

LOYOLA VILLAGE
FINE AND PERFORMING ARTS MAGNET
Elementary School

Parent and Student Handbook

Grades K-5



Dr. Krishna Y. Smith, Principal
Mrs. Elvira Sandival, Assistant Principal Special Education
Ms. Brittany Jones, Magnet Coordinator

8821 Villanova Avenue
Los Angeles, CA 90045
(310) 670-0480
Fax (310) 216-9529
www.loyolavillageartsmagnet.org

August 14, 2018

Dear Parents/Guardians and Students,

Welcome to Loyola Village Elementary Fine and Performing Arts Magnet Elementary School (LoVE). We look forward to a wonderful school year of academic achievement and social growth for all of our students.

The entire school staff is dedicated to providing your child with an excellent educational program. We appreciate your support for the high standards and expectations that we have for your child. With your cooperation, we can strengthen the vital home-school connection. We encourage your involvement in our PTO, and School Site Council. My weekly "ConnectEd" telephone, email and text message updates, Social Media, and other activity flyers will keep you up-to-date with all of our learning opportunities. All up-to-date information is also available on our website: www.loyolavillageartsmagnet.org

Please take the time to review this handbook that includes our policies and procedures. Working together, we will ensure a positive, safe, and productive school year.

Welcome to Our Village – Loyola Village!

Sincerely yours,

Dr. Krishna Y. Smith

Dr. Krishna Y. Smith

Principal

"It Takes A Village!"

TABLE OF CONTENTS

	Page(s)
Welcome to Loyola Village	1
Loyola Village Vision and Mission	2
Administration, Faculty, and Staff Rosters	2 - 3
School Schedules	3 - 4
Important Information	4 - 7
Attendance Philosophy and Procedures	8
School Uniform/"Dress for Success" Code	9
School-wide Positive Behavior Support	10
School-wide Rules for Learning Success	10
Loyola Village Values	10 - 12
Homework Policy	12
Progressive Discipline Plan	13 - 16
Visitors' Policy	17
Traffic Safety Plan	18 - 19
School-Parent-Student Compact	20
LAUSD Guiding Principles for the School Community	21
LAUSD Culture of Discipline - Student Expectations	22
LAUSD Parent/Caregiver Responsibilities	23
LAUSD Student Tips	24
LAUSD School Attendance - A Guide for Parents	25 - 26
LAUSD Consequences/School Response Reference Guide	27

**LOYOLA VILLAGE ELEMENTARY SCHOOL
LOYOLA VILLAGE FINE AND PERFORMING ARTS MAGNET CENTER**

VISION

Loyola Village provides a strong academic and social foundation for all students so that they may discover and develop their potential to become self-motivated, productive, responsible citizens and lifelong learners.

MISSION

In partnership with the greater community, Loyola Village:

- provides an enriched standards based curriculum
- sets high expectations for achievement
- promotes academic excellence
- values collaboration, communication, caring, and respect
- encourages and supports educational innovations
- maintains a safe and nurturing environment
- instills a love of learning

ADMINISTRATION

Dr. Krishna Y. Smith
Ms. Brittany Jones
Mrs. Elvira Sandival

Principal
Magnet Coordinator, Main Office
Assistant Principal, Special Education
(1 day per week)

FACULTY

LOYOLA VILLAGE FINE AND PERFORMING ARTS ELEMENTARY SCHOOL

Mrs. Michelle Norris	Kindergarten	Room 01
Mrs. Ellen Gedert & Ms. Leah Rosales	1 st grade	Room 03
Ms. Kelly Koyamatsu	1 st grade	Room 04
Ms. Julianne Schaller	2 nd grade	Room 05
Mrs. Stacey Long	2 nd grade	Room 06
Ms. Jeanine Holguin	3 rd grade	Room 09
Ms. Kathleen Coutts	3 rd grade	Room 10
Mrs. Jennifer Azafrani Kelo	3 rd grade	Room 11
Mrs. Kristy Rocamora	4 th grade	Room 19
Ms. Stacy Bolton	4 th grade	Room 20
Mrs. Nailah Sankare	4 th grade	Room 22
Mrs. Victoria McDowell	5 th grade	Room 21
Mr. Dave Stewart	5 th grade	Room 38
Mrs. Jan Blunt	5 th grade	Room 39
Mrs. Jennifer Richards	Resource Specialist	Room 25
Ms. Leah Rosales	Instructional Coach	Room 03

