



# **STUDENT-PARENT HANDBOOK**

**2018-2019**

**Linwood E. Howe Elementary School**

4100 Irving Place  
Culver City, CA 90232  
(310) 842-4338

**Office Hours 8:00 am - 4:00 pm Monday - Friday**

CULVER CITY UNIFIED SCHOOL DISTRICT  
CULVER CITY, CALIFORNIA

**LINWOOD E. HOWE ELEMENTARY SCHOOL**  
2018-2019

Dear Parents and Guardians,

Welcome to Linwood E. Howe Elementary School! In this handbook, we have gathered useful information about Linwood Howe programs and policies. Each family should review the handbook annually, as you will be held accountable for understanding the contents, including specific procedures, discipline policies, and behavior expectations.

Lin Howe staff members believe all students are capable of success- NO EXCEPTIONS! We believe Success for All Takes US All! We value the culture of community that is created with a strong parent-school partnership. When parents, staff, and students have a clear understanding of expectations, we can build on that sense of community and support one another continuously.

Thank you for taking the time to review the information in this handbook, along with the school rules and behavior expectations.

The staff and I look forward to working with you and your children throughout the year.

Sincerely,



Kim Indelicato, Ed.D  
Principal

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## **Linwood E. Howe Mission Statement**

Located in the heart of Culver City, our diverse Linwood E. Howe school community uses an innovative, well-balanced approach to empower tomorrow's collaborative leaders by instilling a life-long passion for learning in a challenging, authentic, and nurturing environment in which stakeholders value the whole child by providing a personalized educational experience that develops emotional intelligence and prepares them to flourish as creative thinkers and problem solvers in our evolving global society.

### **SCHOOL STAFF**

Principal	Dr. Kim Indelicato
Counselor	Mrs. Samantha Nelson
Secretary	
Attendance Clerk	Ms. Veronica Campos
Nurse	Ms. Amy Thiel, BSN, RN
Health Technician	Mrs. Denise Enoch
Day Custodian	Mr. Ralph Hernandez
Day Custodian	Mr. Frank Fonseca
Night Custodian	Mr. Arturo Rodriguez
Food Services	Ms. Imelda Avalos
Librarian	Ms. Ann Marie Ysaguirre

**Transitional Kindergarten**

Ms. Brittany Rios room 27

**Kindergarten Teachers**

Ms. Jessica Clarke room 9

Ms. Courtney Farrar room 10

Ms. Libby Griffin room 7

Ms. Wendy Natoli room 26

**1<sup>st</sup> Grade Teachers**

Ms. Allison Bujold room 4

Ms. Tracey Burns room 15

Ms. Ann Dimitroff/

Ms. Kate Mauge room 3

Ms. Lauren Harvey room 5

**2<sup>nd</sup> Grade Teachers**

Ms. Roxanna Barba room 17

Ms. Diana Hiller room 6

Dr. David Morales room 12

Ms. Christina Pryharski room 2

**3<sup>rd</sup> Grade Teachers**

Ms. Opal Chambers room 19

Mr. Emmanuel Feeney room 16

Mrs. Lili Glassman room 1

Ms. Lisa Schnauss room 18

**4<sup>th</sup> Grade Teachers**

Ms. Jamie Lui room 32

Ms. Alison Bickel room 11

Ms. Kim Redmon room 34

**5<sup>th</sup> Grade Teachers**

Ms. Stephanie Beebe room 13

Mr. Casey Chabola room 14

Mr. Greg Holman room 31

**Specialized Academic Instruction Classes**

Ms. Sarah Cacciato room 25

Ms. Jessica Hodgkin room 33

Ms. Breanna Conway room 24

Mrs. Mary Ann Sweeney room 8

**Resource Specialists**

Ms. Nazanine Commerford room 22

Ms. Marion Spinelli Stage Room

**Intervention Teacher**

Marlene Gaines Middle Room

**School Psychologist**

Ms. Amy Katkov room 21

**PE Specialist**

Mr. Armando Jimenez PE room

**Speech Therapist**

Danielle Cirrone room 23

**Occupational Therapist**

Ms. Christina Yamada room 23

**Technology**

Mr. Steven Acosta Stage Room

**Math Coach**

Mrs. Atoosa Abascal Office

## **INSTRUCTIONAL AIDES, PE ASSISTANTS, AND NOON DUTY SUPERVISORS**

Andrea Cordero

Arlene Fate

Brenda Ortega

Davia Shubie

Edel Murphy

Edith Navaro

Georgina Aguila

Jackie Nakanishi

Jorge Rivera

Leann Denelle

Margie Cunningham

Maria Briones

Meera Ichharam

Melvin Ward

Michelle Ocasio

Monique Carillo

Ramon Gonzalez

Rebecca Zubia

Regina King

Roxanne Metcalf

Sarina Pulido

Shane Davis

Smriti Macwan

Trinidee Trice

## Student Conduct

Linwood E. Howe believes that every student should be and feel physically and emotionally safe at school. To accomplish this, clear expectations are set in the classroom, hallways, cafeteria, and playground/yard. These expectations are embedded in the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Lin Howe utilizes PBIS (Positive Behavior Interventions and Supports) to reinforce positive behavior.

