

# Glen Yermo Elementary

## Parent Information Handbook

### EMERGENCY INFORMATION

Each child attending school must have a current Registration Information Card, signed by a parent, on file in the front office. It is imperative that we maintain up-to-date information with each question answered completely. This includes vital information needed in the case of illness, accidental injury, or an emergency at school. If at any time during the school year there should be a change in family address or phone numbers (home, work, or cell), please notify the school office immediately. Failure to keep the office informed could mean a loss of precious minutes in the event of an emergency.

### ABSENCES

The California Education Code, Section 48200, makes full time education compulsory for children from ages six to 16, or high school graduation. It is the legal responsibility of parents or guardian to see that their school aged children are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school only for illness, quarantine, funeral service of a member of the immediate family, or for medical services, such as dental or optometric. Staying home to visit with out-of-town relatives, baby sitting a younger brother or sister, accompanying their parent(s) on a day off, etc. are not legally valid excuses for a child missing a day of school.

### REPORTING ABSENCES

Each absence must be verified, preferably by a parent's telephone call to the school attendance line on the day of absence. This is the quickest and surest method of accounting for the whereabouts of our students. If your child is going to be absent, please call the **attendance line**:

**949-837-3528**

Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

- *Call the student's home.*
- *Call the parent's place of employment.*
- *Call the neighbor or relative listed on the emergency card.*

If a parent is not reached, we would appreciate a note stating the reason for absence and the days absent when the child returns to school. You can save the office staff a considerable amount of time by remembering to call each time your child will be absent. We wish to thank you in advance for helping us with this important safety procedure.

### TARDINESS

It is vital that every child attend school promptly and regularly. Supervision is provided at the breakfast tables beginning at 7:45 AM and on the playground from 8:00 to 8:25 AM. **Under no circumstances should students arrive prior to 7:45 AM.** Students arriving after the instructional day has begun should report to the office to receive a tardy pass.

## **DOCUMENTATION OF PARENT CUSTODY**

If you have specific limitations related to the release of your child to a natural parent, please be aware that we must comply with various sections of the civil code relating to the dissolution of marriage. We must have some documentation specifying which parent has legal custody of the child. Therefore, we are requesting that you present us with a copy of the court order which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent upon his/her request.

## **COMMUNICATING WITH YOUR CHILDREN AT SCHOOL**

We seek your cooperation and assistance in establishing in every classroom an atmosphere conducive to the development of good study habits and uninterrupted academic learning time. You can help us by:

- limiting the messages you wish us to deliver to your children after school has begun.
- establishing a system at home which helps eliminate forgotten lunches, homework, musical instruments, etc.

However, in those emergency situations, we are here to help.

## **VISITING THE SCHOOL**

Visitors are welcome at Glen Yermo. In the interest of safety, we ask that all visitors report to the office to sign in. At that time, visitors will be issued a sticker to wear, indicating to the students and staff that they are authorized to be on campus. Please be advised that the school principal or principal's designee may refuse to allow any visitor whose acts or presence is judged to be disruptive to the normal operation of the school, threatens the health or safety of students and staff, or causes property damage. Under California law, any person whose conduct disrupts class work or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and is subject to a fine, imprisonment, or both.

## **PETS AT SCHOOL**

Pets are not permitted on the school grounds except under the specific conditions and law of service. Please be sure that your pet does not wander onto the playground or follow children to school. A parent must have prior approval from the classroom teacher before bringing a pet to school. The pet must be caged properly and have a clean bill of health from a veterinarian.

## **SCHOOL LUNCH**

All students should eat something nutritious for lunch. We encourage students to bring their lunch, or purchase one from our food services. If a child does not have a lunch, we will do the following:

- Student may phone a parent from their classroom and ask the parent to bring a lunch or lunch money.
- If the parent/guardian cannot be reached, the child will receive a complimentary school lunch.

## **CELL PHONE POLICY**

Student possession and use of cellular telephones on school grounds is a privilege permitted under the specific circumstances listed below:

- Students may use these devices before or after school only.

- These devices must be turned off and kept out of sight during the school day for the privacy and care of all students.
- Unauthorized use will result in the device being taken away from the student by the staff. The device will be returned at the end of the day. Any subsequent offenses will require a parent to pick up the item from school, and could result in the loss of privilege.

