

2012 CALIFORNIA DISTINGUISHED SCHOOL AWARD WINNER

2006, 2007 & 2012 TITLE I ACADEMIC ACHIEVEMENT AWARD WINNER,

2014, 2015 & 2016 CALIFORNIA HONOR ROLL SCHOOL AWARD WINNER



Los Medanos Elementary School

Parent/Student
Handbook
2023-2024

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Principal's Message

Dear Parents and Students,

Welcome to Los Medanos Elementary School. I hope you enjoyed a great summer vacation. I would like to extend a warm welcome to students new to Los Medanos this school year and a big welcome back to our returning students. For those of you who are new to our school, you should know that you are now part of an award winning school. Los Medanos Elementary is a 2006, 2007 and 2012 Title I Academic Achievement Award winner, 2006, 2014, 2015 and 2016 winner of the California Honor Roll School award, and 2012 California Distinguished School. Our expectations for success are second to none.

This year our staff of dedicated, knowledgeable, and award winning teachers will create an environment rich with academic challenges and activities designed to support your child as he or she learns and grows mentally, physically and socially. Our goal at Los Medanos is to guide our students as they develop into future citizens who will enter our community and enrich it by his or her presence.

It is important that we develop a partnership that encourages each student to achieve to his or her highest ability. You have the opportunity to become involved this year by attending our monthly Parent Booster Club meetings, ELAC meetings, School Site Council meetings, establishing a relationship with your child's teachers and school staff. For more information on how you can assist, please contact our parent liaison at **(925) 473-2460**. Your support and involvement help to create students who are interested and enthusiastic about learning.

To ensure a safe and effective learning environment at Los Medanos, it is important that parents and students understand the responsibilities and expectations for all students who attend our school. The **Parent Student Handbook** outlines important guidelines for you and your child(ren). **Please take time to thoroughly read through the information with your child/children and sign the acknowledgement page electronically.** If you have any questions, concerns or comments, please contact me.


Thank you and here's to a wonderful school year, filled with exciting learning adventures!

Sincerely,

Mrs. Milly Estrada

Principal

Bell Schedule 2023-2024

<p><u>Regular Day TK & Kindergarten:</u></p> <p style="text-align: center;"><u>M, T, Th, F</u> AM: 8:00 AM – 1:00 PM PM: 9:20 AM – 2:20 PM</p>		<p><u>Adjusted Days:</u></p> <p style="text-align: center;"><u>Wednesdays</u> AM & PM TK / Kindergarten – dismiss at 1:00 PM Grades 1st – 3rd dismiss at 1:40 PM Grades 4th & 5th dismiss at 1:50 PM</p>
<p style="text-align: center;"><u>Wednesdays</u> AM & PM: 8:00 AM – 1:00 PM</p>		
		<p style="font-size: 1.2em;">Los Medanos Elementary</p> <p style="font-weight: bold; font-size: 1.1em;">“Where We Expect the BEST!”</p>
<p><u>Regular Day 1st-5th Grades:</u></p>		
<p style="text-align: center;"><u>1st Grade</u></p> <p>8:25 – 10:30 10:30 – 10:45 recess 10:45 – 12:00 12:00 – 12:50 lunch/recess 12:50 – 2:45</p>	<p style="text-align: center;"><u>2nd Grade</u></p> <p>8:25 – 10:30 10:30 – 10:45 recess 10:45 – 12:00 12:00 – 12:50 lunch/recess 12:50 – 2:45</p>	<p style="text-align: center;"><u>3 Minimum days:</u> Day after Back to School Night and Open House, and the Last Day of School</p> <p>TK/AM & PM Kindergarten students attend 8:00 – 12:00 pm</p> <p>Grades 1 – 3 12:15 PM Dismissal</p> <p>Grades 4 and 5 12:30 PM Dismissal (includes 4 Fall parent conference days)</p> <p>Minimum days: All lunches are from 12:00 - 12:45 pm</p>
<p style="text-align: center;"><u>3rd Grade</u></p> <p>8:25 – 10:30 10:30 – 10:45 recess 10:45 – 12:30 12:30–1:20 lunch/recess 1:05 – 2:45</p>	<p style="text-align: center;"><u>4th and 5th Grades</u></p> <p>8:25 – 10:45 10:45 – 11:00 recess 11:00 – 12:15 12:15 – 1:05 lunch/recess 1:20 – 2:55</p>	<p style="text-align: center;">ARRIVAL TIME</p> <p>Students eating breakfast should <u>not</u> arrive before 7:45 AM.</p> <p style="text-align: center;">There is no supervision.</p> <p>Students <u>not</u> eating breakfast should <u>not</u> arrive before 8:00 AM.</p>

