

MEADOWLARK SCHOOL

PARENT AND STUDENT HANDBOOK 2011-2012

Acton-Agua Dulce Unified School District Board of Trustees Vision Statement

The Acton-Agua Dulce Unified School District is committed to pursuing and maintaining educational excellence in order to achieve academic distinction at all campuses. We are committed to a vision of developing our youth into productive and creative individuals that can achieve their highest degree of potential and who will responsibly shape our future.

Meadowlark School Mission Statement

Meadowlark School is a place where each person is respected and valued as an individual. Our goal is to provide an academically focused, stimulating environment in which each student may learn and apply real-life skills needed to be a responsible, productive citizen of our world.

Meadowlark School
3015 W. Sacramento Avenue
Acton, California 93510
(661) 269-8140

Dear Parents and Students,

The **Meadowlark School Parent / Student Handbook** has recently been updated to provide parents and students with information about your school in one easy-to-use location. A Table of Contents is provided to help you locate specific information.

This handbook is also available on the Meadowlark School section of the Acton-Agua Dulce Unified School District website. Go to <http://aadusd.k12.ca.us> and then to the Meadowlark Site to locate the Handbook, School Plan, and Calendar.

The teachers and staff at Meadowlark School are very committed to providing a happy, safe learning environment for all students. Expectations for behavior and academic achievement are high. We are very proud of our students. Visitors to our campus frequently tell us that our students are the most polite, well behaved, and academically prepared students they have ever seen!

One of the major themes of our school is “RESPONSIBILITY.” Many of our policies and programs focus on helping the student begin in the earliest grades to take responsibility for his/her own behavior and academic progress.

The support and involvement of parents are key elements of our strong school program. Together, the student, parent, teacher and school support-staff form the four legs of a sturdy “seat-of-learning.” If we all work together, every student can be successful. We hope you find the Parent – Student Handbook to be a useful source of information about our schools.

If you cannot locate the information you need in the Handbook, please contact the school office. The office staff will be able to direct you to the person or source for the information you need.

Sincerely,

Mrs. Meghan Freeman
Principal
Meadowlark School

**WHO'S WHO AT OUR SCHOOL
MEADOWLARK ELEMENTARY SCHOOL**

PERSONNEL:

Principal	Mrs. Meghan Freeman
Secretary	Ms. Hillary Mulligan
Office/Health Clerk	Mrs. Terry Convis
District Nurse	Mrs. Jane Milner
School Psychologist	Mrs. Misty Cervantes
Cafeteria Manager	Mrs. Connie Mansdorfer
Bus Transportation	Mrs. Betty Sarkisian (269-5802)

PARENT TEACHER ORGANIZATION (PTO)

President	Mrs. Stacey Tucker
Vice President	Mrs. Robyn Lyons

ACTON SCHOOLS MUSIC ORGANIZATION (ASMO)

President	Ms. Wendy Moore
Vice President	Mrs. Deanna Main

SCHOOL IMPROVEMENT SITE COUNCIL

<p><u>PARENT MEMBERS:</u> Mrs. Brianna Taksony, 2011-2013 Mrs. Wendy Lovgren, 2010 – 2012 Mrs. Deanna Main, 2010-2012 Mrs. Dawn Schneider, 2011-2013 Jennifer Arnold, 2011-2013</p>	<p><u>ALTERNATES:</u></p>
<p style="text-align: center;"><u>STAFF MEMBERS</u> Mrs. Meghan Freeman, Principal Ms. Gaby Scheidig, 2011-2013 Mrs. Jeannie Wright, 2010-2012 Mrs. Carlie Schmidt, 2010-2012 Mrs. Dee Johnson, 2009-2011 Mrs. Jane Barcelo, 2011-2013</p>	<p><u>ALTERNATES:</u> Mrs. Karen Stone, 2011-2012 Mrs. Dee Johnson, 2011-2012</p>

Bell Schedule 2010 - 2011

<p style="text-align: center;"><u>Start Times Grades K – 5</u></p> <ul style="list-style-type: none"> • 8:10am – Playground supervision begins • 8:25am – All students should be on campus • 8:30am – School start bell rings 	<p style="text-align: center;"><u>Dismissal Times Grades K – 5</u></p> <ul style="list-style-type: none"> • 2:55pm - Dismissal • 3:05pm - Dismissal supervision ends. All students must be picked up.
---	--

GENERAL INFORMATION

OFFICE HOURS

The office will be opened at 8:00am until 3:30pm Monday through Friday. You can always call our school office and leave a message when our school office is closed. We will return your phone call as soon as possible.

