

ADMINISTRATIVE OFFICES

**El Rincon Elementary School
11177 Overland Avenue
Culver City, Calif. 90230**

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www.elrincon.ccusd.org

Dr. Amy Hodge, Principal
Mrs. Debbie Hamme, Secretary
Ms. Marybeth Paris, Enrollment/Attendance

Culver City Unified School District

4034 Irving Place

Culver City, Calif. 90232

Telephone: (310) 842-4220

www.ccusd.org

Mrs. Leslie Lockhart, Superintendent
Jennifer Slabbinck, Assistant Superintendent, Human Resources
Tracy Pumilia, Assistant Superintendent, Educational Services
Mr. Robert Quinn, Assistant Superintendent, Business Services

School Board Members

Dr. Kelly Kent, President

Ms. Summer McBride, Vice President

Dr. Steven M. Levin, Clerk

Ms. Anne Allaire, Parliamentarian

Dr. Tashon McKeithan, Member

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Dr. Amy Hodge

amyhodge@ccusd.org

Instructional Day

The school hours at El Rincon are:

Monday- Tuesday –Thursday- Friday

Transitional Kindergarten	8:45-3:15
Grades K-5	8:45-3:15

Wednesday

Transitional Kindergarten	8:45-1:45
Grades K-5	8:45-1:45

El Rincon Elementary School Staff 2019.2020

TEACHERS	Grade	Room#	
Paige Gugino	TK	21	
Diane DiFranco	K	1	
Benjamin Knight	K	2	Jessica Parel, School Nurse
Jennifer Zapata	K	3	Denise Enoch, Health Technician
Katie Ludwick	K	5	
Claire Moniz	1	14	
Jan Glusac	1	15	SPECIALISTS (CON'T.)
Maria Hargrove	1	18	Kathleen Zambrano, Psychologist
Jim Warner	1	17	Shauntell Sanders, Library Clerk
Becky Linder	2	16	
Kristina Brown	2	20	INSTRUCTIONAL ASSISTANTS
Julie Fitts	2	22	Karla Avalos
Marshanne Love	2	23	Dory Baghaei
Janice Lowell	2	24	Kenneth Beason
Breigh Dang	3	25	Shari Rhone (P.E.)
Cari Nazarian	3	26	Tyla Sawyer, Science Lab
Ashley Pekarski	3	27	Cathy Tiner
Nancy Gallegos	3	28	Leeyah Yu
Katie O'Brien	3	31	
Laura Tollefson	4/5	12	
Katie Pickett	4	13	
Ashley Wheeler	4	6	HEALTHY START FAMILY CENTER
Sukai Strom	4	7	Christie Schnur, LMFT
Linda Carpenter	5	10	Samantha Nelson, School Counselor
Karolyn Nettles	5	11	
Courtney Dahl	5	32	
Javier Lopez, Physical Education			
 SPECIALISTS			 OFFICE OF CHILD DEVELOPMENT
Tiffany Mui,			Gerald Goodwin, Teacher, SACC
Speech and Language			Yolanda Hearn, Teacher, SACC
Heytal Pandaya, OT			Marie Langston, Teacher, Preschool
			Elda Garcia, Teacher's Asst.
 Margie Manoussi, Resource Specialists			

CAMPUS SECURITY: FACILITY ACCESS POLICY

- Supervision begins on the large playground and the kindergarten yard at 8:20 a.m.
- Students will arrive at school through the front entry on Overland or from the side or back entries on Sawtelle and Kinston. These entries will be **closed at 9:00** everyday.
- Students who arrive after 8:45 will need to come through the office.
- All exterior gates will be locked between 9:00 and 2:45. The large red sliding gate in front of the school will be **closed at 9:00** everyday.
- The large red sliding gate in front of the office will be **closed at 9:00** and will not be **reopened until 3:10**.
- The gate leading from the Sawtelle sidewalk to the preschool room will be unlocked from 11:00 to 11:10, from 12:05 to 12:15, and again from 2:30 to 2:40 for the transition of morning and afternoon preschool and kindergarten students.
- Parents who pick up their children prior to school dismissal must first come to the school office to check their students out.
- **All visitors, including parents, who come to the school during the school day will have to enter through the office.** Visitors will be required to sign in and get a “Visitor” or “Volunteer” badge.
- The **staff parking** lot cannot be used for dropping off and picking up students.
- The times for unlocking the exterior gates on Wednesdays will be adjusted to accommodate our early release.
- There is **no supervision** on the yard after 3:15. The El Rincon playground becomes a public park after 3:15 p.m.