## Behavior Expectations

### Linwood E. Howe Behavior Expectations

	Bathroom	Cafeteria	Hallway	Playground/Yard
<b>Trustworthiness</b> 	Do the right thing, even when no one is looking  Report misuse to adults	Eat your own food  Be quiet when you hear the chime  Do not steal	Be honest  Make good choices	Be honest, even if you made a mistake  Use equipment properly and return it when finished
<b>Respect</b> 	Flush toilet when finished  Toilet paper goes in toilet only  Use quiet voices  Leave bathroom clean	Keep your hands, feet, and objects to yourself  Use quiet voices and walking feet  Follow directions when first given  Be considerate of others who have allergies or different tastes in food	Keep hands off of backpacks, walls, and artwork  Use kind words and actions towards others	Keep hands, feet, and objects to yourself  Use kind and appropriate language  Respect all adults  Accept directions without argument
<b>Responsibility</b> 	Return to classroom/ cafeteria promptly  Wash hands  Keep water in sink	Clean up after yourself  Sort your trash  Wait to be excused	Return to class quickly  Focus on your own task at hand  Walk facing forward	Pick up and return all equipment  Take a knee and line up when whistle blows
<b>Fairness</b> 	Use restroom quickly and quietly  Take turns at stalls, at sink, and with towels	Wait your turn in line  Stay seated and use hand signals for help	Walk on the right side  Be quiet in hallways since others are learning	Solve problems by using I-messages and DEBUG Strategy  Show good sportsmanship  Take turns and share
<b>Caring</b> 	Honor privacy  Take care of school property  Put trash in trash cans	Treat others the way you want to be treated  Use good manners  Use kind words and actions	Greet others with a smile  If a student needs assistance, help out or get an adult	Ask others who are playing by themselves to play with you  Take care of school property and equipment
<b>Citizenship</b> 	Follow bathroom rules  Keep your hands, feet, and objects to yourself  Walk quietly	Listen and follow cafeteria rules  Be an example to others	If you see garbage in the hall, pick it up and throw it away  Always model good behavior for others	Involve others and yourself in sports and activities  Listen and follow playground rules  Help keep playground/yard clean

## **Range of Consequences**

Our goal at the elementary school level is for mistakes to become learning opportunities. Therefore, consequences range based on students age, frequency of occurrence, and severity of incident.

Possible responses to inappropriate behavior could be mediations, apologies, restorative practices, loss of privileges (recess, social time, activities), and in rare instances, suspension.

Students may be suspended from school from one to five days when there is "good cause" as defined in California Education code 48900:

- a. caused, attempted to cause, or threatened to cause physical injury to another person
- b. possessed, used, sold or furnished any firearm, knife, explosive, or other dangerous object
- c. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a controlled substance
- d. unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold or delivered, or otherwise furnished to a person an imitation
- e. committed or attempted to commit robbery or extortion
- f. caused or attempted to cause damage to school or private property
- g. stole or attempted to steal school or private property
- h. possessed or used tobacco, or products containing tobacco or nicotine products
- i. committed obscene act or engaged in habitual use of profanity or vulgarity
- j. unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia
- k. disrupted school activities or otherwise willfully defied the valid authority of school personnel (Grades 4-12 only)
- l. knowingly received stolen school or private property
- m. possessed a replica firearm substantially similar to an existing firearm
- n. committed or attempted to commit sexual assault or sexual battery as defined by Penal Code
- o. harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding
- p. unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription Soma
- q. engaged in, or attempted to engage in, harassment

- r. engaged in an act of bullying , included but not limited to, bullying committed by means of an electronic act
- t. aided or abetted in the attempted infliction of physical injury to another person
- 48900.2 committed sexual harassment (Grades 4-12 only)
- 48900.3 caused, attempted to cause, threatened to cause, or participated in an act of, hate violence (Grades 4-12 only)
- 48900.4 intentionally harassed, threatened, or intimidated, creating a hostile educational environment (Grades 4-12 only)
- 48900.7 made terroristic threats against school officials and/or school property (Grades 4-12 only)

California Education code 48915(c) requires mandatory suspension and a recommendation for expulsion for the following acts: possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance; committing or attempting to commit sexual assault or committing sexual battery; possession of an explosive.