SCHOOL STAFF

Office Staff	Mrs. Magda Dono, School Administrative Assistant Office Technician
Cafeteria	Mr. Noel Tabasco, Kitchen Supervisor (310) 670-0072 Ms. Keonna Olivas , Café Worker
Custodial Staff	Ms. Olivia Kelly, Plant Manager Mr. Love, Buildings & Grounds Evening Shift
Special Educational Aides	Mrs. Kimberly Knox, Rm. 25
Teacher Assistants	Ms. Jasmine Harris
Bilingual Teacher Assistant	Ms. Estrella Cruz
Library Aide	Ms. Ericka Williams
Campus Aides	Ms. Marianne Ayala , Ms. Christina Carillo
School Supervision Aide	Ms. Marianne Ayala, Mrs. Gonzales
Nurse	Nurse Elizabeth, 1 day/week
Art Teacher	Mrs. Nickie Burrell, Rm. 30
Music Teacher	Mr. Mark Geiger, Rm. 15
Dance Teacher	Mrs. Michelle O'Quinn, Rm. 16
School Counselor	Ms. Keisha Shipley, Room 27
Psychologist	Ms. Stacey Silber - , Rm. 23
Adaptive P.E.	Mr. Suzuki - Main Office
Speech and Language	Ms. Gina Costelo, Rm. 11
Parent Center	Dr. Rosette & Dr. Kilpatrick PTO, Co-Presidents, Rm. 29
Transportation	Ms. Leticia Wells, Area Bus Supervisor (310) 258-2060
STAR Program	Mr. Tony Lafaurie, Director, (310) 678-5052, Rm. 36
After-school Playground	Coach Dawn -Main Yard
"Share and Care" Art Therapist	Ms. Amber, Rm. 11

SCHOOL SCHEDULES

<u>School Hours</u>	8:05 am	Line up Bell
	8:10 am	Tardy Bell/School begins.
	8:10 a.m. - 2:33 p.m.	Daily Instruction, except Tuesdays
	8:10 a.m. - 1:33 p.m.	Every Tuesday for faculty Professional Development
Kindergarten	Recess	10:00 - 10:20 a.m
Grade 5	Recess	10:00 - 10:20 a.m.
Grades 1, 2,	Recess	10:20 - 10:40 a.m.
Grades 3, 4	Recess	10:40 - 11:00 a.m.

Grade 5	Lunch	11:40 - 12:20 p.m.
Grades 1, 2	Lunch	12:00 - 12:40 p.m.
Kindergarten	Lunch	12:20 - 1:00 p.m.
Grades 3, 4	Lunch	12:20 - 1:00 p.m.

Banked Time Tuesdays - 1:33 p.m. Dismissal for Professional Development

All Tuesday's all year

<u>Alternate Schedules</u>	Shortened Days	8:05 a.m. – 1:40 p.m.
	Minimum Days	8:00 a.m. – 12:30 p.m.

<u>Day</u>	<u>Length</u>	<u>Purpose</u>
Thursday , September 06	Shortened Day	Staff Meeting (Back to School Night)
Monday, November 05	Shortened	Parent Conferences
Wednesday, November 07	Shortened	Parent Conferences
Thursday, November 08	Shortened	Parent Conferences
Friday, November 09	Shortened	Parent Conferences
Friday , November 16	Shortened	Staff Meeting
Monday, February 25	Shortened	Parent Conferences
Wednesday, February 27	Shortened	Parent Conferences
Thursday, February 28	Shortened	Parent Conferences
Friday, March 01	Shortened	Parent Conferences
Friday, April 12	Minimum Day	Staff Meeting
Monday , June 03	Minimum Day	Staff Meeting
Wednesday, June 05	Minimum Day	Staff Meeting
Thursday , June 06	Minimum Day	Staff Meeting
Friday, June 07	Minimum Day	Staff Meeting

IMPORTANT INFORMATION

LAUSD Parent-Student Handbook

This essential handbook discusses state and district policies, including student/parent rights and responsibilities, attendance, student health information, discipline, permits, transfers, dress code, non-discrimination, and elimination of harassment. The state of California requires all school districts to notify parents about this information. Please read this handbook, complete the Student Emergency Information Form, and sign and return the receipt on the last page to your child's teacher by Friday, August 30th .

NonDiscrimination Statement

Loyola Village, along with the Los Angeles Unified School District, is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's sex, sexual orientation, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability,

or any other basis protected by federal, state, local law, ordinance , or regulation Harassment under Title IX (sex), Title VI (race, color or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the District Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

LAUSD Sexual Harassment Policy

LAUSD is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender identity, and for that reason is a violation of this policy.

