



LOS ANGELES UNIFIED SCHOOL DISTRICT

Pomelo Community Charter

CALIFORNIA DISTINGUISHED SCHOOL

7633 MARCH AVENUE, WEST HILLS, CALIFORNIA 91304

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POMELO'S POLICIES

www.pomeloelementary.com

August 2019

Dear Parents and Students,

On behalf of the entire staff of Pomelo Community Charter, we want to welcome you to the 2019–2020 school year. A challenging and fulfilling year awaits as we continue our journey as an affiliated charter school in the Los Angeles Unified School District.

Please review the items in this opening bulletin. It contains valuable information on school policies, procedures and schedules. Please be sure to complete the emergency card and handouts attached that require parent signatures and return them to school tomorrow.

OPENING SCHOOL BULLETIN

POMELO'S VISION

Provides a trusting, encouraging and safe environment

Opens the door to advanced technology

Meets individualized needs

Emphasizes life-long problem solving

Leads to academic excellence

Offers equal partnership to all stakeholders

SCHOOL HOURS

Kindergarten – Grade 5	M, W, Th, F	8:12 a.m. – 2:35 p.m.
	Tues.	8:12 a.m. – 1:35 p.m.
Recess	Grades 2, 3 and 5	9:50 a.m. – 10:10 a.m.
	Grades 1 and 4	10:15 a.m. – 10:35 a.m.
	TK/Kindergarten – Group I	9:40 a.m. – 10:00 a.m.
	Kindergarten – Group II	10:05 a.m. - 10:25 a.m.
Lunch	TK/Kindergarten	11:25 a.m. - 12:05 p.m.
	Grades 2, 3 and 5	11:50 a.m. - 12:30 p.m.
	Grades 1 and 4	12:20 p.m. - 1:00 p.m.
Playground Hours:	2:35 p.m. (Tues.1:35) – 6:00 p.m. – for Grades 2-5 only (must be signed up with Youth Services).	

SAFE AND SECURE CAMPUS MEASURES

In order to provide our student with academic excellence, and continued safety, we have designed the Safe & Secure Campus plan. Only students will be allowed through the entrances of the school at morning drop off. Any parent or authorized relative must enter campus through the main office and should sign in to obtain a visitor's pass. Please refer to our **Safe and Secure Campus letter** attached to this document.

VISITOR'S POLICY

All school visitors must sign-in at the main office and obtain the principal's/designee's approval before entering the campus. Children not enrolled at the school are not allowed on campus unless prior approval of the Principal/Designee has been obtained. Classroom visitations should not interrupt instruction and will be limited to 20 minutes for observation purposes only. Please refer to our **Visitor's Policy letter** for more details.

AFTER-SCHOOL BEYOND THE BELL PLAYGROUND

Our after-school playground hours are 2:35 p.m. –6:00 p.m. On Tuesdays, there is supervision beginning from dismissal time until 6:00 p.m. The same code of conduct that is practiced during the school day is required in our after-school program. Children should be picked up by 5:45 p.m. This is supervised play, attendance is not taken, and students do not sign in and out. **TK, Kindergarten and 1st grade students are not allowed to attend after school playground.** For extended hours and a program that provides supervision for TK, Kindergarten and first grade, you may contact Pomelo's YMCA afterschool program at (818) 665-9794. YMCA hours are 7:00–7:45a.m. and after school until 6:00 p.m.

ARRIVAL TIME

For your child's safety, **please do not drop children off or send them to school before 7:45 a.m.** There is **NO** supervision for children before 7:45 a.m. On Mondays at the 8:07 a.m. bell, all students in grades 1 to 5 line up on the playground with their class for Morning Greeting. Students should not play behind classroom buildings before school. Monday Morning Greeting begins promptly at 8:12 a.m. TK & Kindergarten students report directly to the kindergarten yard and their classroom Monday - Friday. Students are considered tardy if they are not in their classroom seat by 8:12 a.m. Tuesdays through Fridays students in grades 1 to 5 will line up on the green line behind their classroom number.

