

San Miguel Elementary School
Family Handbook
2019-2020



San Miguel Students
Imagine, Believe, Achieve!

7059 San Miguel Avenue
Lemon Grove, CA 91945
(619) 825-5619
Fax: (619) 825-5785

Principal-Teresa Richmond

Please review the San Miguel Family Handbook and return the verification page, signed, to your student's teacher

**San Miguel Elementary School
Family Handbook**

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San Miguel Vision & Mission Statements

San Miguel Vision:

Create global, 21st Century leaders and collaborators, appreciative of the arts, and guided by emotional intelligence.

San Miguel Mission

San Miguel Elementary School challenges students and all staff to be high--performing, life-long learners and responsible citizens. We will support the district mission and goals through:

- Providing a variety of programs to meet all students academic needs
- Expanding the use of technology to support instruction
- Supporting our families in maintaining their children’s physical, social, and emotional well-being
- Designing programs to ensure a peaceful camps environment.

San Miguel Moto

“Imagine, Believe, Achieve”

LEMON GROVE SCHOOL DISTRICT
San Miguel Elementary
2019-2020
San Miguel School Calendar

August 21st	1 st Day of School
September 2nd	Labor Day –No School
November 11th	Veterans Day Holiday-No School
November 18th-22nd	Parent/ Teacher Conference Week- Minimum Days
November 25th – 29th	Fall (Thanksgiving) Break-No School
Dec. 24th – Jan. 3rd	Winter Break-No School
January 7th	School Resumes
January 20th	Dr. Martin Luther King, Jr. Day-No School
February 10th	Washington’s Birthday Observance-No School
February 20th	Lincoln's Birthday Observance-No School
April 6th – April 17th	Spring Break-No School
April 20th	School Resumes
May 25th	Memorial Day –No School
June 12th	Last Day of School – Minimum Day

Other Important Dates:

Kindergarten Orientation: August 20th

6th Grade Camp Parent Info Night: August 27th

Back-to-School Night: August 29th

Visit our San Miguel Website at sme.lemongrovesd.net for a full list of school events.

General Information

San Miguel Elementary
7059 San Miguel Avenue
Lemon Grove, CA 91945
(619) 825-5619
Fax: (619) 825-5785

Office and Telephone Hours: 7:30 a.m. to 3:30 p.m.,
Monday-Friday Parents are encouraged to call with
questions or concerns.

Office Staff:

Teresa Richmond, Principal
Tonya Harvell, School Secretary
Alyss Hernandez, Health Clerk

Attendance Hotline: (619) 825-5745

Student Use of Office Telephone

In order to provide for incoming phone calls, we ask that students limit their use of the office phone to cases of emergencies or absolute necessity. Plans for after-school activities and rides home need to be pre-arranged at home. Students are encouraged to wait at least 20 minutes after dismissal before using the phone to contact their ride home.

Instructional Time and Daily Schedule

Kindergarten through 6th Grade 8:00 a.m. – 2:20 p.m.

Arrival and Departure of Students

Students should plan to arrive at school no earlier than 7:45 a.m. Staff supervision begins at that time; therefore, students **should NOT arrive at school earlier** unless enrolled with the Extended Day Program. Each child should leave school promptly upon dismissal and go directly home, crossing only at the crosswalk. Students should report to their homes before going anywhere else. No other stops should be made without permission of the families involved.

No supervision is provided on the school grounds after school, unless students are enrolled in the EDP. Failure to pick up your child by 2:20 may result in a referral to the Sheriff's Department. It is your responsibility to pick your child up on-time each day.



Walking: If your student is walking to school, it is important to obey traffic rules.

Student expectations:

- Obey School Safety Patrol and marked crossings.
- Walk with a buddy.
- Go directly to and from school
- Students should not arrive at school before 7:45 as **no supervision** is available and should be picked up promptly at 2:20pm after-school or head home upon dismissal. Students should not be on campus after 2:20 pm unless registered in an after-school program.
- The parking lot and driveway area is out-of-bounds for students AT ALL TIMES. Students must never cross the parking lot or climb on the bank or railings when entering or leaving school. **Students must always be accompanied by an adult when crossing the parking lot.**
- When coming to or leaving school, stay on sidewalks. Never walk across private property. Use crosswalks and sidewalks at all times.
- Please confirm with your child in the morning whether he/she will be picked up or should walk home. The office staff may not have enough time to relay a message to your child if close to dismissal time. Please make sure all communication with you child happens before and after school hours.

Signing a Child In and Out of School

Please remember that pupils are expected to remain on the school grounds during school hours and during lunchtime. If you must take your child out of school during the school day, it is necessary for you to come to the office with your photo identification and sign a permit to leave. For your protection, children are only released to the parent, guardian, or other authorized persons listed on the "Emergency Card." For your child's safety, there can be **no exceptions**.

Picking Up Your Child:

Please follow all traffic rules, be patient, and use appropriate language. The most effective means of ensuring safety is for all members of our school community to slow down, be polite, and put the needs of the children first. Remember that your child or children are among those children we are trying to keep safe. Your cooperation in being patient, obeying all signs and regulations, and following all school rules will be much appreciated.

