

FAMILY HANDBOOK



MARGARET LANDELL ELEMENTARY SCHOOL

9739 Denni Street, Cypress, CA 90630

(714) 220-6960



Mission _____

We inspire and empower . . .

Every student,

Every moment, for

Every opportunity!

Vision _____

Engaging in dynamic learning for success
in an ever-changing world.

Core Values _____

In the Cypress School District,

- We work with respect and integrity;
- We embrace innovation and diversity;
- We model compassion, resilience, and perseverance

2018/19 Landell Family Handbook

Principal: [Kim Benaraw](#)

[School Website](#)

[PTA Website](#)

[District Website](#)

School Office (714) 220-6960

Absence Line (714) 220-6960 Ext. 1

2018/19 Daily Schedule

GRADE	DAY	START	RECESS	LUNCH	RECESS	END
TK, K						
	M-F	8:00	9:35-9:55	10:55-11:40		1:00
1 st , 2 nd						
	M,T,W,F	8:15	9:55-10:10	11:20-12:05	1:10-1:25	2:35
	Th	8:15	9:55-10:10	11:20-12:05		1:50
	Early Release	8:15	9:55-10:10	11:20-12:05		1:20
3 rd						
	M,T,W,F	8:15	9:55-10:10	11:50-12:35	1:10-1:25	2:35
	Th	8:15	9:55-10:10	11:50-12:35		1:50
	Early Release	8:15	9:55-10:10	11:50-12:35		1:20
4 th						
	M,T,W,F	8:15	10:15-10:32	11:50-12:35		2:45
	Th	8:15	10:15-10:32	11:50-12:35		1:50
	Early Release	8:15	10:15-10:32	11:50-12:35		1:20
5 th , 6 th						
	M,T,W,F	8:15	10:15-10:32	12:20-1:05		2:45
	Th	8:15	10:15-10:32	12:20-1:05		1:50
	Early Release	8:15	10:15-10:32	12:20-1:05		1:20

Last Day of School

GRADE	START	NUTRITION/LUNCH	END
TK, K	8:00	10:00-10:30	11:30
1 st , 2 nd	8:15	11:00-11:25	12:45
3 rd , 4 th	8:15	11:30-11:55	12:45
5 th , 6 th	8:15	11:55-12:18	12:45

WELCOME TO LANDELL SCHOOL

It is our goal to provide a safe and orderly learning environment for all students. In order for us to achieve this goal, we need your help. Listed below are some important school policies and procedures. Please review these with your children to be sure they understand them. Your ongoing support of these policies will help keep our school a great place to learn!

BEFORE AND AFTER SCHOOL: Supervision is provided in the morning starting at 8:00 a.m. Students are not to arrive before this time.

After school, students are expected to be picked up or walk home immediately. Students may not remain on campus after school unless they are receiving assistance in the classroom or are attending an authorized afterschool activity. It is extremely important that you communicate with your child each morning about what they are to do after school (e.g., walk home, wait for you, etc.). We cannot interrupt classrooms to deliver messages to students unless it is an emergency, and we cannot guarantee that a message will be delivered to your child before dismissal. Therefore, be sure your child knows the plan each morning.

TRANSITIONAL KINDERGARTEN/KINDERGARTEN: Transitional kindergarten/kindergarten (TK/K) students must remain with their parent or other supervising adult at all times until their teacher takes them into the classroom at 8:00 a.m.

At dismissal time, TK/K students will be released to a parent or other designated adult at the classroom door. If the pick-up person is unknown to the teacher or substitute, photo identification will be required.

STUDENT DROP-OFF AND PICK-UP: If you plan to drive your child to and from school, please enter the parking lot safely and observe directional signs. Parking is allowed in marked stalls only. The yellow curb at the front of the school is for loading and unloading only. Please advance all the way forward through the lane as cars pull out to leave. This helps us efficiently unload and load cars and keep traffic moving. The yellow curb in the front of the school is the only place where unloading or loading may take place. If you plan to get out of the car to help your child, please park in a designated parking place. While we know that parents are often in a hurry, it is necessary to follow the school plan for dropping off and picking up to ensure that all students are safe. We appreciate your support of these procedures, as student safety is our primary concern. Kindergarten has alternative pick-up protocols that are directly communicated to all kindergarten parents.

PICKING STUDENTS UP EARLY FROM SCHOOL: If it is necessary to pick your child up before the end of the school day, you must report to the office first and sign your child out. Please note that students can only be released to those persons listed in their emergency contacts. Please make sure this information is kept up-to-date at all times. Anyone picking up a child is required to show valid identification. Please allow sufficient time for us to retrieve your child. It is helpful if you send a note with your child in the morning if you are planning to pick them up early. If you pick your child up during lunch, it is unlikely we will be able to retrieve any belongings or homework from the classroom. Also, we will not allow students to be signed out the last 15 minutes of the school day unless it has been prearranged with the teacher.