*****For safety, parents or children are not to be in the school building before school begins. Parents who are volunteering should sign-in, get a badge and enter the building after the bell rings. Students are to walk onto campus and line up in their designated area. They will walk to class with their teachers.**

INCLEMENT WEATHER SCHEDULE

There are times when weather conditions prevent students from being outdoors. When we are on Inclement Weather Schedule at the start of the day, students will report to the auditorium when they arrive. There will be staff in the lobby and the auditorium to direct your child to the correct location and to ensure that they arrive to their classroom in a timely manner. If we are on Inclement Weather Schedule for any reason other than rain, we will post a notice on the Kindergarten gate to alert parents to bring their students to the main entrance. Children will be sent to class after 7:55 am. and Kindergarten and First grade students will be picked up by their teachers. Grade 2 through 5 students will be directed to walk to their classrooms. Only students should enter through the lobby doors.

ATTENDANCE/ABSENCES

District Attendance goal is for every student to have 97% or better. It is critical that following an absence **every child returns to school with a note of explanation.** Please schedule appointments and trips during weekends and vacation. Teachers will not provide homework packets for travel. Please see "Pick-ups During School Hours" for more information. Attendance is taken electronically each morning. If your child is tardy or absent you will receive an automated phone message.

PERFECT ATTENDANCE = No days absent of any kind, no tardies, and no partial day absences or early leaves.

GOOD ATTENDANCE = No more than 3 excused absences or tardies combined and tardies cannot be in excess of 30 minutes.

MOST IMPROVED ATTENDANCE = Improvement in attendance and punctuality between the first and second semester, no unexcused absences, no more than 2 tardies in the first semester and 0 tardies in the second semester, tardies cannot be in excess of 30 minutes and attendance rate must be at least 90% or above.

EXCUSED ABSENCES = 1) Illness absence with verification from a parent, guardian or doctor's note or school nurse/authorized school official, 2) Exclusion from school supported by written documentation by nurse or other authorized school official, 3) Medical appointments verified by a written note from a doctor, 4) Quarantine of the home verified by the health department, 5) Funeral due to the death of a member of the student's immediate family (1 day within the state, 3 days outside of the state).

UNEXCUSED ABSENCES = 1) Providing childcare, 2) Head lice, 3) Immunizations, 4) Antibiotic prescription for 10 days – unless school absences are per doctor’s instruction, 5) Sleeping late, 6) Asthma – without doctor’s verification, 7) Dislike of teacher or students in class, 8) Errands or family chores, 9) Family outings or vacations while school is in session, 10) No clean clothes, 11) No transportation, 12) Bad weather, 13) Personal business and 14) Suspension. Because field trips are an instructional day, choosing not to participate in a school sponsored field trip and failing to attend school for the day is an unexcused absence.

TRUANCY = 1) Student is absent from school without a valid excuse 3 full days in one school year, 2) Student is absent for more than 30 minutes from a class, **this includes late arrivals and early leaves**, without a valid excuse on three occasions in one school year, 3) Student is absent any combination of the above mentioned (**EC 48260**).

If any minor is a habitual truant, or has irregular attendance at school, the child(ren) and parents may be referred to the School Attendance Review Board (SARB), the District Attorney and Department of Social Services for violation of Education Code 48200.

PICK-UPS DURING SCHOOL HOURS

If you need to pick up your child during the school day, the procedure is the following:

- Send a note to your child’s teacher in the morning.
- When you arrive at school to pick up your child, go to the school office and your child will be sent for.
- Please be prepared to show your ID when picking up students during the school day. Only people on the emergency card are authorized to pick up students during the school day.