California Education Code 48915(a) mandates that a principal shall recommend expulsion for the following acts: causing serious physical injury to another person; possession of any knife or other dangerous object; unlawful possession of any controlled substance; robbery or extortion; assault or battery upon any school employee.

### **Proactive Interventions**

Character Counts Program/PBIS

Positive Reinforcements

- Achievement and Character Trait Awards (monthly)
- Character Counts Reward Tickets (cafeteria)
- Individual Classroom Rewards

School Counseling Program

- Classroom Guidance Lessons, Small Groups, Individual Counseling, Character Education

### **Conflict Resolution**

With over 600 students on campus, we know that there will occasionally be hurt feelings and conflicts. When this occurs, students are encouraged to use an I-message and the DEBUG Strategy when appropriate, tell the nearest adult, see the counselor, or notify the principal.

## DEBUG Strategy

The DeBug Strategy is a problem-solving strategy to help students resolve conflicts. It includes a series of five possible steps for students to use when someone is "bugging" them. The system is taught to all students at the beginning of the school year. DeBug posters are displayed in all classrooms. This is a school-wide program that all students and staff are encouraged to utilize. Please feel free to incorporate the DeBug System at home as well.

### Step 1: **D**ecide to ignore

Don't look at the person or think about what they're doing or saying

*If that doesn't work . . .*

### Step 2: **E**xit

Walk away, ask to move away

*If that doesn't work . . .*

### Step 3: **B**e calm and use an I-Message

Use friendly words and an I-Message to express how you feel and what you would like to see change (I feel \_\_\_\_\_ when you \_\_\_\_\_. I would like you to please \_\_\_\_\_.)

*If that doesn't work . . .*

### Step 4: **U**se a firm voice

"STOP, I said I don't like that"

*If that doesn't work . . .*

### Step 5: **G**et help from the nearest adult

\* The DeBug Strategy is used for teasing, put downs, gossiping, and conflicts. However, any incident involving aggression warrants immediate adult intervention.

## School Holidays and Adjusted Schedules

2018-2019

### **EARLY DISMISSAL:**

Grades K-5 - 1:45 PM

Transitional Kindergarten (TK)- 1:25 PM

**\*Every Wednesday is Early Dismissal\***

<b>September 3</b>	<b>Labor Day- School Closed</b>
<b>September 19</b>	<b>Local Holiday- School Closed</b>
<b>October 11 and 12</b>	<b>Targeted Conferences – Early Dismissal</b>
<b>November 11</b>	<b>Veteran’s Day – School Closed</b>
<b>November 21-23</b>	<b>Thanksgiving Holiday – School Closed</b>
<b>December 10-18</b>	<b>Parent/Teacher Conferences - Early Dismissal</b>
<b>December 21</b>	Early Dismissal
<b>Dec. 24 –Jan. 4</b>	<b>Winter Break – School Closed</b>  School resumes January 7
<b>January 21</b>	<b>MLK, Jr.’s Birthday- School Closed</b>
<b>January 22</b>	<b>Pupil Free Day</b>
<b>February 18</b>	<b>President’s Day – School Closed</b>
<b>March 25-April 5</b>	<b>Spring Break – School Closed</b>  School resumes April 8
<b>May 2<sup>nd</sup> &amp; 3<sup>rd</sup></b>	<b>Targeted Conferences - Early Dismissal</b>
<b>May 27</b>	<b>Memorial Day – School Closed</b>
<b>June 14</b>	<b>Last Day of School –Early Dismissal</b>



Be sure that your child's teacher knows where your child is to go after school and keep him/her informed of any changes in your plan. Students participating in an After School Enrichment program or any other organized program will be dismissed at the completion of their selected class.

### **Parking**

Parking around our campus is limited. When dropping off or picking up children, note the posted parking signs and posted restrictions. Always check the street signs before leaving your car. Do not block crosswalks and/or driveways with your vehicle. Do not leave your car unattended in restricted areas. Parking tickets are issued for those who do not comply with parking signs and to those who leave their cars in the loading and unloading zones. Please do not park in the staff parking lot on Van Buren. We also have bike racks on campus if you choose to bike or scooter to school. We encourage walking, biking, and scooting and have our "Hiking Vikings" program, an incentive based walk to school program that your child can join. For those who are dropping off, we encourage utilization of our valet drop-off program.