ITEMS LEFT AT HOME: In order to preserve the integrity of the instructional program, we are unable to interrupt classrooms to deliver items that were left at home (e.g., homework, jackets, lunches, etc.). These items may be delivered to a designated place in our office where students can come at recess or lunchtime to check for their belongings.

ATTENDANCE: Students who are the most successful have good attendance. When students are absent or tardy, they miss out on valuable instruction. We appreciate your assistance in helping your child develop good attendance habits. If your child is going to be absent, please phone the school at (714) 220-6960 and press “1” when prompted. Provide your child’s name, grade level, teacher’s name, and reason for absence. Excused absences must fall into one of the following categories:

- Illness or quarantine of student or parent
- Court appearance
- Medical/dental appointment
- Natural disaster
- Observation of religious ceremony/holiday
- Active military; called to or on leave from deployment
- Attendance at funeral service for immediate family

Documentation for excused absences may be required. Please note that per Education Code Section 48260, any student who has three or more unexcused absences and/or is tardy three times for more than 30 minutes is considered truant and shall be reported to the attendance supervisor for the school district. While attendance is important, please keep your child home if he or she has experienced any of the following within the last 24 hours: fever, diarrhea, pink eye, excessive mucus, or vomiting.

TARDY POLICY: Please help your child arrive on time each day. Students are considered tardy when they arrive anytime after the bell rings for the start of class. Students who are tardy to class are disruptive to the learning of others. In addition, they miss out on important information and instruction at the start of the school day. Tardy students need to sign in at the front office and pick up a tardy slip before being admitted to class. If your child is late due to a medical appointment, please bring an excuse from the doctor’s office. We can only consider it an excused tardy with a doctor’s note.

HOMEWORK: Meaningful homework assignments can be a valuable extension of student learning and assist in developing good study habits. Homework is assigned when necessary to support student learning and to fulfill academic goals. Homework assignments vary according to the grade level, the needs of the students, and the content area. Although it is a student’s responsibility to undertake assignments independently, parents may serve as a resource and are encouraged to ensure that their child’s homework assignments are completed. Completion of homework assignments is not included in a student’s academic achievement marks. It is reflected in the work and study habits portion of the report card.

HOMEWORK REQUESTS/INDEPENDENT STUDY: If you wish to request homework on a day your child is absent, you must make your request prior to 10:00 a.m. in order for it to be ready at dismissal time on the same day. This may be done on the absence line when reporting your child’s absence.

If your child needs to miss *five or more* consecutive days of school due to an emergency or extended family travel, you may request an Independent Study Contract. This contract lists the specific parameters and requirements associated with Independent Study. If you need to request Independent Study, please notify the office as soon as possible, but at least five school days prior to your departure date. Enrollment at this school is not guaranteed if your child begins the school year on Independent Study. Furthermore, if Independent Study is used through the end of the current school year and is similarly requested in any subsequent year, the district reserves the right to re-enroll your child at another district school following the traditional calendar to better align with the instructional needs of your family.

MEDICATION: Medication, including over the counter remedies, may NOT be brought to school by students. If it is necessary for your child to receive medication at school, you must submit a [Request for Medication](#) form completed by both the parent and a physician. Medication must be in the original container and labeled with

the student's name, dosage, etc. Please provide a medicine spoon/dropper if liquid medication is to be administered. All medications must be kept in the school office, per Board Policy.

DRESS AND GROOMING STANDARDS: The district believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and wear clothing that is suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

BICYCLES/SCOOTERS/SKATEBOARDS: All students who ride a bicycle, scooter, or skateboard to school are required to wear a helmet and individually lock their items in the bike rack area. Students may not ride a bicycle, scooter, or skateboard on campus. It is not recommended that students in grades TK/K-2 ride to or from school without proper supervision. Cypress School District is not responsible for lost or stolen personal property brought to school.

LUNCH: Proper nutrition is important to student success. Lunchtime is provided each day with the intent that all students will eat a nutritious lunch. Hot school lunches are available for purchase, or students may bring their own lunch. If your student brings lunch to school, please remember that glass bottles/containers are not allowed. Also, make sure your child is able to individually open containers and wrappers for the food and drinks they bring. For health reasons, students may not share food with other students.

You may pre-pay for lunches in the school office or [online](#) from the school website. An application for free and reduced-price meals is available [online](#). Paper applications are available on our school registration day and in the school office throughout the year.

Students who forget their lunch should check the school office to see if their lunch has been dropped off. Please make sure to label the lunch with your child's name. Students who forget their lunch or money may request a lunch from the cafeteria. They will be expected to pay the cafeteria back the next school day.