The District considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending students in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten – 3rd grade.

Students with Disabilities and Special Education

Children learn in a variety of ways, with most students learning effectively in a traditional school setting. Children with disabilities may be eligible to receive special education services as determined by an Individual Education Program (IEP) team.

Loyola Village offers special education services in a variety of ways: Resource Specialist Program, Collaborative Model, Inclusive Model, Speech and Language, Adaptive Physical Education, Occupational Therapy, Visually Impaired (These services are provided based on the students IEP)

Students with Disabilities and Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the US Department of Education. A Section 504 Plan may be developed for students with a health condition who do not need or require special education services but who may need accommodations which can be provided through the general education program.

Bus Transportation and Safety Rules

Transportation Parent Line: (213) 580-2950

Route information: Dispatch (800) LA BUSES.

Other information: Mrs. Wells, Area Bus Supervisor (310) 258-2060.

Please read the “Regulations for School Bus Safety” with your child. These regulations were sent with the route information. Students should be at the bus stop five minutes before the scheduled pickup time. The bus cannot wait for students past the scheduled pickup time. Please contact Dispatch at (800) LA BUSES for pick up information. We also highly encourage you to get to know your Bus Driver.

**Children will only be released from the bus to names ONLY on the Emergency Cards. Please update your emergency cards when things change.

**On Shortened Days or Minimum Days please speak to your Bus Driver for adjusted times for drop off due to the special schedule.

Before School / Morning Yard

- All Parents must check in to the main office before coming on campus.
- 7:50 – 8:10 a.m. Line-up Bell: 8:05 am School Begins: 8:10 am
- Students should arrive at school between 7:50 a.m. and 8:10 a.m.
- Children may not arrive before 7:50 a.m. and wait on the yard unsupervised.
- TK/Kindergarteners meet on the kindergarten yard.
- Do not double park, make U-turns in front of the school, etc.
- STAR Education offers childcare before school from 7:00 – 8:00 a.m.
Call STAR Director Tony Lafaurie at (310) 678-5052 for information.
- Morning drop-off valet on Rayford Ave. begins at 7:50 a.m.
- Students walking to school with a family member enter the campus through the pedestrian gate on Villanova Ave. **Please do not enter and park in the Staff Parking Lot.**
- 1st – 5th grade students meet in the Pavilion area for our morning reading
- Students must keep their backpack and personal belongings with them at all times.
- Students should use the restroom before the Line-up Bell rings at 8:10 a.m.
- When the Line-up Bell rings at 8:05 a.m., students walk to their class line-up area, parents/guardians on the morning yard are requested to leave their son/daughter at this time.
- Teachers will meet their class on the yard and proceed to the classroom. School begins at 8:10 a.m. when the bell rings.
All gates on campus close by 8:10am
- Parents/guardians exit campus through the main entrance.
Parents/guardians who plan to remain on campus for PTO activities or a classroom visitation must proceed directly to the main office, sign the Visitors' Log, and follow the Visitors' Policy.
- Morning Bus Drop Off is in front of the school on Villanova from 7:30- 8:10am (do not block bus parking area)

Breakfast/Lunch Meal Program

- The District's "Breakfast in the Classroom" program will continue throughout the year. All students will have the opportunity during the first 15 minutes of class to eat breakfast with their classmates. Breakfast will be provided at no charge and participation is strictly voluntary.
- Free/reduced priced meals are based on family eligibility. An application for the free or reduced cost lunch program was mailed to your home. Applications are also available online at http://café-la.lausd.net/new-online_meal_application or in the main office. All families must fill out a form regardless of participation.
- Funds may be entered into your child's cafeteria account before school, at recess or online. At my "paymentplus" – refer to Parent portal for student ID or call the office.

Cafeteria prices:	Full price lunch	\$2.75
	Reduced price lunch	.40 cents
	Milk	.75 cents (extra container)

Orange juice

.75 cents (extra container)

- Inform Mr. Tabasco, Cafeteria Manager, as well as the Classroom Teacher and Main Office staff of any food allergies. If you need a special diet please fill out the Food Allergy Restrictions Special Form in the office.
 - If you choose not to participate in the school's meal program, please provide your child with a nutritious snack and lunch. (such as fruit, granola bars, yogurt, water, etc.)
 - In order to ensure a safe environment, please do not send glass containers.
- * *Candy, hot chips, sodas etc. should be avoided.*