### **Health, Welfare, and Safety**

We ask you to remember that the welfare of all the children at our school is our primary concern. *Healthy children are better learners.*

#### **Emergency Information and Registration Forms**

**It is essential that your child's emergency card has complete and accurate information.** Please keep in mind that if your child has an emergency situation and the information is not up to date, it makes it difficult for staff and more importantly for the child who is possibly suffering with illness or injury, to handle the situation. **Students will be released only to those persons listed under the Emergency Information.** Include the name and phone number of your child's physician. Always note any drug allergy, health condition, or current medications (at home or school medications). **If there are custody issues related to your child, please inform the office so that we may keep copies of relevant documents on file.**

#### **Health Screenings**

Health screenings are provided for your child throughout the school year. State mandated screenings of vision and hearing are administered at certain grade levels. These screenings are also administered to all students new to the school and students in the special education program.

Periodic screening for head lice is done with spot checks as needed. Remember, head lice can happen to anyone. The most important fact is that the problem should be quickly treated because delays will only help spread the infestation around the school. If lice or nits are found please inform the front office and do not bring your child to school until treated with a lice-killing shampoo. The school nurse or designated school personnel must inspect your child's hair before returning to the classroom.

## **First Aid**

The School Nurse and Health Technician are available on certain days. The school secretary and attendance clerk are trained in first aid. First Aid is given as needed for incidents that happen at school. If your child is ill or has an injury, he/she should inform the staff member on duty. If necessary, the staff member will send the child to the office. Simple illnesses/injuries will be treated by rest, temperature taking, cleaning with soap and water, applying ice, and/or applying bandages. When your child feels better, he/she will return to the classroom. In the event that a more serious illness/injury occurs, you will be notified at once. Your child will be cared for at school until someone on his/her emergency card is able to pick up your child. If your child's illness or injury is life threatening, the Culver City paramedics will be called.

## **Medication During School Hours**

Every effort should be made to give medications at home. Should your doctor prescribe a medication, request that the doctor give you a type that can be taken at home.

**If medication, including prescription or non-prescription medicine, is to be taken at school, the doctor must fill out the *Culver City Unified School District Medication to Be Taken During School Hours form*.** This form can be obtained at the front office or on our school's website. The medication must be brought to school by an adult and given to the nurse or office staff. The medication is locked in a drawer at school. The medication must be kept in its original prescription, pharmacy labeled bottle. If the medication is to be taken all year, please check the expiration date to be sure it will last until the last week of the school year. It is recommended that you provide the school with a three day supply in case of a disaster. It is especially important during field trips, that the parent provides the teacher with the child's medication for the day.

## **Communicable Diseases/Rashes**

If your child has been infected with a communicable disease, i.e. chicken pox, scarlet fever, 5<sup>th</sup>s disease, etc., please inform the school office as soon as possible. This will enable the school staff to inform your child's teacher. When your child returns to school, he/she should have a doctor's note that states that he/she is free of communicable disease, and the date when he/she is to return to school. Your child must also visit the front office for a quick evaluation before returning to the classroom.

If your child has an unidentifiable rash, you will be asked to pick up your child from school to seek further medical evaluation. It is necessary for your child to return to school with a doctor's note that states that he/she is being treated and a date in which to return to school. The spread of contagious rashes can be minimized with early diagnosis and treatment.

## **24-Hour Minimal Exclusions**

**PLEASE** be cautious before sending your child to school if he/she is persistently coughing, sneezing or complaining of a sore throat, runny nose, or headache. If your child has a fever of 100 degrees or above, please keep him/her home for 24 hours after the fever clears. If your child has a fever of 100 degrees or more at school, you will be contacted and your child must be picked up and not brought to school the following day.

### **Chronic/Acute Health Conditions**

If your child has a chronic/acute health condition or is assisted by medical technology, it is important to notify the school so a medically safe and educationally sound program can be planned. A complete understanding of your child's needs and abilities are essential for a smooth transition into the educational setting. You will meet with a variety of school personnel (health and educational) during a planning meeting and your role will be integral in the planning process.

### **Dress and Grooming Guidelines**

Students are expected to dress cleanly and appropriately for normal school activities. **Shoes must be closed toed.** Athletic shoes are the preferred school shoe; students should be safe and comfortable for active outdoor play and Physical Education. Shoes must be worn at all times for reasons of safety. Examples of unacceptable footwear include: platform shoes, toeless or open heel sandals, flip-flops, strapless heels, and high or wedged heeled shoes. Caps and hats may not be worn indoors. T-shirts with inappropriate pictures or statements should not be worn. Crop top, halter tops, see-through shirts and low slung pants are also not appropriate attire for school. Undergarments should not be visible. If a child's clothing is inappropriate for school, parents will be called to bring a change of shoes or clothing. Students will not be allowed to return to class until they are appropriately clothed.