If your child requires special meals or meal accommodations, please contact the Child Nutrition Services department by telephone (714) 220-6948 or [email](#).

LOST AND FOUND: Items left on the playground or elsewhere on campus are placed in our Lost and Found, which is typically overflowing with jackets, lunch boxes, etc. If your child is missing something, please have them check the Lost and Found. Periodically during the year, unclaimed items are donated to charity.

ITEMS PROHIBITED AT SCHOOL: Students are not permitted to bring weapons, toys, games, electronic games, sports equipment, gum, candy, or any other valuable or unnecessary item to school. These items are disruptive to the instructional program.

USE OF TECHNOLOGY: Students must follow district guidelines and procedures regarding acceptable use of technology. The district makes a diligent effort to filter inappropriate or harmful matter accessible through the internet. In addition, students must take responsibility not to initiate access to inappropriate or harmful matter while using district technology. The attached Acceptable Use Policy outlines the district's policy for use of technology and the internet. Violation of the Acceptable Use Policy may result in disciplinary action, loss of the privilege to use technology, and/or civil or criminal liability.

CELL PHONES/CAMERAS/OTHER DEVICES: Cypress School District Board Policy states that the personal use of cell phones or other electronic devices by students while on campus or a school bus is prohibited. Such devices must be turned off, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Electronic devices such as Kindles, Chromebooks, or

other tablets are only allowable at school with completion of a Bring Your Own Device agreement signed by the parent. Please be aware that we cannot charge devices or secure them for your child. If a student has a cell phone out or is using it without permission, it will be confiscated and returned only to the parent. Any device with a camera, video, or voice recording function shall not be used in a manner that infringes on the privacy rights of any other person. Cypress School District is not responsible for lost, stolen, or damaged personal property brought to school.

BIRTHDAY CELEBRATIONS AT SCHOOL: Per Cypress School District Board Policy and state nutritional guidelines, no food items may be brought to school for birthday celebrations. Any food dropped off or sent with students will be sent back home at the end of the day. Flowers and/or balloons will not be delivered to students, as this is disruptive to the instructional program. Some classrooms will acknowledge birthdays as part of the calendar and/or opening activities. If you would like to honor your child's birthday in some way, you may consider donating a book or other classroom item in their name. Please arrange any birthday acknowledgments in advance with your child's teacher. While we understand that birthdays are special to many young children, celebrations should take place outside of school.

VISITORS ON CAMPUS: Cypress School District utilizes a Visitor Management System by Raptor Technologies to screen all visitors and volunteers on campus. During school hours, ALL visitors, including parent volunteers, must check in at the main office and present a valid government-issued identification. The system scans the ID, checks it against the Megan's Law Registry, and issues a personalized visitor or volunteer badge. When leaving campus, visitors and volunteers must check out and exit through the front office, not through the gates. All visits to campus during instructional time must be prearranged with a teacher or the principal and are usually limited to 30 minutes. Unannounced classroom visitors are not permitted. We appreciate your cooperation with this procedure to help us ensure the safety of all students.

PARENT INVOLVEMENT AND VOLUNTEERING: We value parent involvement and support in the educational process. There are many opportunities to become involved, including volunteering with our PTA, participating on our School Site Council, or helping out in your child's classroom. Please contact our PTA president, your child's teacher, or the school office to learn more about volunteer opportunities on campus. Regular volunteers on campus must register and satisfy TB clearance requirements. Once registered, volunteers may check in and out each day using the self-help kiosk in the school office. For information on the registration process and TB clearance requirements, please visit the [Parent Involvement](#) page on the district website.

MEDIA RELEASE: District representatives will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures, class pictures/yearbooks, and other printed material; posted on the school and/or district websites or social media websites; or submitted to the news media for possible publication. To restrict the district from using your child's image, you must submit a request in writing.

COMMUNICATION PROCEDURES: The school and district utilize a variety of communication methods to provide information to families. These include district and school newsletters, websites, social media, email, U.S. Mail, recorded telephone messages or text messages, and notices sent home with students. Please make it a practice to check your child's backpack daily for information sent home from school.

If you have a question or concern regarding your child, please start by contacting your child's teacher directly via phone or email. If necessary, after you have communicated with the teacher, you may call the office to schedule an appointment with the principal at (714) 220-6960. Cypress School District Board Policy promotes mutual respect, civility, and orderly conduct. We encourage positive communication as we work together to educate and support all children at our school.

VANDALISM: Students/parents are financially responsible for damage to school property, whether it is an accident or malicious vandalism. This also includes damage to or loss of textbooks and library books checked out by students.