ABSENCES AND TARDIES

When your child is absent, call the school in the morning and report his absence. It is important that we are able to account for all children at all times. Be prepared to give the following information:

- your name and your relationship to the child
- student’s name
- teacher’s name
- reason for absence
- date(s) of absence

If you are not able to communicate with the school on the day of your child’s absence, write a note that gives the above information and send it to school on the day your child returns. Student absences that are not cleared within 5 days become permanent truancies.

Students who arrive after 8:45 will be marked tardy. Upon arrival they will need to report to the office and pick up their pink attendance card.

In order to keep better track of attendance, the Culver City Unified School District has recently computerized its attendance system. Parents will receive school district letters as soon as their children have been absent three times without an excuse for the absences. A parent may call the school office on the day of the absence or send a written excuse on

the day the child returns to school. As a helpful reminder, in the evening automated phone messages are sent to the parents of children who were absent that day but did not call to notify the school office.

“Absence from school shall be excused only for health reasons, family emergencies, and justifiable, personal reasons as permitted by law, board policy, and administrative regulations.” (CCUSD Board Policy 5113(a) and Ed. Code 46010, 46010.5, 48205, 48216). Additionally, “when a student has had 14 absences in the school year for illness...any further absences for illness must be verified by a physician.”

Most importantly, absences must be cleared within five (5) of days after a child returns to school. Absences that are not cleared within five days will automatically be recorded as truancies and can not be cleared at a later date.

It is our hope that the above information will be helpful to you in understanding how our attendance system works. If you have any questions, please call the El Rincon Elementary school office.

ARRIVAL

Students **should arrive at school by 8:40** and go directly to the playground. Playground supervision begins at 8:20. Students who arrive early to eat breakfast will remain in the cafeteria until at least 8:20. At 8:40, the bell rings and teachers will pick up their classes and take them to their rooms. Instruction begins promptly at 8:45.

Parents who drive their children to school should drop them off in the circular driveway in front of the school or by the curb on Sawtelle. ***The circular drive on Overland is for drop off only—there is no stopping or parking under any circumstances. You will be ticketed—please keep this in mind.*** **THE STAFF PARKING LOT IS OFF-LIMITS AND UNSAFE FOR PICKING UP AND DROPPING OFF STUDENTS.**

BREAKFAST

Breakfast is served every day during the school year. The cost is \$2.00. The cost for reduced breakfast is \$.25. Applications for the federally-funded free and reduced food service program for qualifying families are available in the office. Breakfast will be served beginning at 8:00 and will not be served after 8:30. Students who do not participate in the breakfast program should not arrive until 8:20, as there is no adult supervision provided until then.

LUNCH

Lunch is served in the cafeteria daily. The cost is \$3.00. The cost for reduced lunch is \$.40. Although it's not mandatory, parents are encouraged to pay for lunches a month at a time. The computerized data system keeps track of how many lunches your child consumes and you will be notified when your balance is low. Applications for the

federally-funded free and reduced food service program for qualifying families are available in the office.

Students are expected to conduct themselves respectably while eating. The following general guidelines will apply:

- All students will eat on the patio, except during inclement weather.
 - Transitional Kindergarten and Kindergarten eat first and then have lunch recess. 1st grade -5th grade have recess first and then they line up for lunch.
 - Students will be expected to use polite manners and proper etiquette.
 - Students must remain seated while eating.
 - Up to 20 students can sit at a table.
 - Students clean up their own eating area.
- Students wait to be dismissed from the lunch area.
- Students treat the noon supervisors with respect.

