

# GARDEN GROVE UNIFIED SCHOOL DISTRICT



## GARDEN PARK ELEMENTARY

### ***PARENT – STUDENT HANDBOOK***

#### **School Rules and Procedures 2017-2018**

##### **School Hours Regular Day**

TK/Kindergarten:	08:00 a.m. - 02:25 p.m.
Primary Grades (1-3):	08:00 a.m. - 02:25 p.m.
Upper Grades (4-6):	08:00 a.m. - 02:25 p.m.

##### **Wednesday Early Release Schedule**

TK/Kindergarten:	08:00 a.m. - 01:05 p.m.
Primary Grades:	08:00 a.m. - 01:05 p.m.
Upper Grades:	08:00 a.m. - 01:05 p.m.

##### **Communication**

Visit our school website <http://gardenpark.ggusd.us> for the most up-to-date information about school events and the school calendar. Using *School Messenger*, Mrs. Morales will send out pertinent information to you via email and voice message on a regular basis. In this technology age, this is the most efficient and effective way to share up-to-date messages with all our families.

##### **Classroom Assignments**

Within the first few weeks of school, classes may change due to students who have moved and new students enrolling. Because of this, all class assignments must be considered tentative at this time. It is sometimes necessary to make changes in the student placement at the end of the month. You will be informed if your child's class placement changes. Your understanding of this is greatly appreciated.

##### **Campus Visitation**

Garden Park is a closed campus and **all** parents and other visitors must sign in and receive a visitor's badge or pass prior to entering campus. The Garden Park faculty welcome parent volunteers to assist in the classroom. Each teacher decides whether or not volunteers are necessary to help within their classroom with any given activity or project. The teacher will contact volunteers to arrange ahead of time when an extra hand is needed. Again, check in at the office before going to the classroom, and be sure sign out and return the visitor's badge before leaving.

##### **Parent Teacher Association (PTA)**

The Garden Park PTA is a very active volunteer group that supports Garden Park students and many school programs. The PTA is always looking for volunteers to help with the various activities they sponsor. If you are interested in joining, please contact the office, or email our PTA at [pta.gardenpark@gmail.com](mailto:pta.gardenpark@gmail.com). Feel free to visit the Garden Park PTA Facebook, for information, pictures and PTA updates listed on the page. Facebook: Garden Park PTA.

## SCHOOL SAFETY PROCEDURES

### **Arrival on Campus**

Students are allowed to arrive at 7:45 a.m., which is 15 minutes before school begins. There is no supervision prior to 7:45 a.m. and therefore it is unsafe for students to arrive earlier.

### **Designated Areas**

Scholars should not be between or behind buildings, or in any unsupervised area. Scholars are not to go to their classroom or other teacher's classroom during recess or lunch without adult permission.

### **Bicycles, Scooters, Skateboards**

Students who ride bicycles, skateboards, or scooters to Garden Park must follow certain rules in order to maintain safe and orderly conditions on campus. Failure to follow these rules will result in the loss of this privilege and/or disciplinary consequences. The entire Garden Park campus is a "NO RIDE ZONE", from the driveway on the east end of campus to the driveway on the west end of campus, including the parking lots (both front and back) and front sidewalk. All students are to stop riding at either driveways and walk while on campus. ***Any student riding a bicycle, scooter, or skateboard to school must first come into the office with a parent/guardian to sign a permission slip.***

### **Dismissal**

Students are required to be picked up on time at 2:25 p.m. (1:05 every Wednesday). There is NO adult supervision on campus after 2:35 (1:15 on Wednesdays). Students left on campus after this time will be brought into the office, and the parent will be required to come into the office and sign his/her child out from the office. If a pattern persists (3 or more late pick-ups) the principal will schedule a meeting with the parent(s) to discuss why the student(s) are not being picked up in a timely matter, and to come up with solutions to correct the matter.

### **Student Drop-Off and Pick-Up in Parking Lots**

Parents of TK and Kindergarten students will drop off their children at the Kindergarten yard gate. Grade 1-6 students may be dropped-off and picked-up in either the main school front parking lot, via the drop-off lane next to the yellow curb, or the back parking lot located on the southwest corner of the school campus. Do not park next to any red curbs. For the safety of all, use the crosswalks and yellow safety sidewalk (back parking lot), and make sure students are accompanied by an adult when walking across and through the parking lots. Students may not walk across the parking lot unattended. PLEASE NEVER LEAVE YOUR CAR UNATTENDED IN THE DROP OFF LANE, and DO NOT DOUBLE PARK IN THE PARKING LOT.

### **Dogs on Campus**

Per district regulations and for the safety of all, no dogs are permitted on campus at any time, including in the morning when dropping off, and in the afternoon at dismissal.

## ATTENDANCE PROCEDURES

### **Attendance**

Parents play an important role in their children's educational success by ensuring they attend school every day. Regular school attendance is not only an important parental responsibility, it's the law. Lost classroom hours means lost opportunities for learning. Even when a student must miss class for a medical appointment, he or she should attend school for as much of the day as possible.

