

Parent-Student Handbook
2019-2020



Updated 10/24/2019

ABSENCES AND TARDINESS

It is important that each student start school on time. Tardiness should not become a habit as it interferes with the learning of all students. A student returning to school after being absent must bring a note signed by the parent or guardian giving the reason for the absence and the date(s) of absences, or by filling out the Attendance Note on the Harloe website (<http://www.lmusd.org/education/components/form/default.php?sectiondetailid=31307&>), or by telephoning the office and stating the child's name, date(s) of absences and the reason for absence. The only absence or tardy that can be marked "excused" is one due to a child's own illness, a child's doctor appointment or a death in the immediate family. If a student has ten excused absences due to illness, a note may be required from the child's physician upon any further absence from school.

ATTENDANCE

Students who maintain a good attendance record can make uninterrupted progress in their school work. Students who are ill should not be in school.

Any child leaving the school during school hours must be checked out through the school office by their parent/guardian/sibling over the age of 18 listed on the student's emergency contact card. Students may not leave the school grounds during the school day without being signed out.

Families planning an absence of 5 days or more are encouraged to request an independent study contract. Notify the office approximately 3 days (or more) prior to the absence and request the contract. This allows time for teachers to prepare work for the student to do while away. When the work is turned in immediately after the absence, the days will not be considered absences.

CLASSROOM INTERRUPTIONS

Harloe School is dedicated to ensuring that our learning time is maximized during critical instruction time periods. All non-emergency messages or calls will be delivered to the classrooms at 2 pm. Any items delivered during the day will be placed in the teacher's mailbox, except student lunches. If students forget their lunch, parents can drop them off in the office and they will be put in the cafeteria for students to pick up, or they will be allowed to charge hot lunch. If your child needs to be checked out for an appointment please allow enough time to check them out in the office and walk down to the classroom. We are not able to call students up to the office ahead of time for appointments.

BEFORE SCHOOL

The school campus opens at 8:15. Students are not allowed at school before this time unless they are attending a before school program or attending YMCA. Students arriving before 8:15 will not be supervised and must wait by the front flag pole. Breakfast begins at 8:00 in the cafeteria. Only students eating breakfast are allowed in the cafeteria before school.

AFTER SCHOOL PLAY/REST ROOMS

Students **MUST** go home after school if they are not enrolled in the YMCA or a school based after school program. Any students on campus prior to 4:00 PM not accompanied by an adult will be asked to leave. There is no supervision provided outside of school hours unless a child is in a program. The rest rooms are not open after school for safety/liability reasons.



BICYCLE & SCOOTER RULES

Students in grades 3 through 6 who are mature enough to safely ride a bike/scooter, must park their bikes/scooters in the rack provided and must keep them locked during school hours. 1st and 2nd graders are not to ride bikes/scooters unless parents get pre-approval from the principal. All students must wear bicycle helmets.

BUS TRANSPORTATION

Busses to Harloe School are furnished only for students who live a specified distance from school. Those assigned to busses will not be allowed to ride home with a neighbor or go home with a friend. Students riding the bus must have a bus pass.



Riding a school bus is a privilege for your child. Violation of school bus rules and unsafe behavior can create a danger to the health and safety of other students.

Students are responsible for safe behavior:

- While being transported on the school bus
- While waiting at a bus stop
- While traveling between home and the bus stop

You will be receiving Board Policy 3550 and accompanying Safety Pupil-Student Conduct regulations. Per the policy, students will be held to high behavior standards. Penalties are significantly greater under the policy. Students may lose bus riding privileges from 5 - 180 school days. Please help us ensure that your child understands appropriate student behavior while riding the school bus, waiting at the bus stop, or traveling from bus stop to home.

Those students who ride the bus may lose that privilege if they:

1. Violate Class I transportation Regulations which include all grounds for suspension and expulsion.
2. Violate Class II transportation regulations. Student behavior per EC48900 (k) which causes a disruption or is considered to be defiance of the authority of the bus driver will be considered to be a Class II Transportation Violation. Violations may include such behavior as, but are not limited to:
 - a) Failure to follow instructions of the bus driver
 - b) Out of seat while bus is in motion
 - c) Sitting incorrectly, i.e.; facing backwards or extending into the aisles
 - d) Incorrect boarding or leaving the bus
 - e) Placing any portion of body out of the window
 - f) Excessive noise on the bus
 - g) Littering on the bus
 - h) Eating or drinking on the bus
 - I) Rude or annoying conduct to driver or others
 - j) Throwing objects in or out of the bus
 - k) Harmful or objectionable object on bus
 - l) Animal on bus
 - m) Tampering with equipment

NUISANCE ITEMS

Students should only bring the materials their teacher has requested, or given to them on a student supply list. All other items should remain at home. These nuisance items are a distraction for the students, promote theft, and created problems when lost. Nuisance item examples include but are not limited to: cards, electronics, stuffed animals, toys, fidgets, games, pranks, and sports equipment.