DISMISSAL

TK and Kindergarten parents are asked to pick their students up at the classroom door. 1st-3rd grade teachers walk their students to the playground and dismiss them from the yard. If students are not picked up from this area within 10 minutes of dismissal, they will be walked to the front of the school where they will wait for pick-up outside of the front office. ***The office does not provide supervision for students who are not picked up on time.*** Please be aware that after school, children who play at the park are **NOT** supervised. The Culver City Parks and Recreation playground directors are not authorized or responsible for providing childcare. If a child is playing at the park and chooses to go to a friend's house or to the shopping center, it is not the playground directors' responsibility to prevent them from doing so. If your child is staying after school, it our strong recommendation that you have your child enrolled in an afterschool program.

Parents should not walk to a classroom to pick up their child. Besides interfering with the Safe School Policy, this is very disruptive to the teacher during the last few minutes of the instructional day. If you need to pick up your child **prior to 3:15, come to the office** and sign him/her out. The office staff will call the classroom and have your child meet you in the office.

Please make sure your children are aware of after school pick up arrangements prior to arriving to school. The office telephone is for emergency use only.

PARENTS ON CAMPUS

Visiting the School

Any time you visit the school campus; you must first come to the office, sign in, and put on a Visitor's Badge. You are welcome to observe in any of the classrooms for up to 20 minutes, but all visits must be prearranged with the school administrator as stated in the

district Guidelines for Classroom and School Site Visitors. *Copies of the official policy are available in the office.*

Parents **are not allowed** to go directly to a classroom during school hours. **All visits** must start in the school office. As a **reminder**, the school office is extremely busy during the day, and we cannot guarantee the timely delivery of forgotten lunches, homework, and other items to your student. *Please make sure that your child has everything they need for their day with them when you bring them to school.*

From 8:45 until morning recess is considered Prime Time. There will be **no interruptions** to classes, i.e. no telephone messages, no parent interruptions, no deliveries during this time. The only exception to this policy would be *prearranged* classroom visitations.

Volunteering

We strongly encourage parents and community members to volunteer at our school. If you are going to volunteer on a regular basis, you will need to have a TB test and a fingerprint clearance. The required forms are available in the front office. Please be aware that there will be a \$35.00 charge for the fingerprinting process at the Culver City Police Department.

UNIFORM COMPLAINT PROCEDURE

The Culver City Unified School District has to make sure that it follows state and federal laws and regulations governing educational programs.

- ◆ The District has adopted uniform complaint procedures when someone feels they have been unlawfully discriminated against because of ethnic group identification, religion, age, sex, color and physical or mental disability.
- ◆ The District will also follow uniform complaint procedures when someone complains that the state or federal laws have not been followed in school programs.
- ◆ The Board protects those who make complaints from retaliation.
- ◆ The confidentiality of the parties and the facts will be protected.
- ◆ Any complaints must be filed within six months from the time something happened or when they are first acknowledged.

The Assistant Superintendent is the person to receive all noncompliance complaints and forward to the right person to investigate.

- ◆ Any individual, public agency or organization may send a written complaint to the Assistant Superintendent at the District Office or the California Department of Education, describing the issues.
- ◆ If the complaint is made to the School District, the person making the investigation will tell the decision to the person making complaint.
- ◆ If dissatisfied with the decision, the person bringing the complaint may appeal to the Culver City Board of Education.

- ◆ The investigation, decision and appeal to the Culver City Board of Education must be completed within sixty days of filing.
- ◆ If dissatisfied with the decision of the Board, the person making the complaint may appeal to the California Department of Education within fifteen days of receiving the District's decision.