SAFETY FIRST

Please observe the following safety rules when picking up and dropping off your children. **PLEASE REMEMBER:**

- Please pull up to our **Valet drop off area**. Do not park or leave your car in the drop off coned area.
- Do **not** double park at any time.
- Do not make “U” turns in front of the school or onto a neighbor’s driveway
- Use the corner crosswalks at all times when crossing the streets around the school.
- Drive slowly and carefully.
- **Do not use the Staff Parking lot to drop off or pick up your children. LAUSD Board policy prohibits this use.**
- **Valet will begin the first day of school.**

MINIMUM DAYS

Students will be dismissed at **12:41pm** on the following Minimum days: **October 31, November 18, 20, 21, 22, December 20, 2019, April 2, and June 10, 11, and 12, 2020.**

SHORTENED TUESDAYS **

By lengthening our school days for grades TK-5, we have banked time to allow for early dismissal every Tuesdays. On **Tuesdays only, all students are dismissed at 1:35 p.m.** The banked time on Tuesdays is used for grade level meetings to analyze data, collaborative planning, and developing lessons to meet the needs of all learners and to participate in ongoing professional development.

EMERGENCY CARDS

Every year a new emergency card **must** be completed for each student. This card is used in the event of an emergency situation where your child may need medical attention.

LOCAL emergency numbers of someone who can be reached other than the parent or guardian must be included.

Please return the card to school with your child tomorrow. We will maintain current information on each child, so please notify the office if any of the information changes. ***Please include cell phone numbers.**

FOOD SERVICES, FOOD AT SCHOOL: Every household is required to submit a lunch application regardless of eligibility. This translates to important funding to our district. Please complete and submit to the office as soon as possible.

Pomelo has a Satellite Kitchen and Ana Rivas is our Cafeteria Manager. Hot meals are served for breakfast and lunch. These meals are brought in daily and warmed just prior to mealtime. Breakfast is available from 7:45 a.m. to 8:07 a.m. Breakfast and lunch menus are posted on our website each month and in our lobby. Two entrees will be offered for lunch. Breakfast is **\$2.25**, lunch is **\$3.00**, milk is **75 cents**, and juice is **50 cents**. Each student has a meal account with the cafeteria. Students purchasing a lunch from the cafeteria are able to select from a variety of fresh ingredients as an added

component of their lunch. Parents or students may pre-pay for breakfast or lunch at the cafeteria window before school. We also encourage students who bring a lunch to use a lunch box or re-usable container. We encourage students to bring healthy, nutritious food to school for snack and lunch. No fast food is allowed. Candy and highly sugared foods do not provide fuel for learning. We do not allow soda and request that sugared beverages not come to school. Eating at school, except during inclement weather, is confined to outside areas, for example, classroom patios, and the lunch pavilion.

POMELO ADHERES TO LAUSD HEALTH & WELLNESS POLICY FOR FOOD CONSUMED AT SCHOOL FOR EVENTS

If you wish to bring a treat for your child's birthday, please contact the teacher to prearrange a 5 minute time period right before dismissal to sing Happy Birthday and share a treat. Please check with the teacher regarding any known allergies in the class.

*Snack items should be approximately 200 calories, low in sodium (230mg), low in fat (less than 35% of the calories), and low in sugar (less than 35% of the calories). Avoid processed foods, artificial sweeteners, and high fructose syrup and sugar. **The following is a list of suggested items:***

Raw vegetable sticks or slices with low fat dressing or yogurt dip
Fresh fruit wedges: watermelon, cuties, apples
Dried fruits/trail mix
Unsalted pretzels
Fruit cone with a little whipped cream
Dark chocolate dipped strawberries or fruit
Popcorn
Natural fruit leathers
String cheese
Fruit spears
Pita/Bagel chips and Hummus

Treats do not necessarily need to be food:

Small bottles of bubbles that students can blow on the yard
A book donated to the class in the student's name
A donation to a charity of the student's choice in the class name
Personalized pencils or school supplies

Thank you for supporting our efforts as we educate our students and model healthy habits.

