



Los Angeles Unified School District



***Pomelo Community Charter***  
**CALIFORNIA DISTINGUISHED  
SCHOOL**

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*Principal*

August 1, 2019

Dear Pomelo Families,

Welcome to the 2019-20 school year! The first day of school is Tuesday, August 20. School hours are 8:12 am-2:35 pm Monday, Wednesday, Thursday and Friday. Every Tuesday hours are 8:12 am- 1:35 pm .

In collaboration with Team Pomelo, we will host an orientation for new and returning students and parents on Friday, August 16. Starting in the auditorium, TK and K will be at 9:00, 1st-5th grade new and returning students and parents at 9:30. During the orientation, you will learn about ways to be involved with our vibrant school community!

I would like to provide you with a detailed overview about school safety and many of the ways we promote positive parent engagement at school. Your involvement and cooperation are essential to the safety and success of your student and the entire Pomelo community. I want you to be knowledgeable and aware of events and systems in place for everyone’s security and wellbeing.

We have a **Safe and Secure Campus** in effect daily, during the school day. **This means that 1<sup>st</sup> -5<sup>th</sup> grade students say goodbye to parents at the lobby doors or Pomelo gate. Only students may enter campus in the morning. However, the first day of instruction, Tuesday, August 20, parents are invited to walk their students onto campus and to classrooms. Shortly after the beginning of the day, an announcement will be made for parents to exit through the main office and lobby doors to allow instruction to begin. Starting Wednesday, August 21, Safe and Secure Campus will be in effect for 1<sup>st</sup> -5<sup>th</sup> grades. TK and K parents may go onto the K yard until Friday, August 23. Beginning Monday, August 26, parents will say goodbye to TK and K students at the K gate.**

Another safety feature is the **morning traffic valet program** located on March Avenue and Pomelo Drive. The valet operates daily from 7:45-8:07 am, rain or shine. This safe and convenient student drop off service is for **1<sup>st</sup> -5<sup>th</sup> graders only. TK and K students must be walked to the K gate by an adult.** Drivers simply say goodbye, drop off students, where supervision aides ensure students go into the lobby or Pomelo gate, to the yard and green line up area to wait for the 8:07 bell. Students will line up and wait for teachers to take them to class to begin instruction. **There is no supervision for students in front of the school or by the Pomelo gate before 7:45 am. Please do not leave students unattended before 7:45. It is not safe. Parents, please obey all traffic and parking signs around the perimeter of the school.**

**In case of inclement weather in the morning, the Safe and Secure Campus is still in effect.** Only students will enter through the lobby doors or the Pomelo gate. The K gate will be closed and TK and K students will be directed to, and enter through the lobby doors. TK, K and rooms 31 and 32 students will go to the library with adult supervision, to wait for their teachers to walk them to class. All 1<sup>st</sup>-5<sup>th</sup> graders will go directly to the auditorium, where they will sit in assigned areas, by classrooms, and be supervised by school personnel. The teachers will meet students in the auditorium and walk them to class. Inclement weather during recess or lunch may result in students eating and playing in classrooms. Modifications may include “walk and talk” recess or lunch, or eating outside and

returning to the classroom to play, depending on the weather conditions at the time. School administration will make those determinations, as needed.

**For dismissal time**, parents may either wait in their cars on the street, for 2<sup>nd</sup>-5<sup>th</sup> grade students to come outside, or park their cars on the street where there is street parking, marked by parking signs, and walk onto campus to meet their student at a designated place. **Do not leave cars unattended directly in front of the school.** We have school buses that need parking access in the morning and afternoon. **Parents must walk onto campus to pick up TK, K and 1<sup>st</sup> grade students at a designated dismissal place or classroom.** Please have a plan for after school care. The Youth Services (YS) program is available for 2nd-5th graders only. This free program is supervised by a YS coach. Please stop by the office or see Coach for an application. The West Valley YMCA also provides fee-based, before and after school care. Please contact them at 818-665-9794 for information. We offer STAR After School Enrichment classes. Information about STAR will be sent home soon. If 2nd-5th graders are not picked up by 3:00, they will be sent to the yard to wait for an adult to pick them up. **The lobby doors and Pomelo gate will be locked at 3:00.** Parents may enter through the main office to pick up their children from the yard until 4:30, when the office closes. If your student remains at the YS after 4:30, please make arrangements with the YS coach for pick up.

**Volunteers are always welcomed!** If parents and community members wish to visit or volunteer, please enter through the main office to sign in, receive a visitor badge or use volunteer identification card. Teachers will set up a volunteer schedule that best meets their needs. This system protects instructional time, allows an extra measure of security and provides accountability of who is visiting or volunteering on campus. The LAUSD volunteer guidelines and application are on our website and must be renewed each school year.

On Monday mornings, we have a greeting around the track, where the flag salute is recited, announcements are made, monthly attendance and positive behavior are recognized. Parents are invited to join us around the track during the greeting beginning at 8:12 am. The lobby doors and Pomelo gate will be open for you to enter and will be closed at 8:12. Immediately after the greeting, all students go directly to class to begin instruction, parents are to exit campus through the main office, and Safe and Secure Campus begins. On selected Monday, we host a Monday Morning Mixer in the Parent Center for parents to stay, mingle and meet other parents. Flyers and Connect Ed messages will be sent home. Coffee and treats are provided. In case of inclement weather, Monday Morning Greeting announcements will be made over the public address system. TK and K parents who wish to join us for Monday Morning Greeting, may do so, once they drop off their students at the K gate, by entering through the lobby doors. Students will be led by teachers to line up at the track.

We also host a variety of parent workshops during the year. You will be sent flyers and Connect Ed messages announcing parent workshops. These dates, topics and times will also be posted on our website.

Once a month, usually the first Thursday at 8:20 am, beginning in September, we have a Student of the Month Assembly, where students are recognized for their citizenship and academic achievements. Parents will be invited by their student's teacher to attend. These assemblies do not require sign in at the main office. At 7:45 the lobby doors will be open for you to enter and be seated in the auditorium.

During the school year, there are many exciting instructional events. You will be informed about them from your child's teacher. We will have a student roster visitor sign in system upon entering the main office for your convenience. Please be sure to wear your yellow visitor badge while on campus.

I hope this detailed information provides you with a sense of how we maintain safety, effective ways we engage parents, meet the needs of our students while building capacity for our school community. I look forward to a safe and productive school year!

With gratitude and Pomelo pride,

Andrea Ferber  
Principal