The person making the complaint may also pursue help through local, state or federal legal aid agencies, offices, or private/public interest attorneys. Any questions regarding Uniform Complaint procedures should be directed to the Culver City Unified School District Assistant Superintendent at (310) 842-4220 ext. 4213.

CULVER CITY UNIFIED SCHOOL DISTRICT CIVILITY POLICY

Copies of this policy are available in the office and may also be accessed at <http://ccusd.org>.

PARENT COMMUNICATION

On-going Information

On-going open communication between the school and the parents is vital to the success of our education program. The principal will send an all call every Sunday evening via the telephone number in the school information systems database. Informing parents of upcoming events and offering parent education tips. Additionally, each teacher will write a monthly letter to parents, describing classroom activities, current concepts being explored, and other pertinent information regarding the instructional program. Information will also be posted regularly on our school website.

E-mail

Every teacher has an email address. You can access these addresses by logging on to the District's web site at <http://www.ccusd.org> and clicking on the link for El Rincon.

Concerns

If you have concerns about your child and/or his teacher, the first step is to make an appointment to talk to the teacher. Many concerns are a result of miscommunication. Usually, talking to the teacher will alleviate your concern. However, if you have a concern that you have not been able to settle with the teacher, call the office and ask to speak to the principal. The principal may be able to settle your concern over the phone, or you may be asked to come in and discuss the matter.

Telephone Messages

If you wish to speak to your child's teacher during the day, call the school and speak to the office staff that will place a message in the teacher's mailbox. The teacher will return your phone call as soon as it is convenient for them to do so, usually the same day.

Please do not call the school and ask to speak to your child. We cannot interrupt classroom instruction for these types of calls.

Students may not use the office phone to call home for forgotten homework or to ask permission to stay after school, etc. After-school arrangements should be made with your child in the morning before your child leaves for school. The office phone is for emergency use only.

REPORT CARDS and CONFERENCES

Reports cards are given out three times a year. Conferences for those targeted students will be held **October 3rd and 4th**. The first report card will be given to you during your parent conference. Conferences will take place this year on **December 9th, 10th, 12th, 13th, 16th and 17th**. The second report card period ends March 6th. It will be sent home with your child the following week. The final report card of the year will be sent home with your child on **the last day of school**. This year, the last day of school will be **Friday, June 12th**.

HOMEWORK

Homework assignments are a regular and vital component of your child's education. Some homework is designed for parent participation, while other assignments are to be done independently by the child. The teachers will inform you of the standards and expectations of each assignment.

The district's homework policy regulates the amount of time students should spend on school-related work at home. Generally, daily time spent on homework should be:

K	15 minutes
1 st /2 nd	15-20 minutes
3 rd	30 minutes
4 th /5 th	60 minutes

Teachers attempt to plan assignments that are appropriate for each child. However, we know that all children learn and work at their own pace. If your child is spending more than the recommended time each night on homework (but not wasting time), talk to the teacher and she will make modifications. Remember, too, that on any given night you have the authority to stop your child's labors after the appropriate time, and simply write a note to the teacher explaining that the homework was too difficult for your child.

Homework assignments are held to the same standards as class work. They should be accurate, complete, and neat. Parents should inspect the work before the child turns it in. Your signature on the page assures the teacher that you are aware of the work your child has done. If the work does not meet the teacher's criteria for acceptable performance, the homework will be returned to your child to be redone. It is also imperative that your child reads every night for at least 20 minutes. If your child is not reading yet, this would be a great opportunity for you and your child to spend time reading together.

Four ways to help your child improve her or his homework skills:

1. Plan dinner and other family events around your child's homework schedule.
2. Create a study/homework area for your child use this same area for helping your child review material before a test.
3. Encourage your child to study with other students when appropriate.
4. Make a point to look over your child's finished homework.

STUDENT DISCIPLINE

We strive to teach our students safety, respect, and pride. Classroom and school rules are developed to support the following statement that includes our basic values:

Our school is a place where . . .