Dismissal - Kindergarten

- Parents/guardians are requested to pick up their children promptly upon dismissal at the Kindergarten gate. The teacher will release the children to their parents/guardians.
- For safety, students will not be permitted to walk unaccompanied from the Kindergarten yard to the sidewalk.
- Do not park in Bus Area

Dismissal - Buses

- Upon dismissal from the classroom, students must walk to their bus line-up area.
- Students are encouraged to use the restroom before boarding their bus. Remind your child to notify the bus driver if they leave the line to go to the restroom.
- A "First Call" and a "Final Call" to buses are heard on the loud speakers prior to students leaving from the bus line up area to board their buses.
- Students form a single file, straight line behind their route number and wait quietly for boarding directions from the administration or bus drivers.
- **If your child is not riding the bus for a day, a written note MUST be sent to the office/teacher. If no note is received the student will be sent on the bus. We suggest you call the office one hour before dismissal to inform the office of any changes.**

Dismissal - After-School Supervision

- Children may not wait unsupervised in front of the school after 2:45 p.m.
- If you are late picking up your child (2nd- 5th grades), he/she will be sent to the after-school playground with the Beyond the Bell program. Students meet the YS Coach in the cafeteria after school.
- Students walking home should cross streets at corners and go directly home, using the safest route.

After-School Programs

• "Beyond the Bell" Youth Services recreation serves students in Grades 2 - 5. Meet the Supervision Coach in the cafeteria, or on the playground. The playground closes promptly at 6:00 p.m. Student registration and emergency information are required to participate. Parents are asked to park on Rayford Avenue and use the pedestrian gate for campus access in order to pick up their children. Please do not use the Staff Parking Lot.

- STAR Education (located in Room 36) offers educational enrichment activities from dismissal until 6:00 p.m. for grades K -5. Call STAR Director Tony Lafaurie at (310) 678-5052 for information.

Morning Assembly

The main announcements are made through the School Speaker System between 8:25 – 8:35 daily. Announcements are made under the principal’s direction, the week’s agenda, special announcements are presented. If you have a special announcement please speak to the Principal.

Interruption of Classroom Instruction

Please discuss after-school plans with your child before leaving home in the morning. Send a written note to the teacher/office regarding any changes. Telephone requests to notify students of their pickup plans during the school day impact classroom instruction. In the case of an emergency, the school is always willing to serve you in any way possible.

School Safety and Security

Perimeter gates are locked daily at 8:10 a.m. and unlocked at dismissal with the exception of the main entrance. Students arriving after 8:10 a.m. must come to the main office to retrieve a tardy slip to submit to the classroom teacher. All visitors must follow our Visitor’s Policy Our Safe Schools Plan will be discussed at our School Site Council meetings.

The Board of Education has taken a firm stand against students bringing dangerous objects and weapons to school. A student may be expelled (not just suspended) from the school district for such an act. Please talk with your child concerning this serious matter, and advise them never to bring anything than can be considered as a weapon to school. Please note, this includes nail files, toy guns, matches, and lighters.

Student Emergency Information Form

Student Emergency Information Form is used by school staff when students are released to go home. Please fill out this form completely (either electronically or print clearly) and sign where indicated. Return it to school by August 17th. Your prompt assistance is needed and appreciated. **Current emergency information MUST be on file at school** so that parents/guardians can be promptly notified in case of accident or illness involving their child. **We kindly request at least 3 working phone numbers. You may also log into the Parent Portal to update or add to all emergency information.**

Parent-Teacher Conferences

Fall conference week: November 05th – November 09th to discuss mid-term progress.
Spring conference week: February 25th – March 01st, to discuss the second Pupil Progress Report. Additional conferences may be scheduled at the parent’s or teacher’s request.

Pupil Progress Reports

Students will receive three progress reports during this school year.

<u>Reporting Period</u>	<u>Progress Report Sent Home</u>
August 15 th through November 02 th	Friday, November 09, 2018
November 06 th through February 22 nd	Friday, March 01, 2019
February 27 th through June 7 th	Friday, June 07, 2019

Cell Phones - District Policy

Students may possess a cell phone on campus. However, it must remain “off” and stored in a backpack, or given to the teacher during school hours. (8:10am – 2:33pm) If the cell phone is observed or heard by staff during school hours, it will be confiscated until the end of the school day, or redeemed by a parent or guardian. The District is not responsible for students’ lost, stolen, or damaged cell phones. Please review these rules with your child. Students may at anytime contact their parents in the Main Office

Items Not Allowed On School Grounds

- Candy, gum, carbonated beverages, and glass containers.
- Electronic equipment (such as iPads, video games). The district is not responsible for students’ lost, stolen or damaged electronic items.
- Personal play and sports equipment (such as toys, spinners, stuffed animals, dolls, collectible cards, skateboards, sports balls).
- Distractors from learning.
- Items not allowed on school grounds will be confiscated, and these items will be returned at the end of the day or to parents/guardians in the office.