School Calendar 2023-2024

<p>August 7th – Staff Professional Development 8th – Teacher Work Prep Day 9th – First Day of School 17th – Back to School Night 18th – Minimum Day Dismissal: 12:15 PM dismissal 1st – 3rd 12:30 PM dismissal 4th – 5th All Kinders & TK 8:00 AM – 12:00 PM</p>	<p>February 16th & 19th – President’s Weekend – NO SCHOOL 29th – End of 2nd Trimester</p>
<p>September 4th – Labor Day – NO SCHOOL</p>	<p>March 27th – Emergency Make Up Day 28th – Board Holiday – NO SCHOOL 29th – Cesar Chavez Day – NO SCHOOL</p>
<p>October 9th – 13th Recess 16th – Mandatory Professional Development Day – NO SCHOOL FOR STUDENTS</p>	<p>April 1st – 5th – Spring Recess 8th – School Resumes</p>
<p>November 9th – End of 1st Trimester 10th – Veterans’ Day – NO SCHOOL 20th – 24th – Thanksgiving Recess</p>	<p>May 27th – Memorial Day – NO SCHOOL</p>
<p>December 4th – 8th Parent-Teacher Conferences 25th – January 5th – Winter Recess</p>	<p>June 4th - 5th Grade Promotion 5th - Last Day of School 12:15 PM dismissal 1st – 3rd 12:30 PM dismissal 4th – 5th 6th – Last day of work 5th End of 3rd Trimester</p>
<p>January 8th – Mandatory Staff Professional Development Day – NO SCHOOL FOR STUDENTS 9th – School Resumes 15th – MLK Birthday – NO SCHOOL</p>	<p>ELAC – 9:30 AM, 1st Friday of designated months School Site Council – 3:15 PM, 3rd Thursday of each month Parent Booster Club – 2:45 PM, 1st Monday of each month</p>

LOS MEDANOS ELEMENTARY SCHOOL

2023-2024 STAFF LIST

<u>GRADE</u>	<u>TEACHER</u>	<u>AIDE(S)</u>
Preschool	Laura Serratos	Sharon Beverly Rebecca Ballardo
TK	Michelle Turner	Estefany Estrada
TK	Bertha Aguirre	Sarah Fitch
K - PM	Angelica Lana	
K	Kristen Krula	
K	Dulce Becerra	
K - PM	Melissa Christensen	Kristen Doiron
1st	Julie Terry	
1st	Miren Doolittle	
1st	Kelsey Vidal	
1st	Jessica Maran	
2nd	Nicole Glassel	
2nd	Logan Garcia/Dorothy Mallari	
2nd	Emma Arellano Flores	
2nd	Emily Matt	

<u>GRADE</u>	<u>TEACHER</u>
3rd	Kristen Yokel
3rd	Michelle Yang
3rd	Daniel Gilbert
3rd	Jeanette Corona
3rd	Laura Flores
4th	Elaine Sanchez
4th	Ramesh Jaggi
4th	James Marzan
4th	Carmen Rodriguez
5th	Nai Saelee
5th	Alicia Stevenson
5th	Romell Ramos
5th	Ryan Conner
Music	Kristi Walton
Art	Kathy O'Rourke
PE	Roxanne Patin

<u>Position</u>	<u>Name</u>
Principal	Milly Estrada
Vice Principal	Mia Aguirre
Principal Secretary	Enerida Guzman
Clerk	Shawn Fagans
Media Aide/Librarian	Felicia Aroy-Scheffler
Student Services/Health Aide	Nailea Ramos-Cabrera
Parent Liaison	Open
Literacy Coach	Kati Manshack
Head Custodian	Flora Santiago
Asst. Custodians	
Asst. Custodian	Connie Torres
Cafeteria Manager	Juana Segovia
Food Assistant #1	Elba Gomez
Food Assistant #2	Angie Escobar
ASP Coordinator	Naomi Rodriguez
COST Coordinator	Open
CRA	Robert Long

<u>Position</u>	<u>Name</u>
Psychologist	Jim Stephens
Resource Specialist	Julia Francone
Learning Ctr. Aide	Mayra Gallardo
SDC K – 1st Specialist	Erica Moreno
Sped Instructional Aide	Alan Corona
Sped Instructional Aide	Mallory Kuehner
SDC 2nd – 3rd Specialist	Nora Ceballos
Sped Instructional Aide	Liliana Medina
Sped Instructional Aide	Courtney Corniel
SDC 4th - 5th Specialist	Meredith Sundblad
Sped Instructional Aide	Anita Gibbs
Sped Instructional Aide	Diana Whitney
Speech Therapist	Rachel Alford
Speech Therapist - PT	Sarah Sturgeon
Occupational Therapist	Veronica Scruggs
Counselor	Genesis Ramirez



“Where We Expect the BEST!”

Mission Statement

INTRO:

The staff at Los Medanos Elementary will provide our scholars with a rigorous educational experience and social emotional support to become successful now and in the future.

ACADEMIC

All scholars are taught to master grade level Common Core State Standards including ELA, Math, Science, Social Studies, Physical Education, and Music. This empowers all scholars to be college or career ready with critical thinking and problem solving skills. Scholars' academics will be measured through state, district, and site specific created assessments. In order to meet the needs of our scholars, we provide ongoing interventions before, during, and after school hours.

SOCIAL/EMOTIONAL:

All staff will provide a safe, supportive, and respectful environment which will foster scholar personal responsibility. This will enable them to become contributing and thoughtful members of society. We implement this by setting high expectations for classroom and school rules and procedures, communicating with parents, social emotional programs, and the outside community. This is measured by behavior and attendance data, social/emotional surveys and practices. Staff provides specific interventions to meet the scholar's social and emotional needs. Specifically, parent communication, use COST referral process to analyze data, and community resources (Lincoln Center, School Psychologist, Scholar Services, etc.)

CLOSING:

We are strongly committed to provide a positive climate in which all scholars will reach their fullest potential, as they represent the LME model where ***We Expect the Best!***

{Attendance}

Attendance is crucial to students' academic success. Pittsburg Unified School District has a Truancy Policy. According to Education Code 48260, a pupil who is absent from school without a valid excuse for three days in one school year or is tardy for more than 30 minutes during the school day without a valid excuse, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor or the superintendent. Please make sure that you notify the school office if your child is absent for any reason. Students who are frequently absent and/or tardy miss valuable instruction and often fall far behind their classmates. However, students who are ill should not come to school. What can be done to keep children healthy and at school?