SCHOOL VISITATIONS

Parents are always welcome to visit their child's classroom during the school day. For the protection of all students, it is mandatory that all visitors register in the school office prior to any campus visitation. Visitors will be given a colored "visitor's badge" which must be visible throughout the visit.

It is the practice of the school district that visitors who wish to tour the campus must make arrangements with the school principal prior to visiting the campus.

CLOSED CAMPUS

The Acton-Agua Dulce School District maintains a closed campus policy. Once students arrive at school, they must enter the campus and not leave until dismissal time. The only exception is when a student is signed out through for a medical appointment, illness, or other absences excused by education code.

RELEASE OF STUDENTS DURING SCHOOL HOURS

All students will be released from school grounds according to the following policies:

- Students will be released only through the school office. Students will only be released to parents or emergency contacts indicated on the student's Emergency Card.
- Should it be necessary for someone other than persons listed on the Emergency Card to pick up a student, a written note with the parent's signature will be required. The person picking up the child will also need to present proper identification. School personnel may copy this identification.
- A "Student Sign-Out" book (located in the office) must be signed by the adult checking out the student.
- Parents are discouraged from checking students out early except for medical appointments, funerals, illness and other reasons considered excused by education code. **To prevent classroom disruptions, students may not be checked out early on minimum days or during the last 30 minutes of school on regular days without prior written notice to the teacher or principal.**

ARRIVALS AND DEPARTURES

Students may not arrive on campus before supervision begins at **8:10**. Students must be picked up after school no later than **3:05**. **Parents are asked to strictly adhere to these times during which supervision is available.**

PRESS RELEASES AND PHOTOGRAPHS

From time to time, students are photographed or video taped for classroom and campus activities including oral language presentations, plays, Spelling Bee, Yearbook, newspaper, physical education and student of the month. Press releases are also made concerning these and other activities. If you do not wish for photographs to be taken of your child or a press release made with your child's name, please put your request in writing annually to the teacher and the principal.

CHILD CUSTODY ISSUES

Custody disputes may only be handled through the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child or to the child's school records. The only exception is when a signed restraining order or proper divorce papers specifically state visitation limitations. These papers must be current and must be on file in the child's cumulative record in the office.

Any request to release a student that seems questionable will be handled by the principal or his/her designee. The Sheriff's department may be contacted to resolve conflicting parental claims if the situation becomes a disruption to the school, or the child's welfare is in question. Students' school days may not be disrupted for visits with non-custodial parents, relatives, or family friends.

STUDENT'S LEGAL NAME

The school is required to use each student's legal name on all records as the name is shown on the student's birth certificate. If a child's name has been legally changed, certified court records, adoption papers, or other legal records must be presented to the principal and copies made for the student's permanent record folder.

EMERGENCY AND DISASTER INFORMATION

EMERGENCY CARDS & DISASTER RELEASE FORMS

For the safety of the child, each student must have a current Emergency Card on file. During the first week of school, parents must complete a new Emergency Card (front and back) providing all requested information. **AT LEAST ONE LOCAL CONTACT MUST BE INCLUDED.** These cards are kept on file in the school office for the duration of the school year. You are also asked to provide this information on a Disaster Release form each September.

Please be certain to inform any person you list that they are on your child's emergency card. It is also important to let your child know who may pick him / her up in an emergency. We advise that you make a copy of your child's completed emergency card before sending it back to school.

Updating information: Remember! If your work or cell or home telephone number changes, it is very important to provide the school with this updated information immediately. It is imperative that we be able to contact you in case your child becomes ill or is injured.

DISASTER RESPONSE AND RELEASE INFORMATION

In the event of a disaster such as an earthquake, your child will stay at school under the supervision of school personnel until you or someone listed on the emergency card comes to check your child out. If necessary, school the staff is prepared to keep students overnight or for as long as necessary. **Please discuss this arrangement with your child. This will help your child to be well prepared and to stay calm in the event of a disaster.**

STUDENT CHECK-OUT IN A DISASTER

After an earthquake or other disaster, students may be evacuated to the field or other safe location. Parents are asked not to park on the access road (Sacramento) or in the parking lots for the school so that these areas may be reserved for emergency response vehicles.