PARENT INVOLVEMENT:

The Governance Council is the decision-making body of Pomelo Community Charter. It is composed of elected parents and community representatives, the Principal, an elected classified representative and elected teachers. There is equal representation of school and parent/community personnel. The Governance Council's responsibilities include:

- Categorical block grant budget and finance
- Implementation of admissions, within District guidelines
- Safety and positive behavior
- Communications
- Curriculum & Technology
- Selection of Staff Members

All parents are invited to attend Governance meetings. Meetings are held at school on the third Thursday of each month. Please check our website for any changes to the schedule. See lobby bulletin board for information, agendas and minutes. Orientations will be held on August 28 at 8:15am and 2:45pm. Elections will be held on September 6 at 6:00pm.

Monthly Meetings will be held at 2:45pm on the following dates:

September 19, October 17, November 14, December 19, January 23, February 20, March 19, April 23, and May 21

Parent Participation on Field Trips:

- LAUSD Policy requires 10:1 adult to student ration on any field trip.
- Parents are required to show proof of a negative TB test if they wish to chaperone students.

TEAM POMELO

This is our PTA. TEAM POMELO coordinates our fundraisers and our volunteers. The money raised, benefitting all our Pomelo students, will fund a variety of the school enrichment programs. Meetings alternate monthly between daytime and evening. See our school calendar and/or website for scheduled dates.

PARENT VOLUNTEERS

Pomelo would not be the outstanding school it is without our parent volunteers. Any person interested in participating in a school's volunteer program, including continuing volunteers, LAUSD employees, community members and interns, **MUST** complete the online volunteer application on the School Volunteer Management System <https://volunteerapp.lausd.net>. Volunteers must have a completed online application, printed and signed along with proof of a negative TB skin or x-ray test and copy of ID for each school before they can begin service. **It is imperative for those parents who volunteer in classroom or who attend field trips, to have proof of freedom from tuberculosis by the Mantoux Tuberculin Skin Test.** Skin tests can be obtained from your own doctor.

Teachers will make a schedule for parent volunteers and only those persons scheduled will be allowed in the classroom. **An important reminder: school insurance does not permit parents to work in the classroom or to assist with school activities during school time with under-age siblings. Under-age siblings are welcome at performances and in the Parent Center. Middle school and high school students are not allowed on campus during school hours.**

PARENT CONFERENCES

Communication between home and school is essential. If problems should arise, please call the office and leave a message for your child's teacher about scheduling a conference. You may also email the teacher with your concerns. Conferences are not held during the instructional day therefore, parents will not be allowed on campus until after the bell rings. Scheduled parent/teacher conferences are held in the fall for all students. Please visit our website for dates and times.

PRINCIPAL CHATS

Principal Chats are held approximately 3 times a year. These chats are informal opportunities to discuss a variety of topics. Please refer to school calendar and our website for dates. Monday Morning Mixers are held 3 times during the year.

POSITIVE BEHAVIOR POLICY - A CULTURE OF KINDNESS

Pomelo has a strong positive behavior support program, emphasizing these three simple guidelines:

Be Safe Be Respectful Be Responsible

Classroom and school wide expectations are clearly expressed and posted. Students are regularly recognized for meeting and exceeding these expectations through a variety of classroom and whole school activities. More information about our Culture of Kindness will be shared at Back to School Night.

COMMUNICATIONS

Communication from Administration and TEAM Pomelo is posted on our website www.pomeloelementary.com. Continue to look for all school notices and informational bulletins on line. Our goal is for a "paperless" weekly communication. Copies of all notices are available in the school office. Through "Connect Ed" we will contact you periodically by phone and email with important school information.

SCHOOL SPIRIT

Our school logo is the "Pomelo Panther." On Spirit Days (every Friday), and other school spirit events, we proudly wear our school colors of green and white or Pomelo logo clothing. Special school spirit days, like "pajama day" are determined by our Student Council and publicized on our website.

SCHOOL DRESS

While there is no dress code, per se, it is expected that students will dress appropriately for safety and the work of the school day. Students must wear closed-toed, heel supported shoes. Rubber soles are mandatory for running and playing at recess, lunch and physical education.