- Students need plenty of rest (8 to 10 hours of sleep).
- Teach your child healthy eating habits.
- Teach children to wash their hands often. Our hands are the number 1 way germs are spread.
- Tell your child not to drink from someone else's cup, use other person's mask, or use someone else's hair brush/comb.
- If a child has a fever he/she should not come to school.

Students are to be in their classrooms by 8:25 am. They are marked tardy at 8:26 am. If your student is tardy,

Students need to be at school **on time, every day, all day**. If you need to make a doctor's appointment for your student, we ask you to please make them after school to minimize the loss of instruction. To leave school before dismissal students must have a parent/guardian sign them out in the office. In order for a person other than a parent/guardian to sign out a student, they must be over 18 (with ID) and be listed on the emergency card.

{Behavior & Expectations}

It is our goal at Los Medanos to provide a safe environment for all students. LME students are expected to demonstrate exemplary behavior enabling them to achieve academic success. In an effort to improve our school ecosystem and decrease the suspension rate, students and staff receive Mindful Life Program training. The focus is to prioritize the whole child and the adults who work with students every day by creating a significant space for all, and cultivating mindfulness and compassion daily.

Students learn cooperative, respectful and responsible behavior by receiving positive and corrective feedback. We have established a school-wide discipline policy. Teachers use a behavior system that allows students to reflect on the choices they make and to modify their behavior as needed. Parents are encouraged to review this policy with your child. It is important that parents, staff and students work as a team to establish a safe learning environment for all.

Rules

- Be safe by controlling your voice and body.
- Be respectful by using your Lifeskills.
- Be responsible by following directions immediately.

Rewards

- Verbal praise
- Lifeskills awards
- Bambucks
- Teacher determined

As a reminder, students are not allowed to bring items to school that distract from our instructional environment. Items such as toys of any kind, cell phones, sports equipment, and trading cards of any kind may be confiscated by the teachers and returned only to parents. Knives, real or fake guns, or any type of weapon will lead to an automatic 5 day suspension and may lead to expulsion.

Students who are disturbing others and causing distractions from the learning process may not remain in the classroom. Our goal for high academic standards does not allow students to prevent the teacher from instructing the class or students from learning. Please talk to your student so that he/she understands the high expectations and procedures for our learning community.

In order to maintain communication between home and school, we hold parent teacher conferences in December, send a monthly newsletter home, and send information via Parent Square, email, autodialer, and/or text. We also encourage our families to be in contact with their student's teacher, establish ongoing communication, and share any concerns you may have regarding your child. You can sign up for the various forms of communication teachers use (Remind, Class Dojo, Google Classroom, email, etc.).

{School's Rules and Procedures}

Rules and Procedures Pursuant to EC35291 and EC35291.5

Student Rules – General

- 1) **Courtesy and Respect**— Students are expected to treat all adults with courtesy and respect and to promptly follow any direction given by these adults.
- 2) **Throwing Dangerous Objects**— The throwing of any dangerous object (rock, clod, tan bark, stick, etc.) is not permitted. Students breaking this rule will be referred to the office. On the first infraction, a note will be sent home to the parents or a phone called placed alerting them to the incident (the note will be signed and returned to the school office). For any subsequent infractions of this rule within the same school year, the student will be suspended from school.
- 3) **Fighting**— Is not permitted. (1) on the way to school (2) at school, or (3) on the way home from school. Students involved in fights will be referred to the office. When it can be

determined that a student instigated a fight, or willingly participated in a fight, that student will be suspended from school. Students are expected to settle differences and solve problems without physical violence.

- 4) **Racial Name Calling**— Racial and ethnically derogatory name calling is prohibited. When a name calling incident occurs, an attempt will be made to resolve the matter with the participating students. The parents of these children will be contacted. This contact may range from an explanation of the incident to a conference involving all parents. Recurrences of the same type of incident involving a child will require a conference with the parents.
- 5) **Vandalism**— Vandalism is a serious offense against our school and community. Parents will be held responsible for replacing items damaged or stolen by their children.
- 6) **Arriving at School**— Students are not allowed on the playground before school. Students must wait in the designated area (flagpole by fence) until grade levels are lined up. Students must be at their designated room area on the playground prior to 8:25 am. Any students waiting in the hallway will be considered tardy. Tardy students must have an admission slip from the office before entering class.
- 7) **Dismissal Time**— Unless authorized and supervised by an after-school staff member, all students should be off the school grounds within 10 minutes of dismissal time. The school is not responsible for student behavior or safety after that 10 minute period.
- 8) **Bicycles**— Bicycles must not be ridden on the school grounds or adjoining sidewalks during school hours or any time. This constitutes a danger to students at beginning, or dismissal times. When this rule is broken, the bicycle will be confiscated and held until claimed by a parent. Only students in grades 3 through 5 are allowed to ride bicycles. Students must wear a helmet.
- 9) **Skateboards or Skates**— These items are not to be brought to school. When this rule is broken, the skateboard or skates will be confiscated and held at the office until claimed by a parent.
- 10) **Leaving the School Grounds**— Once a student has arrived on school grounds, that student is not permitted to leave the grounds unless given permission by the office. Students may not cross the street to purchase ice cream and then return to wait for their ride.
- 11) **Verbal/Physical Abuse**— Students are not to abuse other students, either physically or verbally.
- 12) **Profanity/Obscene Gestures**— These are not allowed on school grounds.
- 13) **Promptness**— Students are expected to return to the classroom from all recess and lunch breaks promptly.
- 14) **Electronic Devices**— These may not be brought to school. If brought to school, the device may be confiscated and held in the office until claimed by a parent.