- *everyone feels safe*
- *we are responsible for what we do and say*
- *everyone has equal worth*
- *we learn that "my way" is not the only way*
- *we solve our problems peacefully*
- *we respect each other*
- *we can do little things to help*

Each teacher develops a set of classroom rules based on these concepts. The school's discipline policy is based on positive reinforcement. Interventions and diversion activities will be implemented for minor infractions. For most students, punishment is a rarity. However, we take the safety and security of our students seriously. Students who threaten the safe and secure environment of others will be dealt with swiftly and severely. If your child repeatedly has difficulty adhering to school rules, you will be contacted. You will also be contacted if a singular inappropriate act necessitates your intervention. Students who do not respond to positive efforts to change negative behavior will be placed on an Individual Behavior Plan.

Generally stated, the school rules are:

- BE SAFE
- BE RESPONSIBLE
- BE RESPECTFUL

Children are encouraged to settle minor disputes among themselves. However, if the **child feels the dispute is unsolvable**, remind them to go directly to the recess supervisor or to their teacher. Review with your children that "hitting doesn't help." Problems can be solved words and through talking it out. Students will be taught to follow these three steps if another student is bothering them:

1. **Ignore the person and walk away.** *If the person continues to bother you . . .*
2. **Face him and tell him to stop it.** *If the person continues to bother you . . .*
3. **Tell an adult IMMEDIATELY.**

All of our students and parents sign our “No Contact Contract.” We believe that any type of aggressive physical contact is unacceptable and prohibits the maintaining of a safe learning environment. Students who are in violation of this contract will receive consequences that are outlined in the contract. If your child is the victim of repeated harassment or bullying, contact the teacher or the principal. This behavior is not tolerated, and we need to know if it is occurring.

FIELD TRIPS

Most classes go on at least one field trip each year, and most of the field trips are funded through the PTA. Others, such as those related to Service Learning, are funded by other means. Every child must have a signed permission slip on file before he can participate. Teachers will always let you know in advance of upcoming field trips.

Field trips always relate to a current unit of study. Because they are part of the instructional program, we want all students to participate. If there is concern about a child’s behavior on an upcoming field trip, the teacher will attempt interventions, such as asking the child’s parent to accompany the child or assigning another volunteer adult to be a one-on-one supervisor for the child, instead of leaving the child behind. In rare instances, for safety reasons, a child’s behavior may necessitate his exclusion.

Special arrangements will be made for students who require medication during the school day.

CLASS PARTIES

Two parties are allowed during the year, one prior to Winter Break and one at the end of the year. Please do not bring food to your child’s classroom for class distribution at any other time. We would like to be respectful of children who have food allergies or other health concerns.

BIRTHDAYS

Birthday celebrations should not interfere with instructional time. It is preferable for the birthday child to bring a book to donate to the classroom library or some other educational activity for the class, instead of bringing sweets. Invitations to private birthday parties should not be distributed at school. Please make arrangements to do this on your own.

STUDENT STUDY TEAM

Students who are experiencing difficulty in academics or social development may be referred to the Student Study Team. Usually, the referral comes from the teacher, but parents can also request a meeting. The parents are always invited and encouraged to attend. Sometimes the student is invited also.

The purpose of the team meeting is to discuss the problem and design an intervention plan that will be supported by both the school and the parents. A follow-up meeting will be scheduled to determine if the interventions have been effective. Sometimes, the SST meetings result in the student being referred for testing, wherein he might qualify for an

Individual Education Plan (IEP). The team consists of the principal, the classroom teacher, another teacher, a Healthy Start representative, and you, the parent. Subsequent meetings may also include the Resource Teacher, the school psychologist, and/or the Speech Teacher.

MEDICATION

All medication for students must be kept in the office. A doctor's authorization must be on file for all medication. Students may not have any medication in their classrooms or backpacks, including over-the-counter medication (i.e. cough drops, aspirin, etc.).