## **MARKING VALUABLES - LOST & FOUND**

Please clearly label all lunch pails, sacks, personal books, records, articles of clothing, etc., with your child's name. Many items, often brand new, go unclaimed in a school's lost and found department. After the close of the school year, all unclaimed articles will be given to a charitable organization. Parents are welcome to come in any time to visit our Lost & Found. Students must assume responsibility for loss or damage to any personal property such as jackets, books, instruments, or play equipment. The school staff will try to protect all student property, but are not responsible for them. Children are also cautioned against bringing excessive amounts of money to school.

## **GLEN YERMO SCHOOL RULES**

As Glen Yermo Mountain Lions, our students ROAR!

- We are **R**espectful
- We are **O**bedient to safe adults in charge
- We are **A**lways safe
- We are **R**esponsible

## **SAFETY TO AND FROM SCHOOL**

We make every effort to insure your child's safe arrival to school and return to home. But we do also want to make them aware of potential dangers. Please instruct your child to go directly to their destination (school or home). It is always best for them to walk with at least one other child. They should never allow a stranger to approach or talk to them. Any unusual occurrences should be reported to the sheriff and the school. Any time a child's after school routine is changed (different child care and/or transportation, etc.), please let us know so that we can assist if circumstances dictate.

## **PLAYGROUND SAFETY RULES**

Students are to report an accident on the playground to the adult on duty. Please encourage your child to let the teacher know if he/she is ill or injured, and to report any dangerous condition which may be noticed. Our main rule of conduct on the playground is that students only engage in safe activities. **Students do not need to bring balls, toys or other play equipment from home.** Due to the necessity of providing direct supervision and instruction softballs\baseballs, and bats are only permitted during periods of physical education.

## **NUTRITIONAL GUIDELINES AND SCHOOL PARTIES**

School organizations are encouraged to use items other than non-nutritious food for fundraising purposes. Glen Yermo staff members will avoid the use of foods as a reward for students' academic performance. Parents, guardians, or other volunteers shall be encouraged to consider nutritional quality when selecting any snacks which they may donate for occasional class celebrations. Donated foods or beverages that do not meet nutritional standards shall be limited to no more than one food or beverage per child. Class parties shall be held after the lunch period whenever possible, and shall be limited to no more than three per school year.

## **BICYCLES**

**Students in grades 3, 4, 5, and 6** may ride bicycles to school with parent permission. Each bicycle must be equipped with a lock and parked only in the bicycle rack. Children will be expected to abide by traffic safety laws when going to and from school. Completion of the **Bicycle Permission Form** is required of all students who wish to ride their bike to school. Any student not abiding by the school rules relating to bicycles will have bicycle privileges suspended. All students **MUST FOLLOW THE LAW AND WEAR A BICYCLE HELMET** when riding their bicycle to school. Students not adhering to this important safety measure will be asked to find an alternative form of transportation. Students are encouraged to use bicycle locks. The district will not be responsible for bicycles which are lost, stolen, or damaged. **ROLLER BLADES, ROLLER SKATES, RAZORS, SCOOTERS, SKATEBOARDS, AND HEELIES, ETC. are prohibited.**

## **STUDENT DRESS**

Glen Yermo students must wear clothing that is comfortable, clean, and in good repair. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. Pants or shorts should be purchased in the proper size, fitting securely at the waist above the hip bone. Pants or shorts that are “baggy” or oversized are not permitted. Belts must be worn through all belt loops and are not allowed to hang below the waist. Underwear must not be showing. Appropriate shoes must be worn at all times. Open toe shoes are not allowed. Tops so short that they expose the midriff or cannot be tucked in pants are also not allowed. Shoulder straps must be at least 1-inch wide and adequately cover undergarments. No spaghetti straps are allowed. Short skirts, and short shorts are also not allowed. Skirts and shorts must be at least fingertip length at the hems. Spiked accessories including safety pins and staples are prohibited along with steel toe shoes and trench coats. Chains including those attached to wallets, belt loops, or worn as necklaces cannot be brought to school. Students are prohibited from wearing large hoop or dangling earrings. Hats are not worn indoors, or worn backwards or sideways. Extreme or radical hairstyles such as mohawks, hair dyed to unnatural colors, and make-up is not recommended.

If a student comes to school wearing any of the clothing, hairstyles, or make-up described above, we will contact the student’s parent. Our intent is not to dictate a particular style of dress, but to encourage students to dress for the “business of learning,” and we thank you for your support.