1. **Do Not turn left into the circle parking drive for picking up students. Street signs in front of school indicate: No Turning Left.** Tickets will be issued by the Sheriff's Department.
2. **Use the San Miguel Parking Lot to turn around.** Do not use the dirt road **Cornelius/San Miguel**. This is a private street and neighbors pay out of pocket to fill potholes, etc. The road is also dusty and unnecessary dirt is lifted as the traffic increases, which calls for more maintenance, and increases our neighbors' out-of-pocket fees.
3. **Stay in your car when in the loading zone.** If you need to park to speak to your child's teacher, please park in the San Miguel school parking lot.
4. **No Parking on San Miguel Avenue in front of houses.** If you need to get out of your car, please use the San Miguel school parking lot. There is not enough room for parked cars **and** moving traffic on San Miguel Ave. The need for flowing traffic is imperative for smooth transitions and pick ups.
5. **Do not block driveways of houses or use their driveways for any reason.** Use the parking lot to park or turn around.
6. **Do Not drop off or pick up students in the red zones across the street from the school.** To ensure students are not crossing the street in front of cars, please proceed to the appropriate drop off zone.

No Parking Zones

If your child is transported to and from school by car, parents are asked to observe the **No Parking** areas designated by red-painted curbs and/or signs posted in those areas. Parking in these areas is **prohibited** for safety reasons as well as to allow the free flow of car and bus traffic. **No parking in the Drop-Off Zones, PLEASE. If you need to speak to your child's teacher, please park in the parking lot, and meet your child's teacher in front of the school.**

Visitors to Campus

In an effort to provide a safe and secure campus, ALL visitors to San Miguel, including parents, volunteers, student teachers, etc., are required to sign-in at the front office with a photos ID. Only students and staff with keys will be allowed to enter and exit through the gates. This will help ensure that we know who is on campus in the event of an emergency.

Lost and Found

A lost and found box is kept inside the front door of the auditorium. **On the last Friday of the month, all lost and found items will be donated.** Small items such as keys and jewelry are placed in a box in the office. Students may check for lost items before and after school. If you find something on the grounds, please bring it to the office.

San Miguel School Uniforms 2019-2020

****ALL leggings under skirts/dresses must be of SOLID color**
Grey, White and Navy preferable

****Sweatshirts must be of SOLID color with NO graphics or designs**
Grey, White and Navy preferable

San Miguel Uniform Requirements

Shirts: Navy or White Polo Shirts-Short Sleeve (with collar)

Navy or White Polo Shirts-Long Sleeve (with collar)

Friday Only: Red San Miguel T-Shirt/Red Polo Shirt (with collar)

Bottoms: Khaki or Navy Blue pants or capri-pants (no jeans)

Shorts, skorts, and skirts **MUST** be mid-thigh in length

Dresses/Rompers: Solid colored Khaki or Navy “uniform” dresses

White or Navy collared shirt *may* be worn underneath

****Leggings: All socks/tights/leggings must be of SOLID color**

Color: Grey, White and Navy preferable-No denim or jean-like leggings

All leggings must be worn with a uniform pant/skirt on top

****Sweatshirts: All sweatshirts must be of SOLID color**

NO graphics or designs allowed on sweatshirts

Color: Navy or Grey preferable

Jackets: SOLID color - Navy or Grey preferable

Shoes: Must be closed-toed (students have PE and recess each day)



Students not wearing uniforms each day will be sent to the office, and parents called to bring proper a uniform or a borrowed uniform will be issued BEFORE a student can return to class.

Uniforms are available for purchase at your local retail shop. For suggestions, please contact the San Miguel office. If you need help in providing a uniform for your student, please visit the office. Uniforms approved by LGSD Board Members on July 13, 2010 as per Board Policy 5132.

San Miguel Uniform Requirements Updated June 2013

San Miguel Health and Wellness Program: Breakfast, Snacks and Lunch

Our cafeteria provides a healthy breakfast and a nutritious hot lunch each day. Nutritional Information will be posted on our school website monthly. This year, the school district will be operating a no cost **Breakfast in the Classroom or BIC program**. This program will allow for each student to receive a breakfast, inside the classroom, served at 8:00 sharp at **no charge**, regardless of household income.

During the 2019-2020 school year, San Miguel Elementary will be implementing the National School Lunch and School Breakfast program known as the Community Eligibility Provision. All students at San Miguel are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2019-2020 school year. Your child(ren) will be able to participate in this meal program without having to pay a fee or submit a lunch application. For more information about this program, please contact the school office or nutrition services.

Health Food Choices:

Making Healthy Choices is a BIG deal at San Miguel. Our success comes from the increased exercise at school and our commitment to healthy food at home and at school. If you do choose to send snacks to school with your child, please send these types of items:

Unhealthy Snack Option Not allowed during school hours	Healthy Snack Alternative
Sugary Drinks	100% Water or 100% Juice
Pre-Packaged Lunch That Include Candy, Sugary Drink	Whole Wheat Crackers , String Cheese, 100% Water
Pudding Packs	Yogurt
Cheese Type Crackers	Vegetables
Fruit-Flavored Snacks	Whole Fruit
Candy	String Cheese
Any Chips/Cheetos Product	Plain Popcorn or Pretzels
Soda/Sports Drinks (Gatorade)	100% Water
Cookies/Cupcakes	Trail Mix
Unhealthy Fast Food Lunches that Include Sugary Drinks	Home-made Sandwiches, Fruit & Vegetable, 100% Water
Granola bars with chocolate chips or candy	

Our goal is to eliminate the empty calories that are not considered "Brain Food."