### **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. To prepare students and staff for an emergency, Lin Howe performs fire drills, two earthquake drills per year, and four lock-down drills per year. 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. It is important that you complete the Disaster Emergency Card at the beginning of each school year. On the card, there are spaces for you to list the names of the people who you are authorizing to pick up your child. **We will release your child ONLY to the people whose names are listed on this form. Please include as many names as you feel might be needed. During an emergency, the school staff will not be able to call you to check out the names of people who may be drafted at the last minute to pick up your child.**

We have supplies for first aid, survival food, water, and blankets stored on the campus. Teachers and other staff members will remain with the children until every student has been picked up by a parent or designated adult.

### **Student Reunification**

The release of students during an emergency follows an organized and efficient plan. If a disaster occurs, you must pick up your child at the Student Release Center, which will be set up at the gates on Irving Place at the rear of the school. **DO NOT TAKE YOUR CHILD WITHOUT NOTIFYING THE STUDENT RELEASE TEAM.** Please remember that we will only release students to their parents or other authorized adults listed on the student's emergency card. This is a safety issue for your child. It is

important that we are able to account for all students, at all times, during an emergency. **Please keep your emergency list up to date and include as many names as you would like.** Even if someone is an adult relative, he/she may not leave school with your child unless that person's name is included in your emergency list.

## Attendance

### Absences

Parents are legally responsible for making sure that students arrive at school on time, well rested, well nourished, and ready to learn each day. Parents are responsible for notifying the school of any absences. Excessive absences and/or tardies affect student performance and student achievement and may need to be discussed at a School Attendance Review Board (SARB) meeting.

The State of California mandates that school attendance and all absences are counted against the student and his/her school. Absences affect the financial status of our school district. This means that our school is only funded for the actual days that each student is present at school. An "excused" absence means that a student was not truant but the State does not provide the District with funds for that day of absence. We recommend that medical, dental, and other business appointments be scheduled for after the school day.

1. **Excused Absences:** According to California state law, excused absences must fall within one of the following categories:
  - due to illness or injury
  - due to quarantine under the direction of a county or city health officer
  - having medical, dental, optometry, or chiropractic services rendered with a doctor's note
  - attending the funeral service of a member of the immediate family is limited to one day if in California and three days if out of state
2. **Unexcused Absence:** The Education Code defines **unexcused absences** as those that are preventable. Reasons such as oversleeping, car trouble and extended vacation time, are unexcused.
3. **Truancy:** The Education Code defines truancy as an absence without valid excuse by either the parent(s) or guardian(s) or a tardy in excess of 30 minutes.
4. **When Your Child is Absent:** Call the school, at **310-842-4338**, and explain the reason for the absence. You may leave a message on the 24-hour voice mail system. Upon his/her return to school your child must give a **written absence note to the office if you did not call on the date of his/her absence.** The written absence note must state the reason for the absence and the date(s) of the absence. This procedure is necessary to verify your child's absence.  
If your child has been absent due to a communicable disease, serious injury, or might need to have his/her activity restricted, he/she must check into the nurse's office for clearance before returning to the classroom.

### **Independent Study**

If you know that your child will be absent for 5 days or more, he/she may be put on a contract for Independent Study. He/she must complete minimum of 20 hours per week of assigned school work. In order for teachers to prepare the work materials for independent study, a written notice must be received in the main office at least one week before the absence. A contract will be signed by the parent and the student. Independent study work must be completed and returned the day your child returns to school. To arrange for Independent Study, contact the Linwood Howe School office.

### **Part-Day Absences**

We encourage you to try to schedule your child's doctor and dental appointments outside school hours. If this is not possible and your child needs to be absent for part of the day, please send a note to your child's teacher in the morning so he or she can send your child to the office when you arrive to pick them up. **Students are dismissed only through the office to the parent or to the emergency contacts listed on the registration form.**

### **Tardiness**

A student entering class late impacts that student's learning and also disrupts the learning of others. Parents are responsible for the punctuality of their children. Our tardy policy stresses the importance of promptness as a valued "work ethic." Administration will hold meetings with students who are displaying a pattern of tardiness.

### **Permits**

A limited number of Linwood Howe students are attending on permits from other school districts. If student expectations and parent requirements are not met, those students may lose the privilege to attend Linwood Howe. These expectations include behavior, school- work, being on time to school and regular attendance. If you have any questions, please refer to the permit contract or contact Jackie Lee, 310-842-4220 ext.4244, at the CCUSD Office of Student and Family Support Services

### **Moving Out of Culver City District**

If you move and would like to continue attending Linwood Howe Elementary School a permit must be obtained from your home district and approved by CCUSD.