Basic Playground Rules

- No chasing allowed.
- No playing or screaming in the hall or bathrooms.
- Students are not allowed to go in the halls during recess without a pass.
- Share equipment (Balls, jump ropes, etc.) and bars with other students.
- Jump rope inside the large circles on the playground.
- No pushing, hitting, kicking, fighting, or tackling another person.
- When the end of recess warning signal is given, students are to use the restroom or drink water so when the bell rings they are ready to go straight to their number line.

- When the bullhorn sounds, students must stop and cross arms on chest. After the signal, students will then **WALK** to his or her class line.
- No drinks after the bell rings.

Lower-Grade Recess Playground Rules/Procedures

Entry onto the playground

1. Walk quietly through the hall with your class.
2. Walk to the playground and find an activity to do during recess.
3. Remember that students are not to be in the halls without a recess pass or health form.

Bathroom Procedures

1. Walk into the bathroom and use it properly. Wash your hands.
2. Go back onto the playground immediately.
3. The bathrooms and halls are not a play area. **No** chasing people in these areas.
4. Take care of your personal needs prior to the bullhorn sounding. This includes drinks of water.

Bar Procedures

1. Make a single line on the south side (end closest to the building).
2. One person at a time goes across the bars. Remember to go west to east (going towards the freeway). **Do not** go on top of the bars.
3. Make sure you stay under the bars at all times. (You must hang by your hands only.)
4. No chicken fights allowed!
5. When the bullhorn sounds, or 3-minute warning is called, go to the blacktop immediately.

Line up Procedures

1. When the bullhorn sounds students shall **freeze** with arms across the chest.
2. When announced, students will walk to their class line.
3. Go straight to line without going for a drink or using the bathroom.
4. Stand in line with your class and wait to enter the building with the teacher.

Upper-Grade Recess Playground Rules/Procedures

Entry onto the playground

1. Walk quietly through the hall with your class.
2. Walk to the playground and find an activity to do during recess.
3. Remember that students are not to be in the halls without a recess pass or health form.

Bathroom Procedures

1. Walk into the bathroom and use it properly. Wash your hands.
2. Go back onto the playground immediately.
3. The bathrooms and halls are not a play area. Make sure you are not chasing people in these areas.
4. Take care of your personal needs prior to the bullhorn sounding. This includes drinks of water.

Field Procedures

1. When the bullhorn sounds, or 3-minute warning is called, go to the blacktop immediately.
2. Make sure all equipment is picked up and returned.
3. Then follow the lineup procedures.

Bar Procedures

1. Make a single line on the south side (end closest to the building).
2. One person at a time goes across the bars. Remember to go west to east (going towards the freeway.) **Do not** go on top of the bars.
3. Make sure you stay under the bars at all times. (You must hang by your hands only).
4. No chicken fights allowed!
5. When the bullhorn sounds, or 3-minute warning is called, go to the blacktop immediately.

Line up Procedures

1. When the bullhorn sounds students shall **freeze** with arms across the chest.
2. When announced, students will walk to line.
3. Go straight to line without going for a drink or using the bathroom.
4. Stand in line with your class and wait to enter the building with the teacher.

{Homework Guidelines}

Homework is an important part of a child's education. In order for any student to reach his or her full potential in school, homework is necessary. At Los Medanos Elementary, homework meaningful to the student should be assigned in reasonable amounts.

It will be the TEACHER'S responsibility to assign homework:

- in areas of need,
- appropriate to the age and ability of the child, and
- go over homework assignments

At home, parents are requested to:

- provide time and a quiet place free of distraction,
- communicate concerns regarding homework back to the teacher,
- provide appropriate assistance and guidance to help the pupil complete the assignment, but not doing the work for the child,
- provide encouragement and support to their child(ren)

The STUDENT shall be held accountable to:

- complete the assignment on time and to the best of his/her ability
- complete homework neatly and turn it in

Students who do not regularly complete homework assignments may be denied any extracurricular activities.

{Visitors on Campus}

School safety is our number one priority. Parents/visitors are not allowed on campus without checking in the main office. Your help is needed in order to maintain a safe environment for all of our students and staff and to ensure that each student stays focused on learning. When you come into our school we ask you ring the bell and wait for assistance. We will try our best to help you at that moment, but please keep in mind that an appointment may be necessary. **Visitors are expected to:**

- Be courteous and non-threatening to school personnel and students (*Education Code 32210*)
- Observe classroom or school activities without disrupting (*Education Code 32210*)
- Observe school rules and/or district policies regarding access to school grounds
- Turn off cell phones; (texting or talking on cell phones is not permitted in classrooms or hallways)
- Leave younger children at home

Parents/Guardians are encouraged to work cooperatively with the school staff in fostering positive behavior in students. By working together we hope to further develop characteristics such as:

- Respect for themselves and others
- Consideration for the rights of others
- Courteous behavior and language
- Obedience to rightful authority
- A desire to learn

After you have finished your visit, please return to the office to check out. In case of an emergency, we must be accountable for everyone in the building. We want to make sure everyone is safe.

Parents attending Friday Flag ceremony must stand behind the class line.