For more options, please see the San Miguel School Website's [Health and Wellness](#) link for more healthy options.

Birthday Celebrations: If you do choose to celebrate your child's birthday at school you can send: non-food items such as a class book or school supplies for the class. **Cupcakes and candy are not allowed on campus, and will be sent home with the parent if brought to school.**

Absences, Tardiness, Release of Pupils

Please be on time!

Please make note of the time school begins:

7:45am – School gates open for student access, please do not drop your children off before this time.

8:00am - School Starts/ Breakfast in the Classroom: All students need to be present in their classrooms at that time.

Please telephone the **Attendance Office Voicemail at 825-5745 by 9:00 am** to report your child's absence on the first day he/she is out. Please be specific in stating the nature of the illness. State law places the responsibility for regular attendance upon the parents. Please be sure to verify your student's absences within the 3rd day of the original absence. **All unverified absences will be considered unexcused by the end of the 3rd day after the absence.**

All students are expected to come to school every day and on time, unless there is a valid excuse limited to those listed below.

Excused Absences

All Absences

Under California Education Code Section 48205, a student's absences will be excused only for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attendance at funeral services of an immediate family member
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or five days if the service is conducted out of state
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, siblings over 18.
 - c. The principal may use their discretion to extend the length of an excused absence for bereavement
5. Upon request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court by student
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion

Verifying Student Absences

Under Lemon Grove School District Administrative Regulation (AR 5113), the following methods may be used to verify the reason for student absences:

1. Written note from parent/guardian
2. Telephone call from parent/guardian to school office
3. Visit to student's home by a verifying employee
4. Physician's verification

Parents/guardians are to contact the school as soon as possible to verify the reason for a student's absence. The school will attempt to verify absences by using the automated calling system to contact parents/guardians on a daily basis. **Absences remaining unverified after 3 school days will be recorded as unexcused.**

Limits on Excusing Absences (AR 5113)

When a student has *10 excused absences* in the school year, the school may no longer permit a parent/guardian to excuse their child's absence by writing a note or calling the school. In order to have any additional days of absence excused, a parent/guardian may be required to either:

1. Provide the school with a written note from a physician or other professional documenting either the medical, legal or bereavement reason for each day of absence
2. Bring the student to the school nurse, health clerk or designee to determine whether the child is healthy enough to attend school that day

The school will send a letter to the parent/guardian informing them of this requirement and it may be formalized in the form of an attendance contract. Any additional absences not verified in either of the ways listed above will be recorded as unexcused. Unexcused absences can result in a referral to the School Attendance Review Board for possible legal action.

Unexcused Absences, Unexcused Tardies and Truancy Tardies

Tardiness disrupts your child's instructional program, and that of his/her classmates. Instructional time is lost by all students when a child enters the classroom late. Please help your child meet his/her obligation by being on time each morning. If your child is tardy, please send a note explaining the reason. Parents will be contacted if there is excessive tardiness and students will be expected to make up the missed time. Parents are also contacted when students have excessive absences.

An unexcused absence is a day when a student is out of school without a valid excuse. Please see valid reasons for excusing absences above. An unexcused tardy is a day on which a student arrives late without a valid excuse. Students will be classified as truants if they have three days of either unexcused absences or unexcused tardies of more than 30 minutes. Truancy is against the law and may result in legal as well as school-based consequences. An ongoing pattern of truancy/unexcused absences will result in a referral to the School Attendance Review Board for possible legal action.

Independent Study Contract

When a family knows in advance that a student has to miss 5 or more days of school, the parent/guardian may request an Independent Study Contract (ISC) so the student will not accumulate unexcused absences. Reasons students might need an ISC include a family trip or a sports related trip for an out-of-state tournament. Parents/guardians must contact the office to arrange for an ISC at least 10 school days ahead of time to give teachers time to prepare assignments. All work must be submitted on the day the student returns to school and all assignments must be completed in order to earn full attendance credit. An incomplete ISC will result in unexcused absences.

Making Up Work Missed Due To Absence

It is the **student's responsibility** to request missed work immediately upon return from an absence and to complete the work within the timeframe given by the teacher. Parents/ guardians may request work if the student will be absent for several days. Work may be picked up after school in the front office the day after the work is requested. It is advisable to call to confirm that the assignments are ready before coming to pick them up.

Thank you for working with us to support your child's education through good attendance.

"On time, every day. That's the Lemon Grove way!"