DRESS CODE

In an effort to provide a safe and educationally sound environment free from undue distractions, the following dress code has been adopted by Lucia Mar Unified School District and Harloe Elementary School:

1. All students shall dress and groom for school with attention to, and emphasis on, neatness, cleanliness, safety, and personal and public health. Such things as bare feet, bare chests, half shirts, tube tops, halter tops, spaghetti straps, sheer blouses, tank tops enlarged so that sides of the body are exposed, etc. are not acceptable for classroom wear. Pants must fit correctly at the waist and pant legs can not drag on the ground. The wearing of facial makeup is not permitted, unless for special events day.
2. Clothing may not be provocative or display profane or obscene language or pictures showing crude or vulgar gestures. Shirts and blouses must cover the torso adequately and necklines are not to be so low as to appear provocative.
3. Hats must be removed while inside. Hoods must be down while inside.
4. No open-toe sandals are permitted. Students frequently injure their feet during recess or P.E. with this type of sandal. "Heelys" are not permitted with or without wheels.
5. Belts are to be worn tucked into belt loops at all times. Loose belts hanging from belt loops are not permitted. Wallet chains are also not permitted.
6. Shorts are permitted to be worn during school if they are of sufficient length. Shorts must be long enough so that when a student's arms are fully extended to their sides, the bottom of the shorts will be within +/- one inch of the end of his/her finger tips. If shorts have holes, the top of the uppermost hole represents the bottom of the shorts when applying the length of shorts rule.
7. The school district desires to keep the school campuses free from threats or harmful influence of any groups of gangs which advocate violence, drug use, or disruptive behavior. The wearing or displaying of any apparel, jewelry, moniker, trademark, or any other by virtue of its color, arrangement, trademark, or any other attribute which implies affiliation or empathy with such group or gang shall not be permitted. Harloe Elementary also specifically prohibits the display of weapons, alcohol, drugs or drug paraphernalia of any kind on clothing.

EXPECTED BEHAVIORS/STUDENT DISCIPLINE

The goal of Harloe School is to provide the maximum educational opportunity for all students. To achieve this, we must have an atmosphere conducive to learning. This means an environment free of disruptions and a climate which is safe for all. We believe that students are here to learn and teachers are here to teach. As a good citizen, children are expected to:

1. Follow Adult Directions
2. Give Best Effort on All Assignments

permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to

cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) “Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(Amended by Stats. 2016, Ch. 419, Sec. 2.5. Effective January 1, 2017.)

Education Code 48915 (c)

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the

possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

Education Code 48915 (d)

The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

OTHER DISCIPLINE NOTIFICATIONS

Camera Usage

All camera usage, unless for academic purposes assigned by a teacher, **must be approved by administration**. Cell phone cameras are addressed below.

CELLULAR PHONE/MOBILE COMMUNICATION DEVICES/ELECTRONIC SIGNALING DEVICES:

No school shall permit the use of unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones (and/or “smart” devices such as “smart watches”, hereafter collectively described as “cellular devices”) as described below:

- Students are only permitted to use cellular devices **outside of the instructional day** (before school and after school) ***unless specifically instructed by a teacher***. Students must keep their cellular devices powered off and out of sight during instructional time.
- Cellular device use off campus, on the bus, and at school related events is at the discretion of administration.
- School administrators, teachers and/or authorized staff may confiscate cellular devices and other electronic devices from students at any time during the school day if used in violation of California Education Code or school rules, or due to disruption, academic integrity and/or safety related concerns.
- When electronic devices or cellular devices are confiscated, students are prohibited from removing their battery, locking the phone, or removing their memory chip.

- Electronic devices and/or cellular devices seized shall be inspected and inventoried. If data therein indicates that the student has used the item for improper purposes, including, but not limited to, violation of California Education Code, cheating or the violation of the rights of other students, appropriate action will be taken by school authorities.
- Students are prohibited from using electronic devices or cellular devices at school as recording devices and/or cameras, *unless specifically instructed by a teacher*.
- The district or its employees will not be responsible for lost, damaged, or stolen personal electronic/gaming devices including cellular devices.