No animals are allowed on campus with the exception of service dogs

Appointments must be made to conference with the Principal or your child's teacher(s). Thank you for your cooperation.

{Parent Volunteers}

Volunteering is important to your child's education. You may want to discuss helping out in your child's class with the classroom teacher. Teachers have many different needs and you may find that you would like to help in a specific area. You may also check with the Parent and Family Liaison to obtain additional information concerning volunteering. Just remember that parent volunteers should **check in at the office before proceeding to the classroom**. Any help you can give to your child's teacher would be greatly appreciated.

We also encourage you to participate of our school meetings: Parent Booster Club meets the first Monday of each month at 2:45 pm, School Site Council (SSC) meets the third Thursday of each month at 3:15 pm, and English Language Advisory Council (ELAC) meetings are the first Friday of designated months at 9:30 am. All of these meetings are open to all parents and guardians. Please join us via zoom or in person.

We welcome student birthday parties. However, due to the educational minutes which are required by the state, we find it necessary to limit these celebrations to the last 30 minutes of the school day. Please make arrangements with your child's teacher ahead of time.

{Drop off and Pick up Procedures}

Morning:

- Drivers shall not drop children off at school before 8:15 AM unless the student arrives for breakfast. Students should arrive for breakfast between 7:45 and 8:05 AM.

Afternoon:

- Drivers are to arrive to pick up their children within 10 minutes of the dismissal time.

Dismissal Times:

AM TK /Kindergarten - 1:00 PM

PM TK / Kindergarten - 2:20 PM

1st – 3rd Grade: Monday, Tuesday, Thursday, Friday: 2:45 PM
Wednesday: 1:40 PM;

4th – 5th Grade: Monday, Tuesday, Thursday, Friday: 2:55 PM
Wednesday: 1:50 PM;

At All Times:

- Parents are to enter and exit the school driveway observing the one-way signs and parents' parking sign.

- Parents are to enter on the west side (Burton and Crowley) only staying in the left lane. This lane will take parents into the parking lot where they may park or they can continue down the driveway to the drop off lane.
- Drivers need to drive slowly (5-10 miles per hour), watching for students walking through the parking lot.
- Drivers are to pull to the crosswalk of the drop off lane to let student(s) out. **Teach your child to walk to the crosswalk.**
- Before pulling back into the lane, drivers need to check for oncoming traffic.
- Drivers are not to stop in the middle or park in the drop off lane or **red zones** to pick up or drop off students. **The lane in the parking lot is NOT for dropping off or picking up.** Please park and walk your student to and from the crosswalk.
- Drivers shall not leave their cars unattended unless the car is parked in a designated parking area.
- Students **will NOT be dismissed to walk in the parking lot** to look for their ride. Please come to the designated area to pick them up.
- Drivers are **NOT to drive or park in the staff parking lot.** This area is designated for **staff vehicles and buses only.**
- Parents escorting students to school in the morning must drop their student to the designated area. **Any students in the hallway will be considered tardy.**
- Drivers are **NOT to park in the designated disabled parking spaces** to drop off students. California Vehicle Code 4461 punished by a civil fine or a misdemeanor crime.

{Suggested Disaster Instructions for Parents}

1. In case of an emergency/disaster, you will receive a call/message if we need you to come to the school or alternative place to pick up your child and any others for whom you are the emergency card designee. We do understand how concerning this could be, but PLEASE DO NOT CALL OR COME to the school since we will be dealing with the emergency/disaster and ensuring our students' safety.
2. If you are called to come to the school, please park on the streets. Leave the driveway and parking areas clear for emergency vehicles.

CHILDREN WILL BE RELEASED ONLY TO THEIR PARENTS OR TO AN ADULT designated on child's emergency card.

3. Your children should be instructed to remain at school until you or a person designated on the Emergency Card come for them. This is particularly important to stress with older children.
4. If an earthquake occurs while the child is:
 - walking to school— child continues to school
 - walking home— child continues home
 - in neighborhood— child returns home or goes to alternate home

- waiting for bus— child returns home or goes to alternate home
 - in route to school on bus— bus continues to school
 - in route home on bus— bus continues home
5. Arrange with neighbors for the alternate homes to which your child should go if you are not home.
 6. Renew your arrangements with the designees on your Emergency Card each year.

{Emergency Contact Information}

We can't emphasize enough the importance of maintaining current emergency contacts and information up to date. It is the parents' responsibility to inform the school of any changes in phone numbers, addresses, emergency contacts, etc.

{Lost and Found}

All clothing found on campus are placed in the Lost and Found bin by the cafeteria. Please label all your child's belongings. Lost and found items not picked up are donated periodically throughout the school year to charity organizations.

{Medication at School}

If it is necessary for your child to take prescribed or over-the counter medication at school, it shall be your responsibility as the parents to have a **Permit to Take Medicine in School** form completed and filed in the office. Students with medication must have it stored in the office with the student service aide. Students are not permitted to have any type of medication such as aspirin, cough drops, etc. on them. The aide, secretary, or principal must assist students required to take medication. Parents are responsible for refilling their child's prescriptions for school. If you have any questions, please call the office and they will assist you.

{Dress Code}

The Pittsburg Unified School District has mandated that students in grades K-8 wear school uniforms. The Governing board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and have mandated that students wear school uniforms. Students who choose not to wear the mandated uniforms

will be sent to the office and provided a loaner uniform which is to be returned to the school office at the end of the day.