Earthquake/Disaster Preparedness Procedures

The staff of Loyola Village have been trained in disaster preparedness and sheltering techniques. Plans have been made to care for all students and employees in case of an emergency. In the event of an emergency, parents are requested to follow the signs for the Request Gate (on Rayford Avenue) and Reunion Gate (on Villanova Avenue).

Change of Address/Telephone

As the year proceeds, please notify the school office immediately of any changes of address or telephone number. Current emergency contact information must be on file in the school office. Address information is also used by the district for mailings, and assigning transportation.

Class Reorganization

Due to the growth or loss in enrollment of pupils at each grade level, there is reorganization in all elementary schools up to the fourth week of class to even out the number of students in each classroom. If necessary, Loyola Village’s reorganization will take place by the fourth week of school. If your child is involved in a change, be assured that your child’s grade is not affected. A note will be sent home explaining the move and introducing the new teacher.

ATTENDANCE PHILOSOPHY AND PROCEDURES

LAUSD Board of Education and Loyola Village staff believe that student attendance and achievement are closely intertwined. Students who develop habits of good attendance are much more likely to be successful both academically and socially. If a child’s absenteeism is not addressed in its early stages, he/she is more likely to require instructional remediation and/or special services. Students are expected to attend school every day unless they are ill or have a legal excuse for their absence. Accordingly, school funding is directly dependent upon student attendance. The District’s Performance Meter establishes a 100% daily attendance goal with an annual target for every school of at least 75% of students in school at least 96% of the time (1 - 7 days maximum absent).

Attendance procedures at Loyola Village Fine and Performing Arts Magnet:

- **When returning from an absence, parents are expected to provide a reason for the absence.**
 - **Parents/Guardians can contact the main office to provide a reason for student absences.**
 - Email absent notes through school website
 - **Contact your student's teacher on Class Dojo.**
- **All absences that are not verified within 10 school days will be marked truant. If the student brings an official absent note from the doctor, dentist, court, school or other official entities at a later date (before the close of the current school year), the absence code will be changed accordingly.**
- **Automated phone calls are sent 2 times daily to notify parents of absences and tardies. Parents are expected to contact the Main Office when they are notified that their child is absent without their permission (parents are required by California Education Code, section 49408 to update their address and telephone number whenever there is a change).**
 - **Parents/Guardians can contact the main office to update contact information**
 - **Request a new emergency card to complete and return to main office**
- **Acceptance of absence notes from parents is a courtesy. More than 7 absences within a school year is considered to be excessive. If your student obtains 8 or more absences in a school year, your privilege to write a parent/guardian note excusing an absence may be revoked.**
- **Students with excessive absences will be referred to Pupil Services and Attendance Counselor for further intervention, which may include a referral to the school site Student Attendance Review Team (SART) and/or the Student Attendance Review Board(SARB).**

Absences are defined as either excused or unexcused. According to the CA Education Code, a student shall be **excused** from school when the absence is due to:

- illness
- quarantine
- medical, dental, optometric or chiropractic services
- attending the funeral of an immediate family member
- justifiable personal reasons when the pupil's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to, an appearance in court, attendance at a funeral service, observance of a religions holiday or ceremony.

Students returning to school after an absence must bring a written note signed by a parent/guardian. The note must include:

- student's full name, grade, and room number
- reason for the absence
- day and date of the absence
- parent/guardian's day-time contact phone number.

Unexcused Absence: Any absence for reasons other than those listed above is not excused. A note is still required.

Tardies: Your child is tardy if he/she arrives at the classroom after the 8:10 a.m. bell. Students arriving after 8:10 a.m. must report directly to the office for a "Tardy Slip." All tardies are unexcused except for medical reasons with a doctor's note.

Needed Support from Parents – Excessive Tardiness

With our focus on academic achievement, teachers must begin their instructional program on time. Late arrivals disrupt the teacher's lesson sequence and reduce valuable instructional time for those who are in class and engaged in learning. Parents will be required to write a note to the teacher explaining the reason for the tardiness.