Consequences for cell phone policy violations

First Offense - Cell phone will be confiscated. The parent will be notified and the phone held until after school.

Second Offense - Same procedure except the phone will be held until a parent or guardian picks it up.

Third Offense - Privilege to carry cell phone at school will be revoked.

Cyberbullying

Lucia Mar School District has a zero tolerance policy for cyberbullying. Cyberbullying is the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate. Cyberbullying can include such acts as making threats, sending provocative insults or racial, religious, sexual or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.

Drug Dogs

The District will periodically use dogs for the purpose of searching the buildings, lockers, vehicles, parking lots and personal possessions of persons on campus to determine the possible presence of drugs, alcohol and/or other items that students are forbidden by school policy to possess.

Electronic Equipment

CD/MP3/IPOD players and other electronic devices and games are **prohibited** at school due to significant instructional time being compromised when these items are misplaced or stolen. Any electronic equipment used will be confiscated by school staff returned at the discretion of administration.

Imitation handguns

Parents must be aware of the dangers created by replica guns in the hands of mischievous or naive children. The law addresses imitation or replica firearms with several statutes. *It defines an imitation firearm as any BB device, toy gun, replica of a firearm or other device that is so substantially similar in overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.* It is a misdemeanor to brandish an imitation firearm in public and punishable by a minimum of 30 days in the county jail. It is also a misdemeanor to remove any safety markings or colorations on an imitation firearm designed to designate it as a toy.

The District is extremely concerned about the safety of our children on campus. Due to recent tragedies involving children and imitation guns, the District bans all guns on campus and at

school related events. This includes any and all water guns, pellet guns, BB guns, gun style cigarette lighters and rifles, even if they do not appear to look like real guns.

Laser Pointers

Penal Code 417.27.

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary school premises is for a valid instructional or other school-related purpose.

Video Cameras on buses

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy.

FIRE AND CIVIL DEFENSE DRILLS

Fire drills are conducted monthly in order to familiarize children with evacuation procedures. A civil defense and nuclear evacuation plan for Harloe School has been developed in accordance with the plans of the San Luis Obispo County Office of Civil Defense. In the event of a major disaster, the Civil Defense Office will instruct the school to either keep the students or to send them home or to evacuate to Nipomo High School. In the event of flooding due to failure of Lopez Dam, students will be evacuated by bus following Fair Oaks to Elm Street and then to Ocean View School.

During an emergency, students will only be released to parents/guardians, or anyone listed on the Emergency Card. The adult will need to sign-out for the student. In case of any major emergency, tune to radio 920 or 1400 for information.

HOMEWORK

Homework is considered a necessary part of the learning process and should be an extension of school activities, reflecting individual needs of students.

Parents have a profound influence on the study habits of their children. It is a parental responsibility to encourage children to study and to assist their children in completing homework assignments.

The amount of homework assigned shall be gradually increased from grade to grade as the student advances through school. Children should be encouraged to take home library books and appropriate learning materials. If your child does not seem to have enough homework, or struggles to get the work done by the maximum time indicated below, contact the teacher. Homework is assigned according to the following guidelines:

Kindergarten - 10 to 20 minutes per night

1st Grade – 10 to 20 minutes per night, Mon. through Thurs. Nightly reading encouraged

2nd Grade – 20 to 30 minutes per night or 80 minutes per week for the packet

3rd Grade – 20 to 40 minutes per night of homework plus 20 minutes of reading. Total per night not to exceed 60 minutes

4th Grade – 20 minutes of assignments + 20 minutes of reading is the norm with occasional extra practice and projects having a maximum of 90 minutes

5th Grade – not to exceed 50 minutes per night with extra time possibly required for projects

6th Grade – 30 to 60 minutes per night, up to 90 minutes nightly when projects are involved

INJURIES AND ILLNESS AT SCHOOL

If a child is injured at school, every effort will be made to contact the parents of the child for information and instructions. If the parents cannot be contacted and the injury is believed to be serious enough to require medical attention, the child will be taken to the hospital for treatment. For this reason, it is extremely important that the "Emergency Care Authorization" form be up-to-date and on file in the school office for every child at school. Students who are running a fever are highly contagious and should not come to school. Parents will be contacted to pick up their students if they are running a fever. Parents may not be called for minor bumps or scrapes or "tummyaches" without fevers.



LOST AND FOUND

Please mark clothing, backpacks, and lunch pails with the student's name. Lost jackets, coats and sweaters will be placed in the bin outside the cafeteria. All small items found will be kept in the office.

