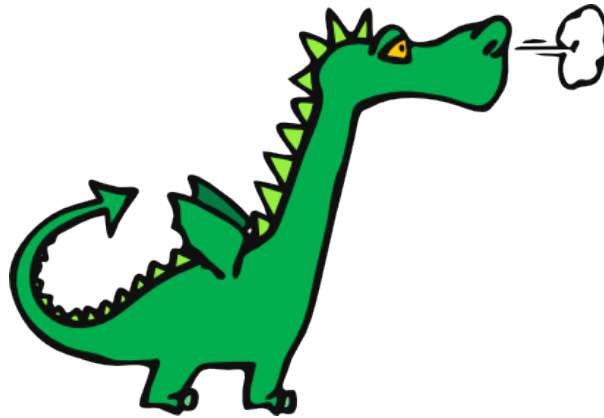


# ***Plymouth Elementary School***



*Developing Critical Thinking, Creativity, and a  
Growth Mindset in Every Child, Every Day!*

## **2018-2019 Parent Handbook**

**1300 Boley St. ~ Monrovia, CA 91016**

**Phone (626) 471-2400 ~ FAX (626) 471-2410**

**School Website: <http://plymouth.monroviaschools.net>**

June 2018

Welcome to Plymouth Elementary School! We look forward to an exciting year for our students and this Parent Handbook will provide you and your child with some very important and helpful information about Plymouth Elementary School.

**Plymouth's Mission Statement:**

At Plymouth Elementary School, the staff and school community are devoted to learning for all students. We are dedicated to developing the unique potential of each student in a safe, respectful academic environment. We believe that through creating and maintaining a school that is nurturing, positive, and focused, all of our students will be successful. We believe in challenging students to gain an understanding of core academic standards. We are devoted to employing and maintaining a highly qualified staff.

**Computer Science Immersion:**

We're excited to begin our third year as a Code to the Future school! As a computer science immersion school, we offer a cutting-edge learning environment for all of our students. Plymouth partnered with Code to the Future (CTTF) to bring the language of computer science to all of our students. CTTF is an educational computer science organization, recognized by the White House, which has designed computer science curriculum that will move our students from being consumers of technology, to becoming the creators of technology. All students in grades TK - 5 will be immersed in computer science learning, with technology integrated into their daily instruction.

**Mandarin Dual Immersion Program:**

Now in our 4<sup>th</sup> year of implementation, Plymouth provides a world-class Mandarin Dual Immersion program that focuses on providing a rich linguistic and cultural experience that prepares students for success in an increasingly global society.

**Partnering with Parents and Families:**

A home-school connection is essential for your child's academic success. Please feel free to call and conference with teachers to create the best educational plan for your child. We are here to provide a quality education for all students and look forward to working in partnership with you.

Sincerely,

Dr. Greg Gero  
Principal

## ATTENDANCE

Maintaining regular attendance is an important factor in your child's education. Inconsistent attendance makes it difficult to ensure that your child is successfully learning the challenging standards at his/her grade level. Attendance at school is essential for a successful educational program and is required by law. The State of California compulsory attendance law states:

*Education Code Section 48200: Each person subject to compulsory full time education...shall attend school for the full time designated...and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to school for the full time designated as the length of the school day as determined by the governing board of the school district in which the residence of either parent or legal guardian is located.*

Children must attend school each and every day on time unless there is a valid reason for them to be out of school. Excused absences are limited to those defined by Education Code 48205(a), which includes: illness, quarantine, medical or dental appointments, attendance at a funeral of one's immediate family, and exclusion for failing to meet immunization requirements. Any absence not meeting the definition stated in the Education Code will be marked *unexcused*.

If your child must be absent from school, it is the responsibility of the parent or guardian to inform the school of the reason. **The parent must call the school office, or provide the child with a note on the day the child returns.** The note should give the name of student, date of absence, and the reason for the absence. The absence note should be brought on the day the child returns to school. Unverified absences are recorded as "unexcused" in student's school records.

Arriving at school on time is also extremely important to a child's educational progress. Students who arrive late to school can disrupt classroom instruction and are at a disadvantage and have difficulty learning at the same rate as their classmates.

***The Education Code (Section 8260): 'Any pupil subject to full-time education who is absent from school without a valid excuse three days in one school year or tardy in excess of 30 minutes on each of more than three days in one school year shall be reported to the attendance supervisor...'***

A pattern of excessive excused or unexcused absences, as well as habitual tardiness, will be referred to the Child Welfare and Attendance Office at the Monrovia Unified School District for School Attendance Review Team (SART) action.