In the event of an earthquake or other disaster, a calm organized release of students to their parents is very important. Please cooperate with the following procedures:

- Parents must report to the **Report-In-Gate to the left of the school near the kindergarten playground.** You will give your children's name and the teachers' names.
- You will then go to the **Check-Out-Station in the same location.** Your child will be brought here while you sign the child out. You or the person checking out the child may be asked to show picture identification at this time. You will be asked to indicate your destination in case other family members come for the child and need to know where the child has been taken.
- Only parents or others listed on the child's emergency release form may check a child out at anytime, including during a disaster.

SCHOOL EVACUATION

If it should ever be necessary to evacuate students from the school, the number you have designated on the district's emergency phone call system will be called. A notice of the relocation site will also be posted on the school gate and/or broadcast by the radio stations listed below. If possible, another district school will be used as the relocation site.



SCHOOL CLOSING FOR INCLEMENT WEATHER

When weather or other conditions prevent the school buses from running, schools will likely be closed. Normally, the decision to close school is made by 6:30 a.m. and the district’s emergency call system will call your home with an automated message in English and in Spanish. If you question whether school will be open on a particular day, and have not received a call, please tune in to one of the following stations to listen for school closings:

Palmdale K-MIX 106.3 FM	Palmdale KLKX 93.5 FM	Palmdale KHJ 1380 AM	Palmdale KUTY 1470 AM (Spanish)
Palmdale OASIS 105.5 FM	Palmdale KTPI / KVOY 103.1 FM	Lancaster KIIS 97.7 FM KIIS 1220 AM	Los Angeles KFI 640 AM

ATTENDANCE

ABSENCES: EXCUSED AND UNEXCUSED

A student may legally be absent in the state of California only for the reasons given below. All other reasons for absences are considered “unexcused” according to California Education Code.

- The student is too ill and / or contagious to attend school.
- The student must see a doctor or dentist.
- The student is attending a funeral of an immediate family member (1 day excused in California; 2 days out-of-state).
- Students may be released to attend religious services, but the student must attend school for a minimum number of instructional minutes.
- Upon parent written request and the principal’s approval, a student may be released for justifiable reasons including court appearance, employment conference, and attendance of a religious observance.

STUDIO WORK

Students who have a valid work permit and are absent from school to work on location will be given an excused absence under the following circumstances:

- The student is taught by a credentialed studio teacher on the set using the district’s or other state adopted instructional materials and the student presents verification of this instruction to the school office upon return to school.

- The absences if for 5 days or more, and the student's parent completes and Independent Study Contract with the school, the student completes all required assignments accurately, and the work is returned to the teacher / school office upon return.

INDEPENDENT STUDY CONTRACT

If a student must be absent for a family emergency, trip, or other reason for five or more days, the parent may apply in advance for an Independent Study Contract. The student will be given assignments based on the classroom core curriculum for each day of the absence. If the work is accurately completed and returned upon the student's return to school, the absence may then be counted as an excused absence.

CLEARING YOUR CHILD'S ABSENCES

When your child must be absent, please send a note or call the office and give the following information for each day the child was absent. You may also leave a message on our answering machine. We leave it on twenty-four hours a day.

- Date you are calling or writing
- Teacher's name
- Child's first and last name
- Date(s) of absence
- Reason for absence
- Your name or signature



You may call anytime since the school answering machine is on during hours the office is closed. **If the office does not receive timely notification from the parent, a student's absence must be marked as "unexcused."**

NOTICE!

A student who has 3 unexcused absences in a school year must be declared a truant according to the California Education Code.

FREQUENT ABSENCES

When students are absent even for part of the day, they miss out on important instruction. It is the responsibility of the principal to monitor attendance and to

take steps to improve a child's attendance when he or she is frequently absent or tardy.

- Parents will be contacted by phone or letter when frequent absences are first noted.
- If the problem is not resolved, a Student Study Meeting with the principal and teacher will be scheduled to resolve the problem.
- If attendance problems continue after these measures are taken, the matter must be referred to the district's School Attendance and Review Board (SARB). The parent will be required to attend a meeting with the district's SARB committee to resolve the attendance problems.
- If the attendance problem is not resolved at this level, the SARB committee must refer the problem to the District Attorney's Office for resolution.

EARLY DISMISSAL

When students leave school early, they miss out on important instruction. Parents should request early dismissal only for unavoidable emergencies. **Please send a note with your child stating the reason and time you will be at the office to pick up your child.** This will ensure that the classroom instructional day is disrupted as little as possible.