San Miguel Elementary Rules and Guidelines

Expectations for Students Behavior

San Miguel is a “**Leader In Me**” school and strives to foster leadership in every student. San Miguel believes that behavior is a manifestation of a person’s needs. To promote a positive school culture, we work with students to develop habits proven to lead to success. These 7 habits are as follows:

1. Be proactive: Follow directions even when no one is watching, you are in control of you.
2. Begin with the End in Mind: Think ahead and consider positives/ negatives before you act.
3. Put First Things First: Set your priorities and behave in a way that helps you learn.
4. Think Win-Win: Problem Solve and consider all possibilities to address conflict
5. Seek to Understand and to be Understood: Respect the rights, safety and property of everyone. Be kind, cooperative and respectful to students and staff.
6. Synergize: Collaborate with others, be open to new ideas and willing to share your own.
7. Sharpen the Saw: Take care of yourself. Eat healthy, exercise, sleep and think positively

Rewards and Positive Reinforcements

At San Miguel, we believe that intrinsic rewards foster character and that personal self-esteem comes from doing the right thing. In addition, we offer the following options to reward student achievement:

- Praise and recognition in class and school wide.
- Special privileges and assemblies.
- School/classroom awards and certificates.
- Free Dress passes

Behavior Consequences

For those students choosing to break the rules the following consequences

- Step 1:** The teacher gives a warning and counsels the student about following school rules.
- Step 2:** The teacher counsels the student, records the behavior and notifies the parent.
- Step 3:** The teacher conferences with parents regarding the student’s misbehavior.
- Step 4:** The teacher refers the student to the principal resulting in a principal/student conference.
- Step 5:** The principal or designee arranges a conference to include the student, the teacher, the principal and the parent. Further disciplinary action may be taken by the principal. This action may include, but not be limited to: a verbal warning, conference with teacher, parent contact, exclusion from activities, detention, community service, referral to principal, in-school suspension and an out-of-school suspension. See pages 17-19 of the LGSD Parent Student Handbook for more information regarding suspensions and expulsions.

PRIOR TO SCHOOL ARRIVAL

1. Students arrive in uniform, rested and prepared to learn.

ARRIVAL

1. Students will enter through the front gate by office
 - a. Preschool students enter through preschool gate.
2. Gates:
 - a. Mercury Gate will be locked at all times for the safety of your students (bus entrance escorted by staff only exception)
 - b. All gates will remain locked during school hours Entry through office
3. Bicycles:
 - a. Only 4th – 6th grade students may ride bicycles to school.
 - b. Bicycle riders must have a helmet and bicycle lock. Parents should seek bicycle safety courses for their students through the Lemon Grove Sheriff’s Station.

GENERAL BEHAVIOR EXPECTATIONS:

1. General Behavior
 - a. Students will obey adults in charge or on duty.
 - b. Students will be quiet and respectful in halls and restrooms.
2. The following behaviors are prohibited: Interrupting or disturbing teaching or learning, any action resulting in the loss of safety for self or others: tackling, jumping on others, carrying others, play fighting, fighting, wrestling, picking up rocks or throwing rocks, throwing of any object other than assigned playground equipment made for throwing, name calling and/or use of foul or obscene language or sexual harassment, and the use of any personal devices or social media on campus.

PLAYGROUND BEHAVIOR EXPECTATIONS

1. Students will remain on the playground during recess and must ask for a pass from yard duty or teacher to see the nurse or use the restroom.
2. Equipment
 - a. Students must go in the same direction on bars, rings, or ladders.
 - b. Students may kick soccer balls only (red balls and basketballs are bounced).
 - c. Balls may be bounced on playground or designated area (not in halls or on ramp).
 - d. Footballs may only be used during PE with a teacher on duty.
 - e. Jump ropes are for jumping only.
 - f. No student may leave the school grounds or climb fences to retrieve balls.
 - g. No personal equipment may be brought from home (i.e., tennis balls, footballs, bats, etc.) for recess
3. Games
 - a. All games and play areas are open to all students.
 - b. Only school-provided equipment and teacher requested equipment may be used.
 - c. Softball games (no hardballs) must be played on a marked diamond during PE only
4. Lining Up
 - a. When the bell rings, students will freeze, take a knee, listen for a whistle and then walk to designated line-up area
 - b. Students are to keep their hands and feet to themselves while in line

EATING AREAS-COURTYARD AND CAFETERIA

1. Students are to enter and exit the lunch area **quietly**
2. Students are expected to clean up their own lunch area
3. No sharing food and all cafeteria food must be consumed in the lunch area
4. All food brought from home must comply with the district health and wellness policy.

CAMPUS BEHAVIOR EXPECTATIONS

1. Hall Rules:
 - a. Students must have a hall pass when in hallways.
 - b. Walk quietly.
 - c. Use sidewalks, walking on right side
2. All bicycles are to be parked and locked at the bike rack. Bikes are to be walked, not ridden, around the school buildings or on school sidewalks. Helmets will be worn at all times.
3. Skateboards/Scooters/RipSticks/Rollerblades are not allowed.
4. No Personal Electronic devices are permitted at school, even in backpacks.
5. Cell phones must be turned off and put away in backpacks during the school day. Phones will be confiscated if a child is observed using it, or if in possession of the cell phone (includes pant/short pockets) during the school day and parents/guardian will be notified to pick it up. Cell phones may be used after dismissal for parent contact only.
6. Students may not leave school grounds during the day without permission from the office.
7. At no time shall students play on the front areas of the school. This includes the flagpole area, parking lot, and front grass area. Students must be supervised by parents or teachers when attending after hour school function

Serious Infractions Leading to Suspensions

Suspension Information

A suspension is a temporary removal from school. It is normally from one to five days in duration. However, in the case of recommendation for expulsion, it may be extended until the next meeting of the governing board. A suspended student may be allowed, at each teacher's discretion, to complete assignments and tests missed during suspension if these can be reasonably provided.