LUNCH PROGRAM & SNACKS

Harloe School cafeteria provides students with a nutritious, well balanced breakfast and lunch, including milk. Students who wish to bring a lunch can purchase milk. Prices are on the monthly menu sheets.

All parents are encouraged to fill out the "Application for Free and Reduced Priced Meals" which is sent home to each student in the August packet. This form is only applicable for one school term and must be resubmitted each September. This application may also be filled out during any other time of the year if for some reason your financial status changes.

Snacks: During the mid-morning recess, students are permitted to enjoy a snack during their recess. Students are encouraged to bring nutritious snack items such as fruit, granola bars, yogurt, etc. Students should not bring candy, gum or soda for snacks.

MEDICATION

Students who need medication during school hours **MUST** have a medication authorization form signed by a doctor on file. This authorization form **MUST** be resubmitted each August. No aspirin, cough suppressant, or non-prescription medication will be administered by the school and students are forbidden to bring these types of medication to school. All medication brought to school is kept in a locked file in the office and administered by school personnel.

PARENT INVOLVEMENT POLICY

A written parent involvement policy has been developed, agreed on by the administration, staff, and School Site Council. This "compact" is in our student handbook and collected from every student in the first weeks of school (see compact in next section). We involve parents in all aspects of the school to determine whether the school is making adequate progress to enable all students to meet the district's adopted student performance standards. We involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of school processes and procedures. We provide parents with timely information and school performance profiles for their child's individual assessment results, including an interpretation of the results, a description and explanation of the curriculum, the assessment forms used to measure student progress, and the proficiency levels students are expected to meet. A written school-parent compact has been developed and is provided

to all parents in our handbook. The compact specifies that school staff, parents and students will share the responsibility for improved student achievement.

We seek to help parents develop skills to use at home that support their children's academic efforts and social development. We provide parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home. We build consistent and effective communication between the home and the school. We train teachers with techniques, strategies, and materials to communicate effectively with parents.

Parent involvement includes involvement in groups at the school including Parent Teacher Organization (PTO), School Site Council (SSC), and English Learner Advisory Committee (ELAC). Parents have the opportunity to communicate their opinion through their involvement in each of these venues. Other opportunities exist for parents to express their opinions like the parent survey, and attendance at Principal's Coffees. The principal and teachers are open to speak with parents both formally through the conference process, and informally using e-mail and voice mail. Often parents can "drop-in" to talk with school staff about issues important to the success of their children. Parent involvement in the classroom is actively recruited by each staff member. We keep a sign-in sheet of all parent volunteers on our campus that demonstrates a high number of parents and hours to support school programs and activities. Parents are encouraged to conference with teachers through formal and informal conferences. Often students are involved in these conferences to be a part of the setting of improvement goals. All parent volunteers must have a current Tb test clearance, and background check conducted through the County of Education. Parent volunteers are encouraged to attend an annual "Parent Involvement Training" and are provided with a "Parent Volunteer Handbook".

PARENT / STUDENT / STAFF / PRINCIPAL COMPACT

We understand the success of each student requires a joint effort by the student, parent, staff, and principal. The success of each individual student reflects on the success of our school and the reputation that it carries.

As a student I have listened to my parent(s) or guardian(s) as they have explained the information contained in this handbook. I have listened to my teacher explain this information in the classroom. And I have listened to the principal explain this information in a school-wide assembly. I pledge to do my best to follow school expectations so that everyone can be successful in school.

As a parent I have read and explained the information in this handbook to my child. I pledge to help my child meet school expectations so that they will be successful in school. I will model school expectations while I am at school and on field trips for both students and other adults.

As a teacher / staff member I have explained school expectations to my students and parents. I will continue to instruct, guide, supervise and model these expectations for students, parents, and staff for the success of all at Harloe.

As the principal of this school, I have explained school-wide expectations to students, parents, and staff members. I will continue to instruct, guide, supervise and model these expectations for students, parents, and staff for the success of all at Harloe.

CELEBRATIONS

Each classroom may have three celebrations during the school year. The primary purpose of these celebrations shall be cultural enrichment. Dates of celebrations will be determined by each class and/or grade level. Appropriate end of school activities are under the discretion of the teachers and principal. All celebrations are held at the school. They are planned for the later part of the school day. Please do not plan "surprise" celebrations, or send flowers/balloons for either pupils or staff.

These items will not be delivered to students and are not allowed on the busses. Your cooperation is appreciated. Parents, please be aware that school staff are not responsible for invitations.