Breakfast in the Classroom meals are distributed and available to students in classrooms between 8:10 – 8:30. Attendance is taken daily. If your child arrived late or is absent an automatic call will be generated. The school **cannot** stop these calls.

Students are identified as truant when they are "absent without a valid excuse three full days in one school year or are tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof" (EC48260).

According to District procedures, "Notice of Initial Truancy" letters will be automatically generated and mailed from a central location to inform parents/guardians of their child's attendance issues. The autodial phone system will also be used for notification. (These calls are generated from the District Headquarters, not the local school site.)

SCHOOL UNIFORM / "DRESS FOR SUCCESS" CODE

Loyola Village students are to maintain their person and clothing in a modest, clean, and orderly manner consistent with the student dress code and compatible with the educational program. Our School Site Council and parent organizations have approved and strongly recommend the use of school uniforms for our students. Participation is voluntary.

The uniforms are described as follows:

Boys: Navy blue slacks (dress pants, "docker's" style) or navy blue walking shorts
White, light blue, or gray shirt with collar and sleeves

Girls: Navy blue skirt, slacks, culottes, jumpers, walking shorts, or blue plaid skirt.
White, light blue, or gray blouse with sleeves

Monday's are "Spirit Days," unless otherwise noted, all students and staff are encouraged to wear their Loyola Village T-shirts and sweats. "Spirit" clothing is sold at the beginning of each semester.

Friday's are "College Days" unless otherwise noted, all students and staff are encouraged to wear College apparel or their college's school colors.

Loyola Village's coastal location results in weather that is often cooler than in other parts of the city, particularly in the morning, sweaters are encouraged.

Please mark or write the students name on sweaters and jackets to help return if lost or forgotten. Lost and Found items are donated at the end of each month.

The following must be observed by all students:

- Appropriate closed-toed shoes and socks must be worn at all times. Tennis shoes or other lace-up shoes are recommended. Sandals, Flip Flops, open-toes/open-heeled shoes, “heelie” type shoe-skates, and clogs are not permitted.
- Hats or caps are permitted only for sun protection and must be removed when indoors.
- Tank tops may not be worn as outer clothing.
- Clothing with offensive or suggestive words and/or pictures, or depicting tobacco products, drugs, or alcoholic beverages are not permitted.
- Personal grooming items such as combs and brushes must be small enough to be kept in a desk, purse, or pocket.
- Hoodies may be worn, however, when inside a classroom or indoor area, the hood on the hoodie is off.

For Girls:

- Dresses, skirts, or shorts should be an appropriate length above the knee.
- Earring studs are allowed. Large earrings are not allowed.
- Makeup and false or extended fingernails are not permitted.
- Low-cut or halter-type necklines, spaghetti straps, bare midriffs, bareback, strapless tops, and see-through blouses are not permitted.
- Short-shorts and cutoffs are not permitted.

For Boys:

- Excessively baggy pants are not permitted, and underwear must not be visible.
- Ribbed tank tops are not permitted as outerwear.
- Oversized sleeveless jerseys must be worn with a T-shirt underneath.
- If pants are loose on the waist, please wear a belt.

Parents/guardians will be called for dress code violations. Whenever possible, a long T-shirt will be provided to cover the inappropriate clothing.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the implementation of a consistent school-wide positive behavior support and discipline plan based on the LAUSD *Culture of Discipline: Guiding Principles for the School Community* and *Culture of Discipline: Student Expectations*.

The plan includes teaching school rules and social-emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive behavior support strategies; providing early intervention for misconduct; and selecting appropriate consequences.

The most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and to avoid negative

behavior. In the event of misconduct, there is to be the appropriate use of consequences. Ongoing monitoring shall ensure that equitable school-based practices are implemented in a fair, non-discriminatory and culturally responsive manner.

Within our Positive Behavior Support plan we have a tiered behavior support system which includes utilizing Restorative Justice Practices. Our Restorative Justice Practices includes students participating in our Mended Hearts communication reflection room.

SCHOOL-WIDE RULES FOR LEARNING SUCCESS

1. Refrain from engaging in behavior that disrupts learning.
2. Listen to and promptly follow all directions given by school staff.
3. Think before you act. Make sure your actions will not hurt yourself or others.
4. Take responsibility for your actions. Be honest. Be truthful.
5. Solve conflicts with respectful, peaceful words and actions.
6. Attend school on time, and be prepared to learn with school books and supplies.

Always give your best effort.