Provocative graphics or sayings on clothing are not acceptable. Children should dress comfortably and may wear walking shorts if the weather is warm. Spaghetti straps and abbreviated clothing (bare midriff/short shorts) are not appropriate. For safety, only stud earrings should be worn.

PERSONAL ITEMS

Toys, electronic devices, cell phones, trading cards, balls, etc. do not belong at school as they are easily lost or cause disruption. If cell phones are needed for afterschool communication with parents, they must be turned off and stored in backpacks during the day. Any cell phone visible during the school day will be confiscated and a parent will need to retrieve it. If a personal item is being brought to school with teacher permission, it should be locked in the classroom until needed.

HOMEWORK

Homework is an important part of the student's educational program. At the teacher's discretion, students will have regular assignments Monday through Thursday. It is your child's responsibility to bring home daily/weekly homework assignments. The following is a flexible guide of homework time:

Kindergarten	15-20 minutes	4 days a week
1 st grade	30-35 minutes	4 days a week
2 nd grade	30-35 minutes	4 days a week
3 rd grade	35-45 minutes	4 days a week
4 th grade	40-45 minutes	4 days a week
5 th grade	50-60 minutes	4 days a week

STUDENT HEALTH SERVICES

- Children entering public school for the first time in kindergarten or grade 1 are now required to have an evaluation from a licensed dental professional by May 31st of the entering year (AB1433). A waiver of this requirement can be obtained by the parent if the parent chooses.

Immunizations:

- New students will not be enrolled unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up-to-date. There is a new requirement for the Varicella vaccine (Chicken Pox) for new enrollees entering kindergarten. They must have 2 before entering school.
- Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to the District or transfer students within the District must show that they have received all currently required immunizations in order to be enrolled.
- The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until their requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.

Medications at School:

- Students may not carry or use medication on campus without written consent. A student who needs to take medication during school hours **MUST** have a statement to this effect on file at the school, signed by the prescribing physician and the parent/guardian. School health personnel do not prescribe or give advice regarding medication.

Physical Examinations:

- A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines is required for all first grade students within 18 months prior to entry or up to 3 months after admission to the first grade. A CHDP or equivalent examination may be done by a private physician, by a health department clinic, or, in some instances, by the District CHDP staff. A blood test to determine lead levels is part of this examination.
- If help is needed in meeting the requirement for CHDP examination, please contact your school nurse.
- Licensed school physicians may do physical examinations required for Special Education Programs. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the administrators.
- Screening of vision and hearing will be done on first admission to school, and thereafter in accordance with State mandates. Parents/guardians will be notified of any conditions requiring further attention.

Health Services Miscellaneous:

- Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.
- An effort will be made to notify parent/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse to facilitate notification. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of leukemia or organ transplants.
- An effort will be made to notify parents/guardians about school exposure to head lice. After treatment children with head lice or "nits" (the small eggs attached to the hair) may return to school.

- **A student that is returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration and Health Services personnel.**
- A student returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including recommendations regarding physical activity.
- An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.
- A current District Emergency Information card must be on file at the school so that parents/ guardians can be notified promptly in case of accident or illness involving their child.
- School/health personnel are available for consultation.

REQUESTS FOR HOMEWORK WHEN STUDENT IS ABSENT

Assignments will be available for pick-up in the office at the end of the school day. In most cases, some teacher websites will have readily accessible homework and project information to facilitate homework completion. Should you wish homework assignments for your child when he/she is ill, please make your request by calling the office **before noon**. Requests for homework assignments missed due to unexcused absences will not be honored. Please let the office know if you are requesting another student to pick up your child's homework assignment. Requests made after the noon hour cannot usually be honored until the following day.