## **Grade Reporting**

### **Report Cards**

Report cards are issued three times per year. You will receive your child's first trimester report card in early December. The second report card will be issued in early April. The last report card will be sent home with your child on the last day of school. Conferences will be held during the school year to coincide with the grading periods, or at the teacher or parent's request.

### **Unsatisfactory Academic Progress Notice**

Any student achieving below grade-level in a particular area will be issued an unsatisfactory academic progress notice. The notice is issued about six weeks prior to the release of the next report card.

## **General Information**

### **Closed Campus**

**Linwood E. Howe School has a closed campus for the safety of our students.**

- Students may enter through any of the open gates. At 8:45 a.m., all gates are locked. After 8:45 a.m. campus access is only through the school office.
- The Irving Place and Van Buren Place gates to the playground and campus will be opened for student dismissal.
- During the school day, students must be picked up by a parent or authorized adult who is listed on the emergency card, or by written authorization arranged prior to the child leaving school.

**ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE.** Visitors, including parents, field trip chaperones, and classroom volunteers, must first sign in at the office before entering campus. All visitors who are not cleared volunteers are processed through Raptor Visitor Management System. All visitors must wear a visitor's sticker.

### **Volunteers**

We strongly encourage parents and community members to volunteer at our school. We welcome your time, energy and ideas. Volunteers are needed for many different kinds of assistance: going on class field trips, working with individual students and small groups, preparing materials, and/or supervising special projects. Please talk to your child's teacher about volunteering. **Volunteers must be cleared through the school district's volunteer registration process.** Please inquire in the office if you are interested in becoming a school volunteer.

### **Classroom Observations**

Parents may visit their children's classroom to observe activities. Observations are limited to twenty minutes. The time and date of the visit must be arranged in advance, with the teacher and principal. Before visiting the classrooms, parents must sign in at the office and obtain a visitor's sticker. Please do not bring preschoolers or toddlers with you because they may distract the students. Your cooperation is appreciated.

### **Nutrition/Snack Time**

A nutritious and healthy snack may be eaten during the morning recess. Food brought to school should be nutritious (NO CANDY, GUM, OR SODA). Students will sit and eat in a designated area. Students must clean up after themselves.

### **Lunch Periods**

It is the responsibility of the parent and child, prior to the start of each day, to make sure that the child either brings a lunch or orders a school lunch. If your child brings a lunch, please have your child's lunch box/sack labeled with name and room number to avoid mix-ups at lunchtime. The child's teacher will be taking a lunch count every morning, for cafeteria purchased lunches. Lunches are \$3.00. Lunch is served in the cafeteria, daily. The computerized data system keeps track of how many lunches your child purchases and you will be notified when your balance is low. Each child will be given a Personal

Identification Number (PIN) for the cafeteria. This number remains the same throughout elementary school. To avoid the handling of money during the lunch hour, money should be brought to the cafeteria before school and deposited with Food Services. Applications for the Federally Funded Free and Reduced Food Service Program for qualifying families are available in the school office.

### **Cellular Phones/Devices (including watches with communication capabilities)**

Students who bring cellular phones to school must turn them off and leave them for safe keeping in the office or with their teachers. The cell phones will be stored in a safe place and students may pick them up after school. Students may not use their cell phones during school hours. The school and teachers are not responsible for cell phones.

Students who do not follow the rules about cell phones will have their phones confiscated, lose the privilege of bringing them to school, and their parents will be required to retrieve the cell phones from the office. The school will not be responsible for problems concerning the cell phones of those children who have not followed the rules concerning cellular phones or stolen cell phones.

### **Field Trips**

The PTA donates money to pay for field trips. Every child must have a signed permission slip before he/she can participate. Teachers will let you know in advance of upcoming field trips.

Field trips generally 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 instead of leaving the child behind. Interventions may be something such as asking the child's parent to accompany the child or assigning another volunteer adult to be a one-to-one supervisor for the child. In rare instances, for safety reasons, a child's behavior may require his/her exclusion.

Field trips are part of the instructional day at Linwood Howe. Field trips are scheduled to directly correlate with the curriculum that is being taught in the classroom. We ask for parent volunteers to assist with supervision on field trips. Therefore, parent volunteers are not allowed to bring other children with them on field trips, including younger siblings, as the other children may impair their ability to supervise. If you would like to volunteer you must complete the volunteer registration process, and let your child's teacher that you would like to volunteer. Please do not come on the day of the trip and expect to attend.

Teachers are required to offer a school lunch to all students going on a field trip that occurs during the child's lunch period. You will be asked to complete a form to let your child's teacher know whether your child will need a school lunch, or if you will be providing your child with a lunch for the field trip. If your child needs a school lunch, his or her lunch account will be charged.