Our attendance goal for each child enrolled at Plymouth Elementary School is to be present at school 100% of the school year with no unexcused absences, tardies, or early pick-ups. Students should not be picked up early unless it is for a doctor's appointment. It is important that we work together to teach children that a quality educational experience depends upon regular attendance and arriving at school on time and ready to learn.

**Please call our office to excuse your child's absence at (626) 471-2400. This line is available 24 hours.**

### **Tardy Policy:**

Our campus opens at 7:30 a.m. for students in TK-5<sup>th</sup>. Breakfast is served from 7:30am to 7:50am for TK-5<sup>th</sup>. The warning bell rings at 7:55 a.m., and the morning bell rings at 8:00 a.m. **Students should be in line at this time or they will be marked tardy.** Students arriving more than 30 minutes late are considered truant. Excused tardies include: doctor/dental appointments accompanied by a note from the doctor or dentist, funerals, and court appearances.

### **Independent Study:**

If you know that you will be away from school for a planned absence for 5 or more consecutive days, an independent study may be requested. Teachers provide work for the planned absence, and upon return and completion of the work the student's record indicates Independent Study credit was earned. This is a benefit for both the student and the district. Visit the school office for more information.

### **Plymouth Bell Schedule:**

#### **Regular School Days**

TK-3<sup>rd</sup> 8:00am – 2:05pm

4<sup>th</sup>-5<sup>th</sup> 8:00am – 2:40pm

#### **Minimum School Days (Every Wednesday)**

TK-5<sup>th</sup> 8:00am – 12:45pm

## **Plymouth Elementary Code of Conduct**

At Plymouth Elementary School, your child's comfort and safety is our priority. We only have a few rules, but these rules apply anytime students are on campus, to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for good student behavior. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make good choices.

Students are expected to come to school prepared for learning every day. Students are expected to be safe, treat others with respect, and act responsibly. Students are expected to follow the positive behavior expectations stated for each area of the school.

Plymouth's Guiding Behavior Motto:

***Dragons S.O.A.R.***

***Safety first!***

***Own your actions***

***Always respectful***

***Responsible citizens***

The Dragon Pledge

Good, better, best

Never will I rest

Till my good is my better,

And my better is my best!

**Parent Communication:**

We would like to ensure that an effective school-to-home communication is established and maintained. This year, the primary methods for the school to communicate with you will be through the school messenger phone service, information provided in the Wednesday Green Folder, the school website, and our social media accounts. In an effort to conserve resources money, most event notices will be through school messenger phone calls. It is critical that the phone number we have on file is current and working. (Cell phone # can be used).

**Uniform Policy and Dress Code:**

Students should come to school prepared to learn each day. We believe it is very important that our students wear clothes that help create an environment that supports learning. Plymouth has a uniform policy that was adopted by parents and staff. In order for this policy to be successful, we need the support of our parents. Uniforms can be purchased from our PTA.

<b>Plymouth Uniform and Dress Code</b>		
	<b>Monday-Thursday</b>	<b>Friday</b>
<b>Tops</b>	White, red, or blue collared shirt	Green shirt (School Spirit) OR College shirt OR Uniform
<b>Bottoms</b>	Navy blue or khaki	Jeans OR Uniform

Sweatshirts or jackets need not meet the above color requirements. Hats can be worn outside for sun and weather protection. Plymouth school spirit shirts are also allowed. Students who are not wearing a uniform may be provided with a uniform shirt to borrow for the day or until a parent can provide the appropriate attire. (An appointment with the principal for a waiver from the uniform policy can be requested within the first 10 days of school enrollment.)

### **Before School Student Supervision:**

**Supervision is not provided until 7:30 a.m. each school day.** It is important that students do not arrive at school before this time, as there will be no supervision. The warning bell will ring at 7:55 a.m. and students should be in their morning lines at this time. The cafeteria door and gates will be locked at 8:00 am every day. Children should be picked up at the designated areas at the end of the school day. TK and K students are picked up at the classroom door by a parent/guardian, and all other students exit at the front of the school.

### **After School Student Supervision:**

The school does not provide after-school supervision, and children are expected to be picked up unless they are enrolled in the Village Program, after school tutoring, music class, or the City of Monrovia Youth Sports Program.

Students who remain at the front of our school (lawn area) must be under the direct supervision of a parent or guardian. Parents must make sure that their children are quiet, do not run or play roughly, and do not climb the tree. Keep in mind that school may still be in session for other students.

### **Early Check-Out Policy:**

*Students will not be checked out during the last 15 minutes of the school day unless they have medical or dental appointments.* They are involved in closing instructional activities with their teachers. Thank you for your understanding and cooperation. **No child will be allowed to leave campus without being signed out in the office by an authorized adult.**

### **Classroom Parties and Birthdays:**

There may be two classroom parties per year under the discretion of the grade level team (for example a holiday and end of the year party). Students' birthdays can be acknowledged within the classroom; however, birthday parties may not be hosted at school (please do not send treats or gifts to school). Please do not distribute birthday party invitations at school, unless the entire class is being invited. Please note: invitations will not be placed in green folders. If you would like to donate a "Birthday Book" in your child's name to our school library, please contact the PTA or the school librarian for specific details.