Uniforms are to be kept clean and neat. White or navy shirts must be properly buttoned. Students must wear belts to assure that pants are worn appropriately and are not “sagging”. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Flip flops, backless shoes, skate shoes, CROCS, or slippers are a safety risk and are not acceptable.
2. School uniforms of solid white or navy blue will be worn at all times:
 - Tops: White or navy blue collared shirt/blouse/polo shirt (long or short sleeve). Any shirt or blouse that is see-thru and requires an undergarment to be worn will be deemed unacceptable.
 - Undershirts will also be white, grey, black or navy blue.
 - Bottoms: Navy blue shorts/pants/skirts/skorts or jumpers – **no jeans/denim, sweatpants or leggings as pants**. Bottoms must be made of twill, cotton blend or corduroy. Pants will fit at the waist. Shorts, skirts, jumpers or skorts can be no shorter than mid-thigh (fingertip test).
 - Socks, tights, and leggings worn underneath a skirt/jumper will be white, grey, black or navy blue. No sweatpants.
 - No inappropriate pictures or logos that is distracting or condoning violence.
 - Students may wear school spirit clothing only on Fridays.
 - White, blue, black, or gray solid color jackets/outerwear (NO PICTURES OR LOGOS EXCEPT SCHOOL JACKETS).
3. Hats, baseball caps, shower caps, wave caps, hair nets, bandannas and other head coverings shall not be worn indoors.
4. Hair shall be clean and neatly groomed. Rollers are not permitted.
5. Sunglasses, unless required for medical reasons, may not be worn in the classroom.
6. Gang symbols, apparel, jewelry, accessories, notebooks or manner of grooming which, by virtue of their color, arrangement, trademark or any other attribute, denote membership in gangs, advocate drug use, violence, or disruptive behavior are prohibited.

Students inappropriately attired or lacking in personal cleanliness will be sent to the school office where they will be provided a loaner uniform and/or may be sent home for correction. If you need assistance with uniforms, please contact our parent & family liaison, Mrs. Henderson @ (925) 473-2458.

{Suspension from School}

It is our goal to reduce the number of suspensions from school; however continued misbehavior that is distracting from the academic environment and/or certain behaviors that are unsafe and/or dangerous will not be tolerated.

Ed. Code 48925

Suspension is the temporary removal from ongoing instruction of a student from regular classroom activities or from school. Suspensions are not to extend beyond five (5) consecutive school days. Suspension for students considered for expulsion may be extended beyond five (5) consecutive school days by the Superintendent or his designee, ***after inviting the parents to participate in a meeting regarding the extension of the expulsion. Education Code 48911***

TEACHER SUSPENSION AND DETENTION: Ed. Code 48910

For disciplinary reasons, a teacher may:

- 1) Suspend a student from his/her class for the day of the offense and the next day. Teachers are required to schedule parent conferences.
- 2) A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day, except as otherwise provided in Section 307. C.C.R. Title 5, Section 353.
- 3) Refer the student to the school counselor or appropriate administrator.

A student may be expelled from school only by action of the School Board of Education. When expulsion is recommended, an Administrative Hearing panel is convened to review the case and determine if there are sufficient grounds for expulsion. The student and his/her parents are notified of their rights, which include their right to appear before the Administrative Panel and present evidence and witnesses on the student's behalf, the right to confront witnesses against the student and the right to be presented by counsel (parents' choice). The Administrative Hearing Panel's findings and recommendations are submitted to the Board of Education through the superintendent.

Students who bring a gun (*real or imitation firearm look-alike replica*) to school shall be expelled. Students who participate in unlawful selling of a controlled substance (drugs) at school shall be expelled. Disciplinary actions will be taken regarding any other drug-related offenses (Zero tolerance). Please note the following circumstances for which discipline will be imposed. Especially note the three- (3) categories for action by the district.

V. Notification to Teachers Pursuant to EC 49079 (B.P. 5144.3)

Student Discipline and Safe Schools

DETENTION, SUSPENSION, EXPULSION, AND INVOLUNTARY TRANSFER

Statement of Philosophy

The Governing Board of the Pittsburg Unified School District, in taking reasonable action pursuant to Education Code 48900-48923, intends that the schools be safe and orderly in providing a learning environment that is free from violence and disruption.

It is the intent of the governing board that detention, suspension, expulsion and involuntary transfer of pupils be used in a manner that emphasizes both the prevention of unsafe behavior and the rehabilitation of the disruptive pupil. Disruptive pupil behavior is a very serious matter and will not be tolerated in the schools. The policy on student conduct and discipline shall be administered at

the school site or wherever and whenever students may be participating in school-sponsored or school-related activities.

The policy will also be administered in a manner that provides due process to pupils, parents and guardians.

It is the policy of the governing board to:

1. Allow suspension or recommend expulsion only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for any of the reasons enumerated upon a first offense, if the principal of the school at which the pupil attends determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
2. Prohibit suspension as a punishment for truancy or tardiness.
3. Establish due process hearing procedures, observing limitations and conditions required by the Education Code and case law.
4. Provide notification to teachers and other appropriate certificated staff of students causing or attempting to cause serious bodily injury to others; or who has been found at court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, assault or battery, larceny, vandalism, or graffiti; or who has engaged in, or is reasonably suspected to have engaged in any of the acts described in 48900 except subdivision (h).

It shall be the annual responsibility of the Director of Student Services to develop rules that comply with the above stated policies, as well as appropriate provisions of the Education Code.