Suspension and Expulsion

A student may be suspended from school or recommended for expulsion if the principal determines that the student has committed any of the following actions:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Intimidated or threatened any person.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
4. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material as controlled substance, alcoholic beverages, or intoxicants.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
7. FOR STUDENTS UNDER 18 YEARS OF AGE, POSSESSION OF MARIJUANA IS PUNISHABLE BY A FINE NOT TO EXCEED \$250. SECOND AND SUBSEQUENT OFFENSES WILL BE PUNISHABLE BY A FINE NOT TO EXCEED \$500 AND COMMITMENT TO JUVENILE HALL, RANCH CAMP, FORESTRY CAMP, OR A SECURE JUVENILE HOME FOR NOT OVER 10 DAYS.
8. Committed robbery or extortion.
9. Caused or attempted to cause damage to school property or private property.
10. Stole, or attempted to steal, school property or private property.
11. Damaged, or attempted to damage, school property or private property.
12. Possessed or used tobacco.
13. Committed an obscene act or engaged in habitual profanity or vulgarity. (Including pantsing)
14. 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.
15. Knowingly received stolen school property or private property.
16. In addition to the reasons specified in Section 48900 of California Code, a student in grades 4-5 may be suspended or recommended for expulsion if it is determined that the student has committed sexual harassment. Sexual harassment of a student includes such things as: unwelcome sexual advances, requests for sexual favors and other offensive remarks, physical conduct or written communication of a sexual nature.
17. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
18. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
19. 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, which 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.

20. **Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.**
21. 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 the provisions of 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). As used in this section, "school property" includes, but is not limited to, electronic files and databases.

No student shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school-sponsored activity.

Depending on the severity of the situation, the administrator may substitute detention, campus beautification, or other disciplinary action for suspension. Alternatives to suspension or expulsion may be imposed against any student who is truant, tardy, or otherwise absent from school activities, including detention.

Additional consequences of suspension may include referral to law enforcement, restitution or compensatory work program.

San Miguel Academic Programs

Curriculum:

1. Math: **GoMath**- Website available for student use. See teacher for username and password
2. English Language Arts: **Benchmark**- Website Available for student use. See teacher for username and password
3. Science: **Harcourt Science**
4. Social Studies: **Houghton Mifflin**
5. Physical Education: **SPARK Physical Education Program**
6. Supplemental Curriculum: **iReady Reading & Math online**. See teacher for username & password

San Miguel Homework Policy

Homework should be viewed as an extension of the classroom.

Homework for all students K-6th will be assigned nightly, Monday thru Thursday, EACH week.

All students must read a minimum of 20 minutes EACH night, Monday –Thursday.

Teachers will notify parents in the rare event that homework is not assigned.

Homework should be a meaningful practice and explained thoroughly by the teacher prior to assignment.

Homework provides a link between home and school. It opens up avenues of communication between the parent and the child. It gives parents an opportunity to get involved in their child's education and teaches the child responsibility for his/her own learning.

Reporting Student Progress to Parents

During Back-to-School Night on August 29th, teachers review curriculum and classroom procedures. This is the time for teachers to describe how the grade level curriculum is aligned to the California Common Core State Standards. Throughout the year, parents are informed on how students are progressing in the following ways:

- Students are given corrected papers to show parents.
- Parent conferences are scheduled once a year in the fall.
- Standardized test results are shared with parents so they can see their child's mastery of skills compared with expected achievement.
- Progress notices are issued three times each year.
- Parents are encouraged to contact teachers with questions or concerns and initiate a conference at any time.
- Student progress will be shared with parents at regular intervals.

Report Cards and Conferences

Report Cards (Grades K -6) are issued three times during the school year. Parent Conferences will occur the week of November 18-22, with a dismissal time of 1:08. Lunch will continue to be served to all students during this time. Please arrange to pick up your child promptly at 1:08pm, daily during conference times.

HEALTH OFFICE AND MEDICAL

Health Office/School Nurse

Students should notify the nearest teacher or campus supervisor immediately in case of injury, illness or emergency. Students who are sent to the health office should go directly there. A certified school nurse is assigned to our school on a rotating basis. A health clerk is on duty daily from 7:30 am- 3:30 p.m. She works cooperatively with the nurse to carry out activities directed toward finding health problems and assisting parents to seek help for them. They do not diagnose illness, but may send a child home after first contacting the parent. The nurse will be happy to confer with parents regarding health problems of children. In all cases where injury leaves blood on a student's clothing, the parent will be contacted to bring clean clothes to school or to take the student home to change.

Communicable Disease Control

Children should remain at home until free of fever for at least 24 hours. Those who vomit during the night or in the early morning should stay home until they are free from symptoms for 24 hours. Whenever your child is absent, please notify the school office and give the reason for his/her absence. The Attendance Hotline number is 825-5745.