LIBRARY and TEXTBOOKS

Each class will be given a regular time slot each week in which to attend the library. Students are permitted to borrow one book from the library at a time. All library books are loaned for one week. They can be renewed one time.

Textbooks and library books will be checked out to students through the library. These materials are provided free of charge. In order to ensure that all students have materials needed for their classes, students will be charged for lost and/or damaged textbooks and library books. After textbooks are issued they need to be covered with a book cover. Students may either provide their own book covers or use ones provided by the library. No adhesive book covers are to be used and no tape is to be applied to the book.

District Policy for Lost or Damaged Textbook/Library Materials

1. Students must clear their textbook records before being issued additional textbooks.
2. Procedures regarding notification of money owed on textbook and library books:
 - a. Two weeks prior to the end of each grading period students will receive a letter notifying them of their obligations.
 - b. If the item(s) has not been cleared by the end of each grading period a copy of the letter will be mailed home to the parents.
 - c. Both Board Policy and State Education Code allow the District to withhold grades, diplomas and transcripts if the student's obligations are not met.

Before the report card is released, payment for lost/damaged books may be made with a personal or business check until six weeks before the end of school. At that time, all payments must be made with cash, cashier's check or a money order.

DRESS CODE

Rocket Wear

Every year the PTA sells Rocket Wear clothing apparel, which can be worn any day of the week.

Please keep in mind the following guidelines when your child is choosing clothes to wear to school:

- Shoes must have closed toes and closed heels. They must be flat; heels higher than ½-inch are not safe and are therefore not allowed. Tennis shoes are recommended.
- Belt ends must be tucked into a loop.
- Bike shorts, leggings, or tights can be worn under skirts or jumpers, but may not be worn alone.
- Scouting and religious attire is permitted.
- Hats are permitted; however, if the hat is used as an object for misbehavior it will be taken away and the parent will be notified that the child will not be able to wear it again.
- Tank tops must fit snugly over the torso; armholes cannot be so large that the torso is exposed.
- T-shirts with inappropriate pictures or slogans are not permitted.
- Stud earrings are permitted, but for safety reasons loops or dangling objects are not permitted.
- Excessively baggy pants are not permitted.
- Under garments should not be visible.

Most dress code violations can be solved easily by having the student put on a sweater or by turning the inappropriate clothing article inside out. If it is a violation that requires a change of clothing, such as baggy pants or unsafe shoes, the student will be referred to the office and the parents will be called to bring a change of clothing.

SUPPLIES

All school supplies are provided through state funds. However, many students prefer to bring their own pencils, rulers, and other supplies. The teacher will let you know what supplies can be brought from home. The teacher will also let you know what items you can donate for special projects.

PHYSICAL EDUCATION

A daily quality physical education program is offered to students as part of the general curriculum at El Rincon Elementary School. We will be using activities from the SPARK Physical Education program. SPARK (Sport, Play, and Active Recreation for Kids) is an “Exemplary Program” of the U.S. Department of Education. SPARK research has shown that students who participate in at least 30-minute SPARK PE classes each week do well or better than others on standardized academic test scores.

It is important to me that every child feels successful each day, and that they leave class eager to have physical education again. That is why I plan to incorporate SPARK’S “SEAD” philosophy. Our classes will be Safe, Enjoyable, Active, and Developmentally Appropriate.

One of my class goals is to actively engage children in sufficient amounts of moderate to vigorous physical activity to improve and/or maintain their physical health and well-being. Another goal is to encourage children to apply the skills and knowledge they acquire during class and to seek opportunities to be active outside of school and as part of a healthy lifestyle. Additionally, instruction units are planned to develop motor, cognitive, and social skills.

In order to provide the best possible experience for your child, we must all work together as a team! Please remind your child to dress appropriately for physical activity every day. For comfort and safety purposes, he/she should wear sneakers and clothes suitable for physical activity daily.

Physical activity must be done regularly to achieve health benefits. Therefore, your child’s participation is very important. If your child is sick or unable to participate in all activities, please send a note prior to PE class. It would be helpful if the note states the specific nature of the ailment and your suggested restrictions.