{Bullying}

Bullying in its truest forms is repeated intentionally cruel incidents, involving the same students, in the same bully and victim roles. This does not mean that in order for bullying to occur there must be repeat offenses. Bullying can consist of a single interaction. Bullying is a power difference between the bully and victim. For instance, the bully may be bigger, tougher, and physically stronger or be able to intimidate others or have the power to exclude other students from their social group.

Bullying may be **physical** (hitting, kicking, spitting, pushing, or taking or damaging the victim's property), **verbal** (taunting, malicious teasing, name calling, threatening, making racist, sexual, ethnic origin-, religious-, or gender-related comments), or **emotional** (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

All students have the right to attend school in an environment that is safe, secure, and peaceful. **There is zero tolerance to bullying at Los Medanos Elementary.** We ask our students to report to any school staff member if they believe they are being bullied.

Ed Code 48900.r

{Student Sexual Harassment}

Sexual harassment is a form of personal misconduct that undermines the integrity of academic relationships. No student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore interferes with academic effectiveness.

Students who feel aggrieved because of conduct that may constitute sexual harassment should directly immediately report the incident to the Principal or other school official. Any student who has reported a case of harassment to a school official and believes the harassment has not been remedied in a timely manner may file a written complaint in accordance to the procedures set forth in the Uniform Complaint Procedures. Forms are available in the Principal's office and in the Educational Services office.

Confidentiality

Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter(s).

{Parent Conduct}

School Safety is our number one priority. Parents and visitors are not allowed on campus without checking in the main office. Parental rights are **not** unlimited. Parents **do not** have unlimited right to access public schools. They **do not** have the right to:

- Abuse or intimidate school personnel;
 - Disrupt classroom and/or school activities;
 - Ignore school rules and/or district policies and procedures regarding access to school grounds.
- Parents have the responsibility of developing in their children respect, courtesy, obedience to rightful authority, consideration for the rights of others and the desire to learn. They are encouraged to work cooperatively with the school in fostering these traits in their children.

- Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). Education Code 32210
- Any parent whose conduct in a place where a school employee is required to be during the course of his/her duties “materially disrupts classwork or extracurricular activities or involves substantial disorder” is guilty of a misdemeanor. Education Code 4481
- Any person who
 - Unlawfully fights within any building or upon the grounds of any school or challenges another person within any building or upon the ground to fight,
 - Maliciously and willfully disturbs another person within any of these buildings or upon the grounds by loud and unreasonable noise,
 - Uses offensive words within any of these buildings or upon the grounds, which are inherently likely to provoke an immediate violent reaction, is guilty of a misdemeanor. Penal Code 415.5
- Battery: School Employees

When battery is committed against a school employee engaged in the performance of his or her duties, or in retaliation for an act performed in the course of his or her duties, whether on or off campus, during the school day or at any other time, and the person committing the offense knows or reasonably should know that the victim is a school employee, the battery is punishable by imprisonment in a county jail not exceeding one year, or by a fine not exceeding \$2,000, or by both the fine imprisonment. However, if an injury is inflicted on the victim, the battery shall be punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than \$2,000, or by imprisonment in the State prison for 6 months, or two or three years. Penal Code 243.6

LOS MEDANOS ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

The involvement of parents and guardians in the education of their children is essential to the academic success of our Los Medanos Elementary students. The staff actively involves parents and guardians in their children's education and assists them in helping their children through the following practices:

I. Parent Participation/Family Learning Opportunities: Los Medanos provides various opportunities throughout the year for parents and families to come together with the staff to develop skills to support our students. Our Parent Liaison assists with this process. We also have an active Leadership Team which plans several evening family activities each year.

- **Jump Start:** During August each year families are asked to complete required paperwork prior to the start of school. Please make sure your child's registration paperwork is done prior to the first day of school.
- **Back to School Night:** Parents are invited to meet with the teacher the second or third week of school to hear an overview of the year and develop a clear understanding of the expectations and learning goals for the year.
- **Parent/Teacher Conferences:** The parents of each student meet individually with the teacher in the fall to discuss grades, concerns, and plans for student achievement.
- **Family Literacy Nights:** These learning opportunities provide instruction in how to reinforce reading comprehension strategies and support foundational skills development. Science and math nights are calendared during the year.
- **English Language Advisory Committee (ELAC):** The ELAC committee solicits input from parents and community members on ways to support the needs of English learner students and families.
- **Staff Development:** Professional development is provided to staff to support first best instruction, instructional strategies and to differentiate instruction to meet the diverse needs of all students.
- **Student Success Teams:** This team consists of a classroom teacher, an administrator, our Resource Teacher, the school psychologist, and the parents. Concerns are discussed and plans are developed to provide the best learning environment possible for the student.
- **IEP Meetings:** An individualized Education Plan Meeting is held annually for each child who qualifies for special education services to review the goals and objectives. Parents, administration, support staff, regular education and special education teachers are in attendance.

- **Open House:** This annual event provides students a chance to show what they have done throughout the year. Parents take advantage of this opportunity to preview the learning expectations for the following grade level.

II. Two-Way Communication: At Los Medanos we conduct effective communication from school to home and from home to school about school programs and children’s progress. Communication is a two-way and ongoing throughout the year.