LOYOLA VILLAGE VALUES

The Six Pillars of CHARACTER COUNTS:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

Motto: "Be Safe – Be Respectful – Be Responsible"

VILLAGE VALUES - CAFETERIA

- Be Safe:
- Walk at all times.
 - Sit with your legs under the table.
- Be Respectful:
- Eat over the table
 - Speak softly in this "Quiet Zone."
 - Sit with personal space.
 - Use table manners for eating.
 - Wait to be excused.
- Be Responsible:
- Select all of your meal items at one time in the cafeteria line.
 - Clean up spills.
 - Throw away all of your trash at the end of your meal time.
 - Leave your table and eating area litter free.

VILLAGE VALUES - RESTROOMS

- Be Safe:
- Walk.

- Use the toilets, sinks, and stalls properly.
 - Wash your hands before leaving.
 - Report plumbing problems immediately.
- Be Respectful:
- Speak quietly.
 - Knock before entering a stall if the door is closed.
 - Give people privacy in the stalls.
- Be Responsible:
- Use the restroom before school, at recess, and before boarding bus.
 - Return promptly to your classroom or to the yard.
 - Throw away all litter in the trash can.
 - Report inappropriate or unsafe behavior.

VILLAGE VALUES - RECESS/PLAYGROUND

- Be Safe:
- Walk to and from the playground.
 - Play the approved recess games, in your assigned area.
 - Be aware of activities near you.
 - Remain on the playground, away from the classrooms.
- Be Respectful:
- Play fairly using good sportsmanship.
 - Include everyone in your class.
- Be Responsible:
- Eat your snack in the Snack Area before playing.
 - Throw away all trash in the trash can.
 - Remain in your assigned play areas.
 - Play by the rules of the game.
 - Stop playing immediately when the bell rings.
 - Return the sports equipment to the Yard Aide or Junior Coach.
 - Walk to your line-up area , take a knee or sit criss cross and await your classroom teacher.

VILLAGE VALUES - AUDITORIUM

- Be Safe:
- Walk at all times.
 - Sit properly in your seat.
 - Use the stairs to go on stage or to leave the stage.
- Be Respectful:
- Enter and exit quietly.
 - Speak in a whisper before the performance begins.
 - Sit quietly without talking during the performance.
 - Clap your hands to show your appreciation.
 - Wait to be excused.
- Be Responsible:
- Pay attention to the assembly or performance.
 - Raise your hand and follow directions to participate.

VILLAGE VALUES - OFFICE

- Be Safe:
- Walk to and from the main office.
- Be Respectful:
- Enter and exit quietly.

- Be Responsible:
- Wait at the counter to be assisted by the office staff.
 - Sit quietly if you are remaining in the office.
 - Follow the directions of the office staff.

PROGRESSIVE DISCIPLINE PLAN

Initial Misconduct:

The teacher or staff member gives the student a verbal reminder of the rules/procedures and provides corrective behavioral instruction.

Continuing Misconduct:

The teacher contacts the student's parent/caregiver to discuss the inappropriate behavior and partner with the family to reinforce positive behavioral choices. The teacher gives appropriate consequence(s). The teacher informs the parent that a written notification will be issued if the misconduct recurs. Student participates in the Mended Hearts reflective conversations to address behaviors.

Behavior Intervention Plan:

The teacher holds a parent conference to establish an Intervention Plan to address the misconduct. The teacher informs the parent that a mandatory Student Support Progress Team (SSPT) Meeting will be scheduled if there is minimal response to the intervention. The teacher gives appropriate consequence(s).

Multi-disciplinary Team Meeting:

If there is minimal response to the intervention, a second written notification is sent home requiring a mandatory administrative conference with a SSP team member to further support the student's behavioral needs. The administrator or designee gives appropriate consequence(s).

Examples of consequences for misconduct:

Restorative Justice

- re-teaching of behavioral rules and procedures
- Students needing additional support will participate in our Mended Hearts behavior support reflection program
- use of problem solving approaches to assist student to identify alternative appropriate behaviors
- loss of privilege, or restriction from certain activities
- assignment of an appropriate task, ie: "Think" Sheet, reading assignment with a follow-up response, written assignment
- temporary removal from the classroom or yard
- phone call to parents to alert them about behavior, eliciting their partnership
- behavior monitoring to increase feedback, such as daily periodic check points or self-charting of behavior
- establishment of daily signed behavior note/report card, involving parents for support
- creation of a contract which includes re-enforcers for success and consequences for continuing problems
- written notice of misconduct sent home
- referral for participation in group or individual counseling
- individual intervention plan
- parent attendance in the classroom to provide additional support and supervision
- SSP Team meeting with an administrator
- class suspension by the teacher or administrator, accompanied by a parent-teacher

conference

- school suspension by an administrator with a required parent-administrator conference
- Opportunity transfer per District Guidelines