## **BULLYING AND HARRASSMENT**

Students are taught to respect each other and the adults on campus. Appropriate conduct is emphasized during school wide assemblies and in classroom discussions. Students are instructed to report any form of bullying or harassment to an adult on campus. This infraction will be handled by the teacher or principal, with at least one of the following: a verbal warning, behavior record, or school consequence. Bullying or persistent harassment will not be tolerated, and may result in suspension from the classroom or school.

## **ZERO TOLERANCE**

Saddleback Valley Unified School District continues to be dedicated to a quality educational program in schools that are safe, secure, and violence free. Providing safe campuses is a top priority. To that end, we would like to inform you of offenses that could result in expulsion from the school district. Expulsion means that a student may not attend any school in the district for a period of time as determined by the Board of Education.

Possession of any dangerous object is not tolerated at any time. This includes pocket knives, Boy Scout Knives, Swiss army knives, look-alike toy guns or knives, sharp objects, etc. The “no weapons policy” is strictly enforced. Please help us avoid any unfortunate incidents by reminding your children that they may NOT bring any dangerous object to school or school events.

Possession or use of illegal substances, such as alcohol or drugs, could also result in expulsion from the school district. Our curriculum emphasizes healthy lifestyles and teaches a strong **no use** message for all illegal substances. Students who choose to violate district policy by being involved with drugs or alcohol are risking expulsion.

Threatening to cause, or causing physical injury to another person, is not permitted. Please talk to your children about alternatives to fighting, and remind them to seek the immediate support of a school staff member whenever needed. Students who engage in fights risk expulsion from the school district. Intimidation, verbal threats, or similar behavior is also strictly prohibited.

Vandalism, damage to property and participation in graffiti incidents are also expellable offenses. We maintain clean, attractive campuses and are committed to doing so.

Parents play an integral role in helping to maintain safe schools. Parents should reassure their children that reporting dangerous situations such as the presence of weapons, does not translate as disloyalty to peers. Reporting may actually prevent injury and save lives. Please call the office at 949-586-6766. All calls will be handled with the utmost confidentiality. Keeping schools safe is everyone's business. Please help us by talking to your children about the consequences of violence. Please report any suspicious individuals or unusual activity around the campus.

## **HEALTH SERVICES**

In case of an accident or illness at school, first aid will be administered by a qualified person and the parents will be notified. Except for first aid at the time of injury, the school cannot treat injuries. **If it is necessary for a student to go home because of illness or injury, it will be the responsibility of the parent or guardian to pick up the child. Please understand that we are not permitted to readmit a child to class if their temperature reads 99.6 degrees or above.**

## **MEDICATION**

The Education Code allows school personnel to administer medication if the following steps are taken:

1. Physician's request form completed by physician and given to the office.
2. Parental release form on file in the office.
3. The container of medicine is labeled by the pharmacy with the name of the child, name of the medicine, dosage requirements, and physician's name.

Students should not bring aspirin, cough drops, eye drops, or any other medication to school to take on their own. There is the possibility of another child taking the medication and having a severe reaction to it. **ALL medication**, no matter how harmless it may appear to be, **must be kept in the office** during school hours.

Please contact the school for the forms required if school personnel are to administer medication to your child.

## **NONDISCRIMINATION**

The Saddleback Valley Unified School District does not unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code\*. (Education Code Section 220; BP 5145.3)

All classes and courses, including nonacademic and elective classes, are conducted without regard to the race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition of the student enrolled in such classes; no students shall be prohibited from enrolling nor required to enroll in any

class on the basis of the race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition of the student; no school employee shall offer vocational or school program guidance to students based on race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition or, in advising students, differentiate career, vocational, or higher education opportunities on the basis of the sex of the student counseled; and participation in a particular physical education activity or sport, if required of students of one sex, shall be required of students of each sex. The lack of English skills will not be a barrier to admission and participation in the District's programs. Complaints alleging noncompliance should be directed to the school principal and/or Tammy Blakley, Director of Pupil Services; (949) 580-3220, for students; and Margaret Lewis, Assistant Superintendent, Personnel Services (949) 580-3217, for staff, at the Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691. Michael Byrne is also the designated Coordinator of Student Compliance Title IX and Section 504.