**Absences**

When a student must be absent, **please call the office at 663-6074**. Only a parent or guardian can report a student’s absence either by phone or written note. We cannot accept a report of absence from a sibling. A written note is acceptable when returning from an absence. Be sure to include the date, the reason for the absence, and signature by parent or guardian. As long as a phone verification is written down and signed by the secretary or clerk, it is also considered a legal note. The office **must** receive a phone call or written note by the 2<sup>nd</sup> day after the student returns to school or the absence will be considered unexcused.

**Tardiness and Truancy**

A tardy student misses important instructional time and disrupts the lesson being taught when entering the classroom late. Tardy students must be brought into the office by their parent/guardian who will need to sign them into school. If a student develops a pattern of tardies, the principal will schedule a meeting with the family to discuss why the student is late and to come up with solutions to correct the matter.

Any student who is absent from school without valid excuse more than three days in one school year, or tardy in excess of 30 minutes on each of more than three days in one school year is a truant, and can be reported to the *School Attendance Review Board (SARB)* at the Garden Grove Police Department.

**HOMEWORK GUIDELINES / POLICY**

The staff at Garden Park Elementary School believes that the assignment of appropriate homework is an important part of learning. Homework provides the opportunity for scholars to practice and apply concepts learned during class instruction. An additional and often overlooked aspect of homework is its impact on the development of responsibility of scholars.

When homework is assigned to primary children (grades K-3), the daily work period should be from 10 to 20 minutes in duration, but not more than 30 minutes.

When homework is assigned to children in grades 4-6, the daily work period should be from 30-45 minutes, but should not exceed 60 minutes in length.

**Requesting Homework if your child is absent**

If your child’s excused absence is only for one day, then your child simply picks up the homework from his/her teacher the next day upon his/her return to school. Homework requests will be honored beginning the second day of your child’s excused absence. You may request homework at that time by notifying the office by 10:00 a.m. You may pick up the homework in the office after school.

**SCHOOL LUNCH**

**Lunch Policy**

The office does not loan out money for lunch. If a student forgets his/her lunch money or did not bring a lunch, the student will be given a one-time only “courtesy meal”, and the student will receive a letter to take home, indicating you owe money. It is the district policy that the cafeteria does not give out free lunches (unless approved through Food Services). We will be sending out letters and/or a *School Messenger* on Monday’s to the students’ families who are running low in their lunch accounts We encourage you to visit [www.myschoolbucks.com](http://www.myschoolbucks.com) where you will be able to prepay for lunches and monitor your child’s lunch account.

### **Dropping off Lunches**

If your child forgets his/her lunch and a parent, guardian or visitor is dropping the lunch off, they are to do so by placing the lunch on the cart located directly outside the front office before the start of lunch (11:30 a.m.) Be sure to put the child's name and room number on the lunch. Do not go to the classroom to put the lunch in your child's backpack, as this is a disruption to the class. It is the student's responsibility to check the cart for his/her lunch.

## **PLAYGROUND AND SCHOOL RULES**

It is our goal to make our playground a safe and fun place for scholars to exercise through games and activities. We will work with scholars in a positive manner while instilling attitudes of respect, responsibility, and appropriate decision-making skills that support the academic and social foundations of Garden Park Elementary School.

### **SAFETY**

In any situation, do not engage in any activity that will endanger your safety or the safety of others. **THINK** before you act, and ask an adult if you do not know what is allowed.

- Teasing and name-calling is **not** allowed.
- During recess time, games are open to all scholars unless restricted to specific grade level(s). Scholars are not allowed to "exclude" another child from joining a game.
- Scholars are expected to show respect for ALL adults as well as other scholars. They are to follow directions the first time they are given. All staff members maintain responsibility for the safety and welfare of scholars on school grounds, and our scholars have the responsibility to behave in a safe, orderly, and respectful manner.
- Scholars are to obey the school, classroom, and playground rules as discussed and explained by their teacher and principal at the beginning of the year, as well as, periodically throughout the school year.

### **Fighting**

Fighting, including "play fighting", will not be tolerated in any form. Students who are physically aggressive are restricted from play, referred to the principal, and parents are notified. The principal may decide at any time that the severity of a situation necessitates immediate action, which may include suspension.

### **Disruptive Behavior**

Scholars shall not interfere with classroom instruction and related activities. They are to obey classroom standards put in place by the teacher. Warning and referrals are issued and action is taken by the teacher. Parents are contacted by the teacher or principal when necessary. The student is referred to the principal for action if the problem persists or if the misbehavior is of a severe nature.

### **Bullying Policy**

Garden Park prohibits bullying of any nature, including verbal, physical, social (relational) and cyber bullying. These actions will not be tolerated, and can result in suspension.