If you have any questions or concerns, please do not hesitate to contact me.

Thank You

Javier Lopez

STUDENT STORE

El Rincon now has a student store, sponsored by the PTA. Basic school supplies, as well as snacks and drinks, will be for sale after school for 30 minutes on Wednesday and Friday afternoons. Our great new line of the El Rincon Rockets Spirit Wear will also be on sale.

PTA

All parents are encouraged to become members of the PTA. The National PTA is the largest volunteer child advocacy organization in the United States. A not-for-profit association of parents, educators, students and other citizens, the PTA is concerned with education, health and well being of all children. PTA sponsors many of the enrichment programs El Rincon provides, such as assemblies, field trips, the Home Reading Program and many more. Your \$7.00 membership fee does not obligate you to volunteer your time or services; rather, it entitles you to vote on important issues concerning your child's school. Membership is not limited to parents. Many families recruit grandparents, aunts and uncles, and other adult family members to join. The PTA publishes a Parents' Guide, that lists the many different ways you can get involved, as well as the names of contact people.

SCHOOL SITE COUNCIL

The Site Council is the governing body of the school. This group meets once a month to review the school plan, as well as budget and approve expenditures in the school's categorical funds. The ten member council is made up of five school personnel and five parent/community members. You will be notified of vacancies and elections. All meetings are open to the public. Notices of upcoming meetings are published in the Monday newsletters.

HEALTHY START FAMILY CENTER

The Family Center is located in room 8, adjacent to the parking lot. Through this program, students and families are offered counseling, tutoring, after-school activities, parent education, and assistance in obtaining physical and mental health care. The center is open to all El Rincon families. They can be reached at 310-842-4378.

CHILDCARE

There are several programs through which you can arrange after school care for your child.

KIK and SACC

Kids in Kare (KIK) and School Age Child Care (SACC) are offered by the Culver City Unified School District through the Office of Child Development. KIK provides after school care for children K-2. SACC provides after school care for students in grades 3 –5. The Office of Child Development can be reached by calling 842-4230.

MONEY

Students should bring only enough money for milk or lunch to school. Money brought in for fundraisers or book club orders will be collected the first thing in the morning. The school does not assume liability for money brought to school.

LOST AND FOUND

It is amazing how many clothing items are lost and never reclaimed during the school year. **Please put your child's name inside his sweaters and jackets.** Also, if your child comes home with a jacket that does not belong to him, please return it to school. Lost clothing will be turned in to the multipurpose room. Lost items such as money and jewelry will be turned in to the office. Unclaimed money will be returned to the student who brought it to the office after a period of one week. Periodically, clothing that amasses in the lost and found barrels will be donated to charitable organizations.

DISASTER PREPAREDNESS

The school is prepared to provide care, shelter, and guidance for your child in the event of an emergency. Together with the Fire Department and the Police Department, we are part of the Culver City Standardized Emergency Management System. All staff members have been assigned and trained to perform a specific function to insure your child is cared for in the event of an emergency. All children will be held at school until you or a designated person comes to pick them up. We will release your child **ONLY** to the people whose names are listed on the emergency card.

We have an organized and efficient plan for releasing students. If a disaster occurs, you must pick up your child through the Student Release Center, which will be set up near the Student Care Center, probably on the grassy field. **DO NOT TAKE YOUR CHILD WITHOUT NOTIFYING THE STUDENT RELEASE TEAM.** It is so important that we be able to account for all students at all times during the emergency.

You will receive more information about putting together a "comfort kit" for your child to keep at school. In an emergency, these kits will be distributed to the children while they wait for you to arrive.

NO SMOKING

Tobacco use is prohibited at all times on all Culver City Unified School District property and in all district vehicles by students, parents/guardian, employees and the public. Students and adults who violate this policy may be subject to disciplinary action. Cessation references are available through the health center or on the Culver City Unified School District website.