Please notify the school immediately in the case of contagious disease such as chicken pox, strep, lice, etc., in order that the school may notify the parents of other children who have been exposed. If you have questions or would like a copy of our lice prevention guidelines, please contact our school nurse and a copy will be sent home in an envelope with your student.

Annual Site Vision and Hearing Screening Testing Schedule

Kindergarten- Vision and Hearing

1st Grade- Color Screening (boys only)

2nd Grade- Hearing Test Only

3rd Grade- Vision Test Only

4th Grade - No testing

5th Grade- Hearing Test Only

6th Grade- Vision Test Only

Medical Examination of 1st Grade Students

The Child Health and Disability Prevention Program is a program passed by the California State Legislature. The Lemon Grove School District requires that all children who enter Kindergarten must present a health certificate signed by a physician to the school office. The certificate must show that the pupil has received a health check-up, proper shots and screening within 18 months of entering 1st grade.

TDAP Booster Requirements

All 6th grade students entering 7th grade are now required to have a TDAP booster immunizations BEFORE entering the 7th grade.

Medication

The Lemon Grove School District recognizes that some children need to take medication at school. To encourage school attendance, school personnel (nurse, health clerk, or secretary) will assist in carrying out physician's recommendations for medication in the exceptional circumstance that a child's health would be jeopardized without it. When medication cannot be adjusted so that all doses are given at home, the following precautions must be observed for the safety of your child and others, and to comply with state law:

1. All medication must be brought to school offices by an adult.

2. Medication must be brought to the school office in its prescription bottle labeled with student's name, physician's name, name and amount of medication, and time to be given.
3. Over-the-counter medication must be brought to the office in its original container labeled with the student's name and accompanied by written instructions from the physician and written authorization from the parent.
4. Under no circumstances are students to have on their person, in their purse or backpack, or in their desks, prescription or over-the-counter medication of any kind. This includes inhalers, aspirin substitutes, cough drops, throat sprays, etc.
5. Any special instructions for storage or likely side effects (e.g. drowsiness) should be noted in the parent note.
6. Children should be instructed by the parent to report to the office to take the medication at the appropriate time.

Emergency Contact Information

For the safety of your child, a Student Information Form will be maintained in the school office. This form must show personal information such as correct name, address and phone number, the name and telephone number of your doctor, your work phone, and the name and number of a neighbor or relative who the school may contact in case of illness or emergency. **It is imperative that you report any change of information on the card to the office without delay.**

A student will not be released (nor information regarding the student given out) to any person not listed on the emergency card unless specific authorization has been given by the parent or guardian. Authorized siblings over 18 years of age who drive, should be indicated on the emergency cards giving the siblings permission to pick up students during the school year. Students will not be released to anyone under the age of 18.

Emergency Drills and Instruction

San Miguel School has a disaster plan that is discussed and shared with students during the year. School instruction concerning fire/evacuation drills is given regularly and drills are held throughout the year. This enables students to react calmly to any emergency situation that might occur. Fire drills are held monthly.

Insurance

The Lemon Grove School District does not carry student accident insurance. Parents can avail themselves of the protection of the California Interscholastic Federation Plan. Forms describing coverage and cost are sent home during the first days of school and when new students are registered.

Technology

San Miguel is a one-to-one device school. Students have access to and use technology on a daily basis and are expected to use these learning tools appropriately.

Netiquette (Network Etiquette*)

The use of the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to:

- **Be Polite.** Do not send abusive messages to anyone.
- **Use Appropriate language.** Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. If you know about messages relating to illegal activities you must report this to the school authorities.
- **Keep what's private... PRIVATE!** Do not reveal your personal information or personal information of any one else. This includes names, addresses, phone numbers and images.
- **Respect Copyright.** Anything accessible on the Internet should be assumed to be the property of the author and may not be reused without permission. In other words, it's not acceptable to copy/paste text, images, film clips, or music without citing the source or getting permission from the author.
- **Do Not Disrupt the Network.** Do not use the network in a way that would disrupt its use by others. This includes destroying data of another person or intentionally 'hacking' into the system.

**Etiquette = showing good manners*

Cyber-Bullying (Includes ALL Social Networking Sites)

Cyber-bullying can include email messages, instant messaging, text messaging, cell phone communication, Internet blogs, chat rooms, postings, web sites, or other means of communication through technology that:

- Deliberately threatens, harasses, intimidates or in any way ridicules an individual or group.
- Places someone in fear of being harmed or fear of damage to their personal property.
- Disrupts the orderly operation of the school.
- Sends mean, vulgar or threatening messages or images.
- Posts sensitive, private information about another person without their permission.
- Allows someone to pretend to be someone else in order to make that person look bad.

If you believe you or one of your friends is being cyber-bullied you should tell a school staff member, teacher, assistant principal or principal.