PHONE USE/MESSAGES

Students must make AFTER-school arrangements BEFORE coming to school. Students may only use the office phone for emergencies. We WILL NOT interrupt classes to deliver messages. NO MESSAGES WILL BE TAKEN AFTER 2:00 P.M. unless urgent.



PHYSICAL EXAMINATIONS & INOCULATIONS

Unless a written statement is filed annually with the principal by parent or guardian requesting exemption of his/her child from the physical examination, the child will have routine tests including hearing, vision and dental inspection.

Inoculations are required by State law and ALL students must be in compliance with that law. State law mandates that all children entering Kindergarten after August 1, 1997 are required to have the following:

1. Four polio inoculations, three are enough IF the third dose is given after the 4th birthday.
2. Four DPT inoculations or more, but one more dose is needed if the last dose was given before the 4th birthday.
3. Two Measles, Mumps and Rubella doses, the second dose must be given after the first birthday.
4. Three doses for Hepatitis (over a 4-6 month period)
5. One dose Varicella (chicken pox)
6. TDAP vaccine before starting 7th grade

State law mandates that each student be given a complete health examination (CHDP) prior to first grade entry.

PLAYGROUND PROCEDURES

Teachers and PE staff teach playground game rules the first week of school. Safety rules are taught. These rules stress safety and good sportsmanship. Students breaking playground safety and game rules receive pink slips and will lose recess time. In case of serious infractions in the classroom or on the play ground, students will be referred to the Principal for appropriate consequences. Harloe follows the District regulations for major disciplinary actions. (See Expected Behaviors/Discipline)

PLAYGROUND SAFETY

Playground supervision begins in the morning at 8:15 a.m. Students are not allowed at school before 8:15. We need your cooperation in seeing that your child does not arrive at school before supervision begins. Playground supervision ends at 2:45 p.m. Please do not have students return to school without an adult to supervise.

PTO

Our Parent Teacher Association (PTO) continues to be an active group that enriches our school. The PTO provides programs and special activities for students and parents as well. Information on PTO activities is available at HarloePTO.com and through links on the Harloe website. Join the PTO in making Harloe a super school!

REPORT CARDS AND CONFERENCES

Each parent and student is requested to meet for at least one conference during the school year. This is an excellent means of communication to discuss and better understand the progress being made by the student. It is important that parents take advantage of this conference and help their child know the importance of education. Additional meetings can be arranged through your child's teacher.

Report cards are issued approximately ten days after the trimester ends and on the last day of school.

SCHOOL SITE COUNCIL

The School Site Council is an advisory board consisting of parents and school staff members. Members are elected to a two year term. A ballot with the slate of candidates is sent in May of each school year. The Council meets at least four times per year to establish a budget and to discuss, review, monitor and make recommendations for Harloe's School Plan.

SEXUAL HARASSMENT

The Lucia Mar Unified School District is committed to providing an educational environment that is free of harassment. In keeping with this commitment, the district maintains a strict policy prohibiting sexual harassment in any form, including verbal, physical and visual harassment. Sexual harassment of or by any student of the district will not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against for making such a complaint. This means that no adverse decisions will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially and as fairly as possible.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in schools is any unwelcome conduct or communication of a sexual nature which has the purpose or effect of adversely interfering with student performance or creating an intimidating, hostile, or offensive learning environment.

Specifically, sexual harassment of a student by either another student or a district employee is defined as a pattern of degrading or offensive sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Sexual harassment may include, but is not limited to the following:

1. Vulgar remarks
2. Offensive sexual comments regarding a student's appearance
3. Physical conduct - touching, impeding or blocking movements
4. Sexual propositions or advances
5. Physical assault

CURRENT LAW

Sexual harassment of a student by a person; whether an employee, supervisor, manager, non-employee, or student is unlawful.

The law requires immediate investigation by the school district, as soon as a student gives notice in any form, that sexual harassment is occurring in the schools or during school related activity.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature if the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school in the district.

DISTRICT RESPONSIBILITY AND PROCEDURE REGARDING COMPLAINTS

Any student who believes he or she has been harassed by an employee of the district or another student should promptly report the facts of the incident and the name of the individual involved to his/her site principal or designee, or to a member of the investigative team charged with investigating complaints of sexual harassment. Site principals or designers are required to immediately report in writing any incidents of sexual harassment to the investigative team.