### **Bicycles**

Students may ride their bikes and scooters to school. Bikes must be **locked** in the bike racks located near the Van Buren gate. Scooters may be locked to the bike rack or left in the front office. Bikes and scooters should not be left overnight. The school is not responsible for bicycles and scooters.

### **Class Parties/Birthdays**

Class parties and birthday celebrations 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.

If your child's teacher does allow treats for birthdays, the treats must be store bought and bite sized.

Invitations to private birthday parties may not be distributed at school. Please make arrangements to do this away from school. Children's feelings are easily hurt if they are not invited.

### **Homework**

Nightly reading (20 minutes) is a regular and vital part of your child's education. The types of assignments, their length, and frequency will depend on the age of the child and his/her particular needs and abilities. Some take home projects are designed for parent participation, while others are to be done independently by the child. The teacher will inform you of his/her standards and expectations. **If your child is absent, you may request school work by calling the school before 10:30 a.m. The teacher will be given the message and the school work will be available for pick up after school.**

### **Media Statement**

The Culver City Unified School District ("District") is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television stations or other media. Students are occasionally photographed or videotaped during the course of a school day or during student activities. Students also complete artwork projects during the school day or during student activities. Artwork includes musical, dramatic, and other performances and presentations, as well as all forms of visual and digital artwork. The following is a notice regarding the use of your child's voice, image, likeness and/or artwork.

The District, its employees or its students may, as a part of a course or for other approved purposes produce or participate in video, motion picture, audio recording or still photograph productions, broadcasting, publications, performances, presentations, and/or projects involving digital or visual artwork, which may involve the use of students' names, likenesses, or voices. Such productions, presentations, and/or artwork will be used for non-commercial purposes by the District and will not be sold to other persons or entities. Such productions, presentations, and/or artwork may be copied, copyrighted, edited, and distributed by the District in the manner described above. Examples of the uses of such productions, presentations, and/or artwork include, but are not limited to, School Accountability Report Cards and Cable TV broadcasts.

It is also the District's practice to allow photographs, video footage, audio recordings, comments, and/or names of students to be used in district-produced materials including but not limited to web sites, brochures, posters, other printed materials, and cable television programming. The District's Communications Coordinator or designee may also release such content to local, regional, or national media organizations including but not limited to newspapers, periodicals, radio, network television, cable television, and film, as well as releasing such content on social media, for purposes of recognizing

students' accomplishments or promoting the District/schools in the local and/or extended community. Students may be identified by name to provide them with recognition opportunities when appropriate. When using a child's name, likeness, or voice, the District will retain the right to use and reuse, in any manner at all, the video, motion picture, audio recording or still photograph productions, broadcasts, publications, presentations, performances, and/or artwork as described above. The District is also forever released and discharged from any and all claims, actions and demands, arising out of or in connection with the use of said video, motion picture, audio recording, still photograph, broadcasts, publications, presentations, performances, and/or artwork, including, without limitation, any and all claims for invasion of privacy and libel.

There will be no financial remuneration for the use of any child's work, recordings, and/or photos either for initial or subsequent transmission or playback and the District is released from any liability resulting from or connected with the publication of such work. Parent permission or consent may be rescinded for Media Release; however, in order for the revocation of permission/consent to be effective, it must be made in writing to the school Principal and said revocation will not affect the publication or work that has already been produced.

It is authorized for the District to assign, transfer, or otherwise convey without limitation, all rights, titles, and interest in any works created by a student for submission to state, national and international competitions where a transfer of copyright and intellectual property rights is required.

Whenever practicable, the District will attempt to obtain parental permission in advance of media contact with students. However, the District may not be able to obtain consent in the event of spontaneous or unplanned media presence on campus.

This notice does not apply to yearbooks, school newspapers/newsletters or Web publications (secondary only). Photographs or likenesses of students may appear in yearbooks, school newspapers, or Web/school-sponsored publications, without consent.

### **Physical Education Excuses**

If your child needs to be excused from PE for three days or less, a written note stating the reason, must come from a parent or medical provider. Excuses for longer than three days are required to have a physician's authorization.

### **Work Permits**

Parents and guardians who are requesting work permits for their children must bring the applications to the school office. These permits are not automatically approved. They are reviewed by the administrator, on a case by case basis, taking into account the students attendance record, behavior, and grades.

## **Student Policies and Procedures**

### **Non-discrimination**

The Governing Board is committed to equal opportunity for all individuals in education and in employment. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group, age, marital or parental status, physical or mental disability, sexual orientation or perception of one or more of such characteristics, or any other unlawful consideration. The Board shall promote programs which ensure that discrimination practices are eliminated in all district activities.