## Morning Arrival Procedures

**In an effort to increase our level of security, all parents must sign in at the front office and receive a Visitor Badge before entering campus.**

### Morning Arrival for Students

- Students must not arrive before 7:30am without being accompanied by a parent or guardian
- Between 7:30-7:55am, parents will drop off their child at the cafeteria door at the front of the school
- **During the 1<sup>st</sup> week of school only:** Parents of TK students may enter the cafeteria with their child and accompany them until they are picked up by their teacher
- Breakfast is served from 7:30-7:55am
- TK and K Parents are invited to park at the church parking lot adjacent to our school

### Car Line Valet

- Please enter from Treelane ave., heading east on Boley St.
- Carefully pull up to the curb
- Do not park and leave your car in the drop-off only area
- Do not drive into the Staff Parking Lot
- Parents should park on Treelane Ave. or Rochelle Ave. if parking is necessary. The parking lot is reserved for the staff only.



## Afternoon Dismissal Procedures

### **TK-K: 2:05pm (12:45pm on Wednesdays)**

Teachers dismiss students from their classrooms. Any student not picked up is escorted to the office where they are supervised until picked up by a parent/guardian.

- **Village/Options:** Students who are enrolled in Village or Options after school care are picked up at the classroom door.
- **Bus Riders:** Students are escorted to the bus area by staff and loaded onto the bus (TK students do not ride the bus).
- **Parent Pick-up:** Students are picked up directly from their classroom. Students whose parents do not arrive in a timely manner are taken to the office by staff and are picked up from the office.

### **1<sup>st</sup> - 3<sup>rd</sup>: 2:05pm (12:45pm on Wednesdays)**

Teachers escort their students to the front of the school.

- **Village/Options:** Students who are enrolled in Village meet the Village staff at a designated location in the hallway.
- **Bus Riders:** Students are escorted to the bus area by staff and loaded onto the bus.
- **Car Line:** Students stay in the waiting area at the east end of the front of the school, and are guided by staff to the pick-up area and loaded into their parent/guardian's car.
- **Parent Pick-up:** Students are supervised by staff until picked up in the waiting area at the front of the school.

### **Grades 4-5 @ 2:40pm (12:45pm on Wednesdays)**

Teachers dismiss students who are in after school programs from their classroom, and escort all remaining students to the front of the school.

- **Village/Options:** Students who are enrolled in Village or Options after school are dismissed by the teacher to walk to the meeting area.
- **Bus Riders:** Students will be escorted to the bus area by staff and loaded onto the bus.
- **Car Line:** Students stay in the waiting area at the east end of the front of the school, and are guided by staff to the pick-up area and loaded into their parent/guardian's car.
- **Parent Pick-up:** Students may be picked up in the waiting area at the front of the school.

**Car-Line:** Traffic at school during beginning and dismissal times can be dangerous, so please use caution and be aware of children in the area. **Please follow our flow pattern to drop off and pick up students. Please stay with your car. Do not stop in the middle of the street or leave a car unattended.** The safety of students is our number one priority so please be alert, patient, and courteous. The map below shows the preferred flow of traffic when picking up children or dropping them off. Please obey the following guidelines when dropping off or picking up students at the Front Gate.

- Please enter from Treelane ave., heading east on Boley St.
- Carefully pull up to the curb
- Do not park and leave your car in the drop-off only area
- Do not drive into the Staff Parking Lot
- Parents should park on Treelane Ave. or Rochelle Ave. if parking is necessary. The parking lot is reserved for staff only.

**Emergency Information Cards:** For the safety and well being of our students, it is critical that the school office have up-to-date emergency information. Parents/Guardians are to complete an emergency card listing important information needed in case your child becomes ill or is injured while at school. **It is essential that you notify the office immediately if you change your address or telephone numbers. Please remember to list cell phones on emergency cards. Students will not be released to anyone whose name is not listed on the emergency card.**

### **Parent & Teacher Communication:**

With the goal of creating regular communication between the home and school, classroom teachers are available via email, phone, or by appointment during non-instructional times. Contact information is available on our website or in the school office. Please be conscientious of classroom time and refrain from having the “hallway” conversation with teachers when they are responsible to be with their class, especially at the beginning of the school day. Parent-Teacher Conferences (September and February) are a great time to discuss student goals, progress, and opportunities for support.