CASES OF EXTREME BEHAVIOR:

Cases of extreme behavior will be handled on an individual basis and in accordance with District policy. Education Code Section 48900 permits the principal to recommend suspension or expulsion if the student has committed any of the following:

- Threatened, attempted, or caused physical injury to another person
- Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object
- Possessed, used, sold or furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind
- Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind
- Committed robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco products
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Offered, furnished, or sold any drug paraphernalia
- Disrupted school activities or willfully defied the valid authority of school personnel
- Knowingly received stolen school or private property
- Sexual harassment
- Willful use of force/violence
- Violation of bus rules
- Harassed/threatened/intimidated pupil

The policies, rules, and procedures of this school were established by the administrators, teachers, staff, and parents elected to the School Site Council. We believe that the understanding, acceptance, and enforcement of these policies, rules, and procedures are crucial to our common goal of educational excellence for all Loyola Village students.

HOMEWORK POLICY

Homework is a necessary part of a student's educational program and has a positive effect on student achievement. Meaningful homework reinforces and enriches student knowledge. It develops good work habits and a sense of responsibility for completing tasks on time. Routine daily homework will be assigned a maximum of four days per week, Monday through Thursday. However, projects and long-term assignments may be scheduled over an extended period of time that may include weekends and vacations. Please provide a regular schedule and place for homework completion, and eliminate distractions (such as television or radio) so that your child can give his/her best effort.

It is the student's responsibility to:

- Keep an accurate record of assignments

- Have the necessary materials at hand
- Follow study techniques outlines by the teacher
- Apply and practice skills learned in class
- Strive to do their best quality work
- Complete and turn in assignments on time

District's Homework Policy:

<u>Grade</u>	<u>Number of Routine Daily Homework Minutes per Day*</u>
Kindergarten	10
1 st	20
2 nd	20
3 rd	30
4 th	40
5 th	50

* Does not include daily reading practice.

Please sign the attached
“School-Parent-Student Compact”
 and return by
 Friday August 17th, 2018

LOYOLA VILLAGE ELEMENTARY SCHOOL AND MAGNET CENTER SCHOOL-PARENT-STUDENT COMPACT

Parents, school staff, and children at Loyola Village School and Fine and Performing Arts Magnet Center will form a partnership to share the responsibility for high student academic achievement. This partnership will enable each child to reach his/her highest potential for intellectual, social-emotional, and physical growth.

The administrators will:

- ensure high quality curriculum and standards-based instruction
- provide a safe and orderly campus
- foster a welcoming, respectful, and positive learning environment
- communicate the school's programs and goals with parents and students
- provide opportunities for parents to volunteer and participate in their child's classroom.
- respond promptly to parent requests.
- promote the development of a professional learning community.

The teacher will:

- deliver standards-based instruction and curriculum for all students in an enriched learning environment.
- create a safe and positive classroom experience, based on mutual respect.
- promote the development of each student's self esteem and self discipline.
- establish clear expectations for grading practices, class assignments, homework, classroom procedures, and behavior standards with students and parents.
- communicate on-going student achievement through parent-teacher conferences and progress reports.
- encourage parent participation in classroom and school-wide activities.
- respond promptly to parent requests for information.

The parents will:

- partner with the school to support their child's learning.
- ensure that their child is well rested, arrives on time, and attends school regularly.
- explain school rules and policies to their child and support compliance.
- supervise homework completion, including providing time and a place for study.
- respond promptly to all communication from the school.
- encourage positive use of extracurricular time (ex. limit television and encourage exercise and healthy diet).
- follow procedures for school visitation (Visitors' Policy), traffic safety, and parking.

The student will:

- respectfully follow the directions of all adults on campus.
- give their best effort daily to learn.
- complete all classroom and homework assignments on time and to the best of their ability.
- respect the teacher's right to teach without disruption and classmates' right to learn without disruption.
- demonstrate respect for people and property by not using profanity, name calling, bullying, stealing, or vandalizing.
- follow all school rules in the Loyola Village Parent-Student Handbook.
- be a trustworthy, respectful, responsible, fair, and caring citizen of Loyola Village Fine & Performing Arts Magnet Elementary School.

Signatures:

Principal Date

Teacher Date

Parent Date

Student Date