DISTRICT SEXUAL HARASSMENT INVESTIGATIVE TEAM

The district investigative team will be composed of three persons, with at least one representative from the male gender and one representative from the female gender. The investigative team will be chaired by the Assistant Superintendent, Personnel. Other members of the team will be district and school administrators who would normally have a "right to know" about harassment claims and are considered confidential employees. The membership of the investigative team will be shared with all employees and students annually at the beginning of each school year and posted at each school site. If the superintendent determines that there is a stated conflict or interest with a member of the team, as reported by either the complainant or accused, then he will appoint a replacement.

INVESTIGATIVE PROCEDURE

All parties, including complainants, witnesses, parents, and guardians will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainants and witnesses will not be retaliated against due to their participation in the filing of a complaint. The accused will also be fully notified of such rights pursuant to this policy, at the earliest appropriate time.

All investigations of complaints will be handled promptly in a conscientious and sensitive matter, and in as confidential a manner as possible. Appropriate action will be taken to resolve the problems giving rise to the complaint and to eliminate the harassment.

Complainants and witnesses will be protected from harassment and from retaliation.

SKATEBOARDS/ROLLER BLADES

Skateboards and ROLLER BLADES are NOT allowed on school grounds. Insurance does not cover students to and from school.

SPECIAL SERVICES

Health

The District nurse is on call for emergencies.

Hearing Tests

Students in grades one, two and five, plus special referrals, are given a hearing test each year. If there is a definite hearing loss, parents are contacted.

Vision Tests

Vision tests are administered each year for first and fourth grade students and special referrals. Parents are notified if the results indicate a need for corrective measures.

Speech/Language Instruction

The speech/Language teacher works with children individually and in small groups to meet their particular needs. Students are screened by the speech/language teacher to participate in the speech program.

School Psychologist

A qualified district psychologist is available to administer testing upon request from parents and the school. The confidential information gained from testing is used to aid the school in providing the best possible education for each student tested.

TOBACCO FREE SCHOOLS

Lucia Mar Unified School District has adopted Board Policy 5443, 4802 prohibiting all use of tobacco products at all times in all district facilities, on all district property, and in all district vehicles. The policy applies to students, district employees, visitors, spectators at school events, and all other persons authorized to be on district property. All individuals on district premises shall adhere to the policy.

Your cooperation with this policy whenever you are on your child's school campus, is appreciated. If you currently use tobacco products, and are interested in quitting, the school nurse has tobacco cessation and referral information. Please contact your child's school nurse through your school office or contact Linda Hogoboom, District Nurse, at 474-3000 x: 1153 for further information.

VISITATIONS

Harloe School welcomes parents to visit their child's classroom. As per district board policy 1250 and California Ed Code 51101, Harloe has created procedures which facilitate visits during regular school days designed to minimize interruptions to instruction and maximize student safety. *Visits during school hours should be first arranged with the teacher and principal or designee. These observational visits will be accompanied by the principal or designee. As these visits must be accompanied, it is recommended that they not last more than twenty minutes.* If more time is necessary, please make advance arrangements with the principal. Please be only an observer since teachers and students will be involved in their daily work. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. Visitors will be given a volunteer pass which should be displayed somewhere on their person so that it is easily visible. Please be aware that all school employees are required to challenge any adult on campus without displaying a pass. Parents must come to the school office before entering their child's classroom. Younger children should not accompany parents in the classroom. Visiting a classroom should not be confused with conferencing with a teacher. Anytime a conference is desired, an appointment should be set with the teacher during non-instructional time.

VOLUNTEERS

We encourage parents' help in the classrooms and through PTO. Please sign up at Back-To-School Night or call the office (474-3710) and let us know how you would like to help.

Volunteers are required to fill out a Volunteer Data Sheet, have a current TB test, and be fingerprinted through the County Office of Education. Volunteers are asked to sign in and out of the office daily, and to wear their volunteer identification badges on site.

PARKING/DROP OFF/PICK-UP

Harloe Elementary has a small parking lot for staff and visitors. Picking up and dropping off students can be a challenge. ***Under no circumstances should a vehicle be left unattended unless it is in designated parking spot.*** Red fire zones should remain clear at all times. Parking on side streets and walking in to the school to pick up students is encouraged. Parents are reminded to encourage their students to use crosswalks and to never enter the street between parked cars.

Parents who wish to pick up their students in person are asked to wait for their child AWAY FROM CLASSROOMS near the flagpole or on the playground. Parents are encouraged to make a plan with their students about meeting at a predetermined place on the grass field so that the hallways are kept clear. Some gates to the field are opened just as school lets out, others are left locked for security reasons.