CITIZEN OF THE MONTH

Each month we celebrate one of our seven pillars of character and recognize children who exemplified the pillars, by honoring them as our **Citizens of the Month**. Your teacher will notify you ahead of time if your child is being honored. So as to make every child feel special, we ask that you **not** bring gifts, flowers or balloons to school. Citizen of the Month is usually held the first Thursday of the month and is located in the auditorium. It is a surprise, so be sure not to tell your child if they are selected!

LIBRARY:

Pomelo has a wonderful Library with a marvelous Library Aide, Lianne Kinsella. We encourage all students to make use of Pomelo's Library. In order to borrow books from the library, each student needs a RELEASE FORM, signed by both the student and the parent or guardian. Two books may be checked out at a time for a period of two weeks. These books must be returned on or before the due date. No individual library cards are needed! All classes have regularly scheduled library time. The library is open at recess and lunch for students in grades 1-5.

LOST AND FOUND ITEMS

Please write your child's name in his/her coat, sweaters, back packs, etc. with permanent marker so they can be easily identified if lost. Be sure to check the lost and found (it's near the flag pole). Prior to the items in lost & found being donated to charity (periodically during the year), parents are reminded to check it for clothing belonging to their children.

PETS ON CAMPUS

It is LAUSD policy that no pets are brought on campus. This is for the safety and protection of every child. The only exceptions are registered service animals.

RECYCLING

Pomelo recycles plastic bottles in a bin reserved for that purpose. We welcome your personal contributions to our efforts. Proceeds are used for school needs; playground equipment, Culture of Kindness projects. The classrooms and office also recycle paper. Special blue bins are located around school.

LOITERING/TRUANCY ORDINANCE

The Los Angeles City Council and Los Angeles County Board of Supervisors have passed a Loitering/Truancy Ordinance that is in effect. In essence, the ordinance prohibits any person under the age of 18 and subject to compulsory school attendance, from loitering in or upon the public streets, highways, roads, alleys, parks, playground, or other public grounds between the hours of 8:30 a.m. to 2:30 p.m. on days when the student's school is in session. The exceptions to this are as follows:

- Student is accompanied by a parent or guardian.
- Student is on an emergency errand directed by a parent or guardian.
- Student is going or coming directly from their place of gainful employment.
- Student is going or returning from a medical appointment.

- Student has permission to leave campus for lunch and has in his/her possession a school-issued permit.
- Student is going to or returning from a public meeting.

If a student is found to be in violation of this ordinance, he/she will be issued a citation. This will require you, as a parent/guardian, to appear in court with the youngster and may include a fine of \$250 or community service. The fine and community service may be suspended only if the student returns to court at the end of 60 days with proof of no absences for that period. Failure to appear or repeated offenses may result in suspension or, or inability to obtain, a driver's license.

This ordinance is being enforced through the Los Angeles City Traffic Ordinance Citation Program and the Los Angeles County Board of Supervisors. It is important that every student and parent become aware of this ordinance and ensure that all students attend school.

CLASS ASSIGNMENTS FOLLOW LAUSD MASTER PLAN REQUIREMENTS

Classrooms are organized using the following priorities:

- ❖ Heterogeneity –a cross-section of abilities must be maintained in each class.
- ❖ A balance in class size.
- ❖ A balance in the number of boys and girls in each class.
- ❖ Separating students who work better when not together.
- ❖ A balance of ethnicity.
- ❖ Other school determined factors

We believe we provide a positive learning environment in every class at Pomelo. The individual differences between teachers and their teaching styles will only serve to enrich and expand your child's life experience. Class formation is a complex process. The teachers put in a tremendous effort to determine appropriate placement for your child. Every attempt is made to balance the classes. The teachers make decisions as to class placement and ***class placement is final.*** It is possible that enrollment shifts may necessitate the reorganization of classes after the beginning of school. Parents will be notified upon completion of the reorganization process.

EARTHQUAKE PREPARATIONS

Pomelo is prepared. All students and staff practice evacuation procedures on a monthly basis. Each classroom has an emergency backpack, and the outside earthquake cargo container has emergency supplies to house students and staff for up to 72 hours.