Consequences for cyber-bullying may include disciplinary action at the classroom, school site, district level or by law enforcement. This may include behavioral interventions up to and including suspension or expulsion. (Education Code § 48900)

Proper Care and Use of District-Provided Technology

The Lemon Grove School District has gone to a great deal of effort to provide each student, teacher and classroom with the most up-to-date technology tools and equipment. You can show your respect and appreciation by demonstrating the following:

1. Keep the equipment safe. Do not intentionally harm or destroy any piece of equipment.
2. Take care when you start or finish using the equipment. Take a couple of extra seconds to properly put away your equipment and make it ready for the next person. Put the mouse, power cord, keyboard, and Ethernet cord in the correct place as directed by your teacher.
3. Keep the equipment clean. Please do not mark on cases, screens, or any other part of technology in your classroom or in your possession. Put your trash in the cans provided in each classroom... not stashed in wire management trays of the tables. Please keep food and liquids away!
4. Follow the Netiquette Rules. The use of this equipment is a PRIVILEGE not a right. Inappropriate use may result in cancellation of those privileges.

SAN MIGUEL ELEMENTARY
PARENT INVOLVEMENT POLICY AND PARENT COMPACT
TITLE 1 REQUIREMENT
2019-2020

San Miguel is committed to working with parents and students to ensure that all students reach their full potential academically and socially. We welcome and encourage parental support and interaction (in person or per phone, email, surveys, etc.) as we work together to ensure that each child achieves his/her highest potential.

San Miguel has developed a written Title I parental involvement policy with input from Title I parents through our monthly School Site Council (SSC) meetings, parent surveys and English Language Acquisition Committee (ELAC) meetings. It has distributed the policy to parents of Title I students at the beginning of the year in our Student/Parent handbook. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

To involve parents in the Title I program at *San Miguel Elementary*, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

Back To School Night Title 1 Meeting and 1st ELAC Meeting

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

PTA and ELAC meetings are currently held at 8:15 am and SSC meetings are held in the afternoon, at 2:45 pm. All times are determined by parent need and requests, and revisited yearly.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in November and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through weekly bulletins and monthly newsletters where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balance Assessments), parent education opportunities and community events will be shared in both English and Spanish. Parents are also invited and welcomed to attend Student Success Meetings and Individualized Learning Contract meetings to discuss and plan behavioral and academic strategies that will help make their child's educational experience even more successful.

The school provides parents of Title I students with timely information about Title I programs.

Our Title 1 parent meeting is held each year at Back to School Night and information is also shared at our 1st ELAC meeting in September. At the Title 1 parent meetings, parents are informed of ongoing parent participation opportunities, curriculum changes and updates, after school intervention opportunities, and Title 1 programs and activities offered at San Miguel Elementary. Title 1 programs, activities and parent compact are reviewed by staff, parents and school stakeholders (ELAC, SSC and PTA) quarterly, and again yearly, as data is reviewed and new funding becomes available.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in November and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through weekly bulletins and monthly newsletters where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in both English and Spanish. Parents are also invited and welcomed to attend Student Success Meetings and Individualized Learning Contract meetings to discuss and plan behavioral and academic strategies that will help make their child's educational experience even more successful.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

The teacher will communicate with parents and expect parents to share concerns and successes with them, so that a partnership exists between the school and the home. Parent/student informational surveys are requested and welcomed by teachers to help give pertinent information to teachers that will aid in educating your child. Parents are welcomed to come prepared to discuss their child's academic progress during parent/teacher/student conferences, Student Success meetings and Individualized Learning Contract meetings. We encourage parents to give input, suggestions and help plan the students' road to academic success.

Yearly Updates to the Parent Involvement policy are updated annually with input from parent surveys, ELAC, staff and SSC members. New additions and changes are made based on the changing needs of the parents and school.

School-Parent Compact

San Miguel Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility to provide high-quality curriculum and instruction:

- Providing instruction and high-quality curriculum in a way that will motivate and encourage our students.
- Providing a safe, positive, and effective atmosphere for learning.
- Explaining and modeling assignments so that my students have a clear understanding.
- Communicating to parents, ways they can support student learning at home.
- Supplying clear evaluations of student progress to students and parents.
- Notifying parents of any concerns or problems in a timely manner.

The ways parents will be responsible for supporting their children's learning:

- Communicating the importance of education to my child
- Supporting their students' learning by providing a caring environment, including adequate food and rest, so my child is ready to learn.
- Helping my child to meet his/her responsibilities by providing a time and place for quiet study and reading at home.
- Notifying teachers of any helpful advice, concerns or problems that may affect school performance.
- I will provide and maintain a current home phone and/or cell phone number for the teacher AND office at all times.
- Participating in on-going communication with teachers through attendance at annual conferences, parent meetings, phone calls/emails/newsletters, volunteering and attending parent workshops.

Importance of Communication:

San Miguel is committed to working with parents and students to ensure that all students reach their full potential academically and socially. We welcome and encourage parental support and interaction (in person or per phone, email, surveys, etc.) as we work together to ensure that each child achieves his/her highest potential. All parents are informed of school expectations, district and school adopted curriculum information, academic assessments and proficiency levels, in addition to updates regarding their child's progress through their attendance at Back to School night, parent conferences (formally in November and informally as often as needed) and during Open House. Teachers and school administration offer more frequent updates through weekly bulletins and monthly newsletters where information about upcoming events, curriculum and assessment changes (Common Core and Smarter Balanced Assessments), parent education opportunities and community events will be shared in both English and Spanish. Parents are also invited and welcomed to attend Student Success Meetings and Individualized Learning Contract meetings to discuss and plan behavioral and academic strategies that will help make their child's educational experience even more successful.