ACADEMIC HONESTY: Cypress School District believes in cultivating citizenship with integrity. Character matters every day, and we honor positive displays of character throughout the year. Students are required to demonstrate honesty and abide by ethical standards on class assignments, tests and quizzes, reports, and projects, both in and out of class. Academic progress should reflect the student's own work in the fairest possible way. Academic dishonesty involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. This includes, but is not limited to, theft, possession, or unauthorized use of any answer keys or model answers; forgery; and plagiarism. Instances of academic dishonesty will result in a reduction of the student's grade and disciplinary action.

SCHOOLWIDE DISCIPLINE POLICY: Our school is dedicated to an educational philosophy of shared responsibility for student behavior, which includes students, parents, and school staff. We recognize each student's right to learn and each teacher's right to teach in a safe and supportive environment. All students are expected to demonstrate PAWS behavior:

- Have a positive attitude
- Act responsibly
- Work and play safely
- Show respect

Schoolwide behavior expectations are posted throughout the school. Students are to abide by these expectations and follow directions of staff members at all times. Students have many opportunities to be recognized as good citizens both in the classroom and outside of the classroom. Students exhibiting inappropriate behaviors will receive consequences, such as a verbal or written warning, loss of free time, etc. Behavior referrals are issued when a child continues to violate school rules or is involved in a serious offense. Suspension or expulsion may result for persistent or serious offenses as outlined in Education Code, Section 48900. For more information, please refer to the Cypress School District [Parent/Student Rights and Responsibilities](#).

ANTI-BULLYING POLICY: All students should feel physically and emotionally safe at school. Bullying behavior is completely unacceptable. Bullying prevention starts with the knowledge of what it means to engage in or be a victim of bullying.

California Education Code 48900 (r) defines bullying as *"any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property; (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance; (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school."*

In general terms, there are three key components that set bullying apart from other acts of inappropriate student behavior.

1. Purposefully aggressive behavior
2. A pattern of behavior that is repeated over time
3. Repeated behavior that creates an imbalance of power and control between the parties involved

Anyone who witnesses an act of bullying should immediately report the incident to the site administrator or other school staff.

FREE PUBLIC EDUCATION & STUDENT FEES: California law requires that public education be provided to all students free of charge unless a charge is specifically authorized by law for a particular program or activity. However, voluntary donations are always greatly appreciated. Students will fully participate in all school programs and services, regardless of the family's desire or ability to make a voluntary donation.

**CYPRESS SCHOOL DISTRICT
ACCEPTABLE USE POLICY (AUP) – TECHNOLOGY & INTERNET**

The Cypress School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Students are assigned a district Google account for instructional purposes through a filtered and monitored system. This will be the student's official account until such time as the student is no longer enrolled in Cypress School District schools. This account is accessible at school and other places where access to the internet is available.

Students may be assigned accounts to district-owned instructional software until such time as the student is no longer enrolled in Cypress School District schools. These accounts may be accessible at school and other places where access to the internet is available.

At the direction of the classroom teacher, students may bring a personal electronic device to school. The use of personal devices brought to school will be for the sole purpose of extending classroom instruction and learning. Personal devices will be used voluntarily by students to support classroom communication, collaboration, creativity, and productivity. Please note that this program is completely voluntary and that students are never required to bring personal electronic devices to school. Bringing a device to school is optional, and no student will be left out of the instructional process because they did not bring an electronic device. For all assignments requiring technology, students will be provided with devices by the school if they have not chosen the option to bring their personal device. Regardless of whether students bring a personal device to school, all students will have equal access to the curriculum, including, but not limited to, supplies and instructional materials. Students will receive an appropriate grade/credit on assignments completed electronically, or via other means, based on the teacher's established grading criteria.

Cypress School District is not responsible for any lost, stolen, or damaged devices. Parents/Legal Guardians acknowledge and agree that they assume the risk if they choose to allow their child to bring personal electronic devices to school in accordance with this agreement. Risks may include, but are not limited to theft, loss, or damage to the device and exposure to viruses or malware.

Definitions: District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off-site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities: Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

- Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
- Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
- Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
- Infringe on copyright, license, trademark, patent, or other intellectual property rights
- Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
- Install unauthorized software
- "Hack" into the system to manipulate data of the district or other users
- Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy: Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices: A student who has been granted permission by the site may bring a personally owned device. If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board Policies, Administrative Regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting: If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation: Violations of the law, Board Policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board Policy, or this agreement may be reported to law enforcement agencies as appropriate.

Upon signing in receipt of the Family Handbook, you agree to abide by this Acceptable Use Policy (AUP) and other applicable laws and district policies and regulations governing the use of district technology. Further, there is an understanding that there is no expectation of privacy when using district technology and that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.