### **School Property:**

The school provides textbooks and other materials used by Plymouth students. Students need to be responsible for taking good care of the textbooks and materials provided for their use. Pupils and their parents will be held liable for damaged or lost textbooks and library books. Parents/Guardians may be billed for damage caused by willful acts on the part of their children including damage to buildings, property, supplies and equipment.

### **Cell Phone Policy:**

We recognize that some parents may wish to provide their child with a cell phone, and the District has developed a policy regarding cell phones at school. Students may not use or display cell phones (this includes text-messaging and taking pictures) during the regular school day or during participation in school activities, unless specifically authorized by a school administrator or designee. **Cell phones must remain out of sight and powered “OFF” throughout the school day.** Failure to comply with this policy will result in the confiscation of the cell phone. Confiscated items may be picked up by parent/guardian only. **The school district is not responsible for lost, stolen, or confiscated property.**

### **Lost & Found:**

We recommend that parents write their child's name on the inside of sweaters, jackets, and backpacks. The **Lost and Found** area is located inside the cafeteria.

## **Messages:**

Please help us protect Plymouth's instructional program by ensuring that you communicate with your child any information regarding lunch, afterschool care, etc. prior to the beginning of school. Our office staff may not be able to relay messages to students during the school day.

If a change in after school care is necessary, parents can send a note or contact the teacher by email at the beginning of the day. Only adults listed as "Emergency Contacts" on the child's Emergency Card will be allowed to pick up the student.

Please make sure to arrange the following items for your child before the beginning of each school day. Once the school day begins, we cannot guarantee that they will be delivered through the office:

- Messages
- Lunches
- Backpacks
- Homework
- Clothing
- Absence Notes

## **Visitors:**

**Plymouth Elementary School maintains a secure campus, so all visitors must check in at the office and obtain a Visitor Badge to be on campus.** Parents are welcome to visit our school. However, to maintain a secure campus, we ask that parents make an appointment with the principal prior to visiting a classroom. **All visits are to be cleared through the office and each visitor must sign the Visitors Log.** The office may ask for identification and visitors going on campus are required to wear a Visitor Badge. Please make arrangements with your child's teacher before visiting to make sure it does not interfere with an assembly, field trip, testing, etc. Visits should be limited to approximately 10 minutes.

## **Parent Volunteers:**

Plymouth encourages parents to volunteer in the classroom. To volunteer on campus or on a field trip, parents need to complete the volunteer application available in the front office and show proof of a valid negative TB test. Decisions about volunteers are based on the instructional program and needs of the teacher. There are federal and state laws that protect the privacy rights of students and families. Volunteers are required to abide by the laws of confidentiality, including the use of photos and social media.

## **Secure Campus:**

In order to ensure that our campus is secure at the start of the day, only students and staff are allowed through the cafeteria door. Any parent or adult who would like to come on campus will need to check in the office to obtain a Visitor Badge. Thank you for helping us to maintain a safe and secure campus.

## **Parent Involvement Opportunities:**

Parents are encouraged to participate in any of the following organizations at Plymouth Elementary:

- **PTA- Parent-Teacher Association.** The PTA is an organization that is an essential part of our school, and provides substantial support for our students through fundraising, special events, volunteering, and much more.
- **SSC- School Site Council.** The SSC is a committee that gives input into matters that concern the school academic programs and categorical budget allotments. Council Members are elected by the parents and serve for 2 years. Elections are held during the first two months of the school year.
- **ELAC- English Learner Advisory Council.** The ELAC is an advisory committee that gives input into matters that concern the school academic programs and categorical budget allotments for English Language Learners. Council Members are elected by the parents and serve for 2 years. Elections are held during the first two months of the school year.

**Nutritious Snack Policy:** Students may bring a nutritious snack to eat during the morning recess. Snacks should be nutritious, and not contain high amounts of sugar. Recommended snacks include: fresh fruit, dried fruit snacks, granola bars, peanut butter and jelly sandwiches, and yogurt. Please help us promote healthy lifestyles at our school by providing healthy snacks for your child.

August 2018

Dear Parents/Guardian,

This Plymouth Elementary Parent Handbook contains important information about our school. We ask that you read it carefully and discuss and review the information with your child. Please sign and return this form to your child's teacher by the end of the first week of school. We look forward to a great school year!

Sincerely,

Dr. Greg Gero

-----Please Tear & Return Bottom Half-----

I have read the Plymouth Elementary Parent Handbook for the 2018-2019 school year. I agree to follow the guidelines, policies, and expectations that have been designed to provide my child with a safe and successful learning environment.

Print Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Plymouth's Handbook is available at  
[www.monroviashools.net/plymouth](http://www.monroviashools.net/plymouth) \* under Parent Resources.