- **Parent/Student/School Compact:** Each parent and student is required to read, understand, and sign a parent/student/school compact each year. This compact outlines the roles and responsibilities of each entity in order to achieve student success.
- **Title I:** At the beginning of the year, there is an annual meeting to inform parents about the Title I program. All parents are encouraged to attend.
- **Monthly Newsletter:** The Los Medanos Newsletter goes home electronically each month. This newsletter is in English and Spanish and gives helpful techniques to work with students as well as necessary dates and information for the upcoming month.
- **Progress Reports:** Student progress reports are given out mid-trimester to allow adequate time to make necessary adjustments and keep parents informed.
- **Report Cards:** Standards-based report cards are given at the end of each trimester and include both grades in academics and citizenship as well as anecdotal comments.
- **Homework Folder:** Each student in grades K-5 is provided a folder which students bring home on a daily basis. There is space for daily cross-communication between parent and teacher.
- **Wednesday Envelope:** These envelopes are sent home on Wednesdays and includes both site and district information. This is the best transporter of communication and includes a signature page which ensures information was received. Most lower grades use this mean of communication.
- **Phone Calls:** Teachers and administration can be reached by phone. Calls are returned in a timely manner and concerns are dealt with as effectively as possible. Please allow 24-48 hours for a response. Teachers and administrators call parents whenever possible to provide positive feedback to parents, as well as asking for support with academic and behavioral needs.
- **English Language Development (ELD) Notification:** English Language Learner (ELL) students are assessed on an annual basis and these results are mailed to parents with an explanation of the available programs and waiver option. Informational meetings are conducted in English and Spanish to answer questions and provide any necessary information.

- **ELD/English Only (EO) Placement:** ELL students are placed with properly credentialed teachers and in groups to support the development of the English Language. Parents are notified of the ELD or EO placement and progress.
- **California Assessment of Student Performance and Progress (CAASPP) Results:** The results of the CAASPP testing are mailed to each home when the results are released by the state of California.
- **Awards Ceremonies:** In the fall, during our Academic Achievement Ceremony, students who met or exceeded state standards in CAASPP are recognized with a certificate. Parents are invited to attend.
- **Friday Flag Ceremony:** Every Friday, students are celebrated with leading our school in the Pledge of Allegiance, literacy celebrations and life skills.

III. Volunteer Opportunities: Please check with your child's teachers if there is anything you can do from home or at school to support your child's class. Before volunteering in the classroom, you will need to complete the volunteer screening through the district. Friendly reminder, parents and visitors are not allowed on campus without checking in the main office.

There are many opportunities for volunteers to participate in a meaningful way at Los Medanos Elementary. The Parent Liaison oversees many of these activities.

- **Classrooms:** Many parents and/or family members volunteer on a regular basis in specific classrooms assisting teachers.
- **Picture Days:** Parent volunteers help and assist with transitions with children.
- **Vision and Hearing Screenings:** Parent volunteers assist at these screening by moving students through the process in a timely manner.
- **Book Fair:** Twice each year, our librarian holds a book fair to give families a chance to purchase reading material at a convenient location.
- **Event Night Projects:** Parent volunteers assist with the creating and organizing of materials for many of the community night events.
- **Harvest Festival and Carnival:** Parents volunteers can support by organizing stations, creating materials and supporting student involvement.
- **Field Day:** This annual event is a highlight of the year. Parents and family members provide support during the event with leading station activities.
- **Parent Volunteer Luncheon:** Parents volunteers are celebrated and honored at this annual event as they are an integral part of student success.

IV. Decision Making/Leadership Opportunities: At Los Medanos we work to include families as participants in school decisions. We work to develop parent leaders and representatives.

- **English Language Advisory Committee (ELAC):** The ELAC committee solicits input from parents and community members on ways to support the needs of English learner students and families.
- **School Site Council (SSC):** The SSC group is made up of administrators, elected parents, elected teachers, and elected classified staff members who meet on a monthly basis to build the school level plan, assist in the school budget decisions, examine assessment results, and monitor school and student progress.
- **Parent Booster:** The Parent Booster group is made up of parents, teachers, and administrator that coordinates school wide activities that promote positive spirit and builds the community.

V. Collaboration with our Community: At Los Medanos we work to coordinate resources and services from the community for families, students, and the school. Los Medanos has several programs that involve our community.

- **Shoes That Fit:** Each trimester, Los Medanos works with Shoes That Fit to provide students with new shoes.
- **Operation School Bell:** Each year our Parent Liaison works with the Diablo Valley Assistance League in Walnut Creek to provide students with new uniforms, warm jackets, shoes, backpacks, and toiletries.
- **San Francisco Opera Guild:** In partnership with the SF Opera Guild, students are provided with an opportunity to work alongside theater performers in uniting and celebrating the arts for our school.
- **Rotary Dictionary:** Every year, Rotary supports our third grade by distributing a dictionary for all students.

VI. Evaluating Parent Involvement: Los Medanos Elementary conducts an annual survey of parent satisfaction with teacher, administrator and overall school effectiveness and friendliness at Open House. The results provide a framework for change and growth.



Los Medanos Elementary School

610 Crowley Avenue

Pittsburg, California 94565

Telephone (925) 473-2460 Fax (925) 473-4335

Milly Estrada, Principal

Mia Aguirre, Vice Principal

August 23, 2023

Dear Parent:

Your participation in your child's education is important to us. Because of this, we have developed a parent involvement policy for our school. This policy explains how we plan to work with parents to review and improve parent programs and describes how you can participate in planning these programs. We value your involvement and urge you to take the time to read this policy.

Federal law requires us to distribute our parent involvement policy to parents. So please sign the form electronically **September 1st** so that we can be sure that you have receive this important information.

If you have any questions, please call the school office at 473-4620.

Sincerely,

Mrs. Milly Estrada

Principal

Los Medanos Elementary