### **Insubordination and Lack of Respect**

Scholars are to demonstrate respect for every one on campus, both adults and their peers. A referral may be issued, along with parents being notified. Scholars who are insubordinate are referred to the principal. Consequences will be decided upon by the teacher and/or principal, using a progressive discipline policy.

### **Dress Code**

Garden Park and the Board of Education expect students to dress in a manner appropriate to learning and educational advancements. Students should also dress for safety, comfort, and modesty.

- No oversized pants, jeans, or shorts. No short shorts, tight or revealing clothing, or clothing that allows underwear to be exposed.
- No bare midriffs, halter-tops, backless shirts, spaghetti straps (tank tops are acceptable as long as it meets the “two finger rule” strap size). Tops and bottoms must meet without bare skin showing.
- Shoes need to completely cover the toes and heel (no opened-toed shoes or sandals). Athletic shoes provide the most comfort and durability for all school activities.
- Undergarments should not be seen.
- No large, long or dangling earrings.
- No “wheelies” or shoes with wheels in them.
- Students are allowed to wear hats that offer protection from the sun before school, during recess, at lunch, and after school. These types of hats need to be worn appropriately. Students are expected to remove their hats when they are inside the classroom, library, and cafeteria.
- Student clothing should be respectful in everyway. Students must refrain from wearing clothes with logos or pictures that glorify alcohol, drugs, tobacco, sex, violence, or degrading activities. These include symbols or words degrading any gender, cultural, religious, or ethnic group.
- Make-up is not appropriate for elementary school aged students, and therefore is not allowed at any time.
- Belts, if worn, need to fit appropriately and not provide any kind of safety hazard.
- Student should wear attire designed for comfort that accommodates school related activities.

Parents will be notified of inappropriate attire in order to assist their student in providing better choices for promoting learning, safety, and a healthy self image.

### **Cafeteria Behavior**

Scholars are to be polite and courteous at all times. They are responsible for taking care of their belongings and keeping their designated area neat and clean, free of trash. They need to stay at their table until they are dismissed.

### **Cell Phones**

Cell phones must be stored in the owner’s backpack and powered “off” during the entire school day. If a student needs to call a parent or guardian, the office phone is available.

### **Instrumental Class**

Parents may drop off forgotten instruments to the office; however it is the student’s responsibility to check the office prior to instrumental music time. Classrooms will not be called and interrupted for forgotten instruments. Please remind your student to always check the office if they have forgotten their instrument.

### **Birthdays**

Birthday parties are not to be held in class. If a parent/guardian is considering dropping off birthday treats, he/she **must** first get permission from the teacher. All treats must meet the food guidelines, and must be store bought.

### **Personal Property**

Scholars should label jackets and lunch boxes with their name and room number. The school is not responsible for personal property or items brought from home. Toys, collectibles, electronic

devices, or playthings are not allowed at school and should be left at home in order to maintain a studious atmosphere at school. Such items brought to school are subject to be taken away and held for parents to pick-up.

## HEALTH GUIDELINES

The Garden Grove Unified School District has certain guidelines regarding health policies that have to be followed by us:

**Assistive Devices/Stitches:** Students coming to school wearing a brace, cast/sling/splint/walking boot, using crutches/wheelchair or having stitches, MUST have an authorized Healthcare Provider's note to be allowed to attend or stay in school, or a "School Participation Following Injury/Illness" form must be completed and returned to the school office prior to the student's admission to class. Please contact the office if you need the form so your child may attend school as quickly as possible.

### **Rashes and Fever:**

Any student that has a rash and a fever needs a call home for a parent to pick up their child ASAP to see a Dr. for medical evaluation to rule out measles or any other communicable disease. Measles are extremely infectious and identified cases are on the rise. The student will need a Dr's clearance before he/she can return to school.

### **Lice:**

A student may return to school following treatment with over-the-counter lice shampoo. Parent/Guardian must provide empty lice shampoo container to the office. Repeat shampoo treatment in 7-10 days. Please provide second empty lice shampoo container to the office. Student must be lice and nit free before returning to school. We do not check the entire classroom for lice, but will check siblings to make sure whether or not he/she has lice as well.

### **Conjunctivitis (Pink Eye):**

Bacterial - Child may return to school 24 hours after antimicrobial treatment if no discharge is present.

Viral – Child may return to school when no further discharge is present

Allergic – No exclusion necessary

A doctor's note is required to state what the cause of conjunctivitis is and whether it is bacterial, viral, or allergic.

### **Fever:**

A student should not attend school if he/she has a temperature of 100 degrees or more. Student has to be free of fever for 24 hours before returning to school. However, if a student has below 100 degrees and displays other symptoms of illness, the parent/guardian will be called to pick up his/her child.

### **Administration of Medication**

It is strongly recommended that medication be administered at home. However, if medication (prescription and non-prescription) must be administered during school hours, the Orange County Department of Education policy must be followed. An *Administration of Medication* form must be completed by the parent, signed by the physician, and submitted to the school office. Please ask the office if you are in need of a form.



Home of the Geckos- Where Learning Sticks!