Learning Together:

We invite families to join us for learning opportunities and family fun at Family Math, Family Literacy, Family Science, Bingo for Books, and Parent and Grandparent Lunches. We encourage our families to volunteer in classrooms and other areas of our campus. Opportunities for parents and community members to serve in leadership capacities are offered through:

Parent Volunteer Opportunities: Volunteer in the classroom, help with projects at home, or work in other areas at our school. Make it a goal to serve 5 hours in volunteer services for San Miguel Elementary throughout the school year.

Parent Involvement:

Plan, attend and/or participate in our Back to School Night, Open House, Math and Science Nights, Breakfast in the Classroom program and monthly Principal's Tea.

Leadership and Guidance:

Serve on the PTA Board, English Learner Advisory Committee (ELAC), and /or School Site Council (SSC). Network, give input, and make San Miguel the best it can be!

Parent/Teacher/Student Progress Monitoring:

Come prepared to discuss your child's academic progress during parent/teacher/student conferences, Student Success meetings and Individualized Learning Contract meetings. Give input, suggestions and help plan your child's road to academic success.

Enrichment:

Assist your child in completing homework and Above and Beyond projects throughout the school year.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Academic Content and Curriculum related
(learn about ways to help your child at home and at school through online access and homework help)
- Positive Parenting
- Wellness Initiatives
- Internet Safety and Anti-Bullying Presentations

The school provides support for parental involvement activities requested by Title I parents.

Through surveys and feedback from parents at ELAC and SSC meetings, support and workshops are provided to parents, as requested. Monthly ELAC, PTA, SSC and Principal Coffee Chats provide ongoing communication and timely updates of needs assessments.

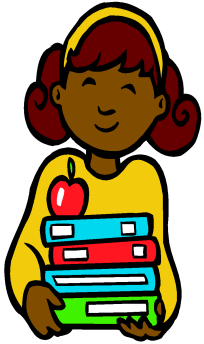
Accessibility

San Miguel Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

Yearly Updates to the Parent Involvement policy are updated annually with input from parent surveys, ELAC, staff and SSC members. New additions and changes are made based on the changing needs of the parents and school. The parent compact is distributed in the parent handbook at the beginning of each school year. It is signed by students, parents and teachers and kept on file in the students' classroom. If you have questions or are interested in volunteering, please contact the office or your child's teacher at 619-825-5619.

San Miguel Elementary Educational Compact 2019-2020

Each student should be helped to reach his/her highest potential for intellectual and social growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.



As a **Student**, I will be responsible for:

- Showing respect and cooperating with all adults at the school.
- Coming to class on time, prepared to work.
- Completing all assignments to the best of my ability.
- Respecting the rights of others to learn without disruption.
- Showing respect for people and property by not using profanity, stealing, or vandalizing.
- Practicing the rules of the Code of Student Conduct.
- Spending time at home on daily reading and studying.



As a **Teacher**, I will be responsible for:

- Providing instruction in a way that will motivate and encourage my students.
- Providing a safe and positive atmosphere for learning.
- Explaining and modeling assignments so that my students have a clear understanding.
- Communicating to parents, ways they can support student learning at home.
- Supplying clear evaluations of student progress to students and parents.
- Notifying parents of any concerns or problems in a timely manner.

As a **Parent**, I will be responsible for:

- Communicating the importance of education to my child.
- Providing a caring environment, including adequate food and rest, so my child is ready to learn.
- Providing a time and place for quiet study and reading at home.
- Helping my child to meet his/her responsibilities.
- Notifying teachers of my concerns or problems that may affect school performance.
- I will provide and maintain a current home phone and/or cell phone number for the teacher AND office at all times.



San Miguel Elementary

FAMILY HANDBOOK Verification Page

******Return to Your Child's Teacher******

Student Name _____ Grade _____

Room Number _____

We have read San Miguel's **FAMILY HANDBOOK** with our child. We have talked about the importance of following the rules at all times. Our signatures/initials below indicate that we understand and support the school rules, policies and programs.

**Please initial that you and your child have read and understand
San Miguel's Programs and Policies.**

_____ Arrival and Departure of Students	Page 5-6
_____ San Miguel Uniform Program Expectations	Page 7
_____ San Miguel Nutrition Program Expectations	Page 8
_____ Attendance Policy	Pages 9-10
_____ Behavior Policy	Pages 11-14
_____ San Miguel Academic Programs	Page 15
_____ Health Office and Medical	Page 16-17
_____ Technology Use Agreement and Expectations	Page 18
_____ Title 1 Parent Programs	Page 19-20
_____ Title 1 Parent Involvement	Page 21-22
_____ Educational Compact	Page 23
_____ Family Handbook Verification Page (Return to Teacher)	Page 24

Child's Signature

Parent/Guardian's Signature

Date

Return to Your Child's Teacher

Teacher's Signature

Date