, even for a few minutes.
6. **Do not make U-turns** in the immediate area of the school. The streets are too congested to safely make any U-turns. Please do not back into or turn into driveways in order to make turns.
7. Please be courteous and respectful to the families in the neighborhood. **Do not park in or block their driveways**. In case of an emergency, they need to be able to exit their driveways immediately.
8. Plan on getting **children to school by 7:50 a.m.** to avoid heavy traffic. Traffic is at its peak just before the bell. This will also ensure that your children are on time for school.
9. Insist that your children use **crosswalks only** when crossing the street. They are not to cross in the middle of the street.
10. **Calm, respectful behavior** is expected at all times. The **directions of school personnel** are to be followed **immediately and respectfully**. Please do not honk or yell at children or other adults.
11. **Buena Park Police officers** will assist in monitoring our traffic situation. Officers will issue **citations** for traffic violations.

Thank you for your understanding and cooperation. It is important that we all follow these regulations for the safety of your children. How we as adults model safety and courtesy is a powerful example to our children.

## CLOTHING STANDARDS

The following clothing standards for Raymond Temple School have been developed and approved by members of the School Site Council and Safety Committee. Standards are established for the health, safety, and security of students while promoting orderly study and a focus on learning. Extremes of dress that are distracting, dangerous, or inappropriate in a school setting are restricted. Any clothing deemed unacceptable by school staff will require that the parent bring a change of clothing for the student.

- In order to prevent accidents and injury, **shoes must be worn at all times. Open footwear such as sandals, thongs, clogs, backless shoes, and shoes with elevated heels or soles are not appropriate for school. Closed-toed shoes with flat heels** are required, particularly for safety during physical education and recess.
- Clothing must **fit the student's actual size**: no excessively baggy or frayed clothing; no large holes in pants; pants must fit at the waist and be no larger than 1" over the actual waist size. All clothing must be **worn and fastened appropriately**, i.e. shoelaces tied, belts not hanging down, etc.
- **Shorts must be long enough that they reach the end of the student's fingers when arms are held down at the sides, such as walking shorts, and may not be too tight.** There must be a **gap between the bottom of shorts and the top of socks.**
- Girls need to wear **shorts underneath dresses, skirts, and skorts** so they are prepared for P.E.
- **All shirts must have a "3 finger width" sleeve.** "Spaghetti" straps and string straps are not appropriate for school. **Tops** cut low in the front, back, and/or under the arms are not acceptable. Shirts and tops must be long enough to be able to be **tucked into pants or skirts**; midriffs must be covered. You should be able to raise your arms without your midriff showing. Clothes should be in good taste and should not be form fitting.
- Only **stud-type earrings** are acceptable. Dangling earrings are considered dangerous due to the active nature of elementary age children. **Heavy or choke chains** may not be worn or brought to school.
- Wearing **makeup** at school is not acceptable. No **spray hair color or glitter, except for school spirit days.** No acrylic and/or fake fingernails will be permitted at school without permission from administration for special occasions.
- **Hats with rims** may only be worn at school for sun protection outside the classroom and for specific individual needs when approved.
- **Printed messages/pictures** on garments should be in good taste. References to alcohol, drugs, tobacco, violence, gangs, or obscenity are not acceptable and will not be tolerated. Any message of a derogatory nature is not to be worn to school.
- Dress that identifies a student as a gang member or group affiliate is not acceptable. The nature of this clothing changes so **it will be at the discretion of school personnel to determine what constitutes gang-affiliated attire, including colors, insignia/symbols, jewelry, overly baggy clothing, or messages/codes.**
- Because fashions, trends, styles, and fad change rapidly, the principal reserves the right to adjust this dress code to meet standards for safety during the school year.