### **Transgender Students**

CCUSD Board policies on transgender students were adopted on January 28, 2014. The Board Policies on Nondiscrimination/Harassment were revised on December 9, 2014. They state that the Board prohibits unlawful discrimination, etc. based on “sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.”

A transgender person is a person whose gender identity is different from their sex assigned at birth, and whose gender expression is different from the way males and females are expected to look and behave.

All persons, including students, have a right to privacy: this includes keeping a student’s actual or perceived sexual orientation, gender identity, and gender expression private.

All students, have the right to openly discuss and express their sexual orientation, gender identity, and gender expression and to decide when, how much, and with whom to share private information.

- Education Code section 200 already prohibits schools from discriminating on the basis of gender identity and gender expression.
- California is the first state to pass a law (AB 1266—School Success & Opportunity Act) requiring that students be provided access to facilities (interpreted as restrooms and locker rooms) and school programs and services consistent with their gender identity—irrespective of the gender listed on the student’s Birth Certificate.
- In compliance with California State Law, CCHS provides students access to facilities consistent with their gender identity, allows students to participate in sex segregated school programs and activities consistent with a student’s gender identity which includes athletic teams and competitions such as Prom Queen and King.

Transgender students are encouraged to speak with their school counselor, School Nurse, or administrator for assistance with these policies and to request an Individual Transition Plan (ITP).

## **Parent Involvement**

### **The Parent-Teacher Association (PTA)**

The Lin Howe Parent Teacher Association (PTA) is a unit of the California and National PTA and is made up of parent volunteers and school staff.

#### **Purpose**

The PTA's purpose is to promote the education, health and welfare of children in the home, school and community. Our PTA funds Lin Howe's class field trips, assemblies, symphonic jazz orchestra, classroom supplies, classroom libraries and physical education equipment, as well as district wide outreach programs (backpacks program and community school fund for college scholarships). The PTA also plans, funds and runs numerous social and educational events including Family Fun Nights, Book Fairs, Lin Howe's Got Talent, Welcome Kinder Social, Yearbook and Hiking Vikings.

#### **Funding**

The Lin Howe PTA raises funds in two ways, annual memberships and our annual Apex Fun Run. Look for information on both in this Welcome Packet and/or on our website [linhowepta.com](http://linhowepta.com)

### **Linwood E. Howe Boosters**

The Linwood E. Howe Boosters, Inc. is a nonprofit organization operated by parents of Linwood Howe students.

#### **Purpose**

The mission of the Boosters is to positively enhance the education of the whole child. The Boosters' nonprofit nature allows us to fund and staff academic enhancements to the Lin Howe school experience. We hire Instructional Aides, a Reading Interventionist, an Art Teacher, Theater and Dance classes, before school Spanish, and Growing Great Nutrition and Gardening lessons. We also help fund 5th grade Pali Science camp and Math Olympiads, as well as various campus improvement projects such as the Butterfly Garden and the Quad Renovation.

#### **Funding**

The Lin Howe Boosters raises the majority of our funds in two ways, our bi-annual Pledge Drive and our annual Auction. Look for information on both in this Welcome packet and/or on our website [linhoweboosters.com](http://linhoweboosters.com)

### **English Language Advisory Council (ELAC)**

This Council is a school run program made up of parents, staff members, the principal, and volunteers. It is designed to enhance the education of English Language Learners. This council meets regularly. One Linwood Howe ELAC member is also a member of the District Language Advisory Council (DLAC) and another member serves as the ELAC liaison to the School Site Council.

### **School Site Council**

The Site Council is the governing body of the school. This group meets 4 times per year to review the school plan and school. The 10-member council is made up of 5 school personnel and 5 parent/community members. All members are voted into serving on the Site Council. Parents and staff are notified of elections and vacancies on the council.

### **Back-To-School Night**

Each year Back-To-School Night is held in the early fall. At this time, each classroom teacher will meet with the parents of his/her students. The teacher will explain the school curriculum, daily schedules, discipline plan, instructional materials used, and the characteristics and needs of pupils at the particular grade level. This evening is not for individual student conferences.

### **Open House**

Open House is usually held in the spring. It is an evening where parents and families can visit their children's classrooms to speak with the teachers and see some of the work and projects that the children have completed throughout the year. This evening is not for individual student conferences.

### **Uniform Complaint Procedures (UCP)**

The Board of Trustees recognizes that the district has primary responsibility for insuring it complies with state and federal laws and regulations governing educational programs. Therefore, the Culver City Unified School District has adopted a uniform complaint procedure. Any person wishing to file a complaint regarding a violation of federal or state law or regulation governing an educational program, which is covered under these procedures, may do so by contacting the Superintendent's Office at 4034 Irving Place, Culver City 90232. The telephone number is (310) 842-4220.