A student who attends less than the required minimum instructional minutes and is released for a reason not considered "excused" by California Education Code must be marked "unexcused" for the day.

Early dismissals are not allowable on minimum days or during the last 30 minutes of regular days without prior written notice to the teacher or principal.

MAKE-UP WORK

Students will be given the opportunity to make up school work missed due to an **excused** absence and will receive full credit if the work is turned in according to a reasonable make-up schedule set by the teacher. Students who have an **unexcused** absence may be assigned to complete the work but shall not be given full credit for the completed work. A student who is suspended from school may be required to complete any assignments and tests missed during the suspension. (Ed. Code 48913)

- **ONE OR TWO DAY ABSENCES:** When a student is absent for up to two days, he or she should request missed assignments from the teacher upon return to school.
- **THREE OR MORE DAYS EXCUSED ABSENCES:** When a student is absent for excused reasons for three or more days, the parent may call the office and request that the work be left at the office for pick up. **Twenty-four hours notice is needed for the teacher to provide make-up work.**

TARDIES

Students should be on campus **no later than 8:25 at Meadowlark School daily**. The playground gate is locked at 8:32. Students, who are not with their class when the tardy bell rings, must report to the office for a tardy pass. (Students who ride the bus are not marked tardy when the bus arrives late. The driver will give the students on the late bus a pass to enter class.) A student, who is tardy, even by a few minutes, misses out on important instruction. This puts the child at a disadvantage.

Students who have an unexcused tardy for more than 3 times during a grading period (trimester) will receive 3 demerits for each unexcused tardy after the third tardy. Demerits are reflected in a student's citizenship grade on his or her report card. Frequent tardies may also result in further consequences such as recess benching. **Students who have an unexcused tardy in excess of 30 minutes three times in a year are declared truant according to the California Education Code.**

HEALTH SERVICES

ILLNESS OR INJURY

While we encourage perfect attendance, it is not in the student's best interest to be at school if he or she is ill. If you are unsure whether your child should stay home, please consult your pediatrician. Children should stay home from school for observation and recovery when they display any of the following conditions:

- chest pains
- contagious infection or virus
- head lice
- earache
- fever
- persistent cough
- swollen glands
- toothache
- vomiting or diarrhea

Important:

Because colds and flues are so contagious, we ask that you keep your child home until he / she has been **“fever free,” “vomit free,” and “diarrhea free” for a full 24 hours** before sending the child back to school.

If your child becomes ill during regular school hours, the nurse or office clerk will provide basic care until parents or someone listed on the Emergency Card can arrive. (Please keep the information on your child's Emergency Card up to date.) If an accident occurs at school, the nurse, office staff or other trained staff will

provide basic first aid. If it is possible that the injury needs more than basic first aid, the parent will be contacted immediately. If the injury is severe or potentially life threatening, the paramedics will be called immediately.

MEDICAL RESTRICTIONS

Please notify the teacher and health office immediately if your child has any special medical restrictions including serious allergies, asthma, medical needs or is taking any medications on a regular basis. A treatment plan will be developed by the district nurse for any student with health needs that must be addressed at school.

SPECIAL HEALTH TREATMENT OR CARE

If a newly enrolling child has a health problem that requires special treatment or care during the school day, enrollment may be delayed until the district nurse has completed a health consultation with the parent and doctor to establish a treatment plan. This will ensure that the child's health needs are properly addressed.

PHYSICAL EDUCATION AND/OR RECESS EXCUSES

Physical education classes are required by education code. Students must participate unless there is a valid medical reason to excuse participation.

- A **parent note** may excuse a child from physical education activities for **up to three days** within a school year.
- A **doctor's note** will be needed to excuse a student from physical education beyond three days. It is expected that a student who is excused from physical education should also not participate in active games or activities at recess.

For the safety of the student and others, a **student on crutches or wearing a cast** may not participate in competitive or active recess activities.

STUDENT INSURANCE

The Acton-Agua Dulce School District does not provide medical, dental, or hospital coverage for pupils injured at school or during school sponsored events. Information about a low cost student insurance plan is sent home at the beginning of each school year. This information is always available at the school office. You may request a copy from the office staff.

ADMINISTRATION OF MEDICATION AT SCHOOL

School personnel may not administer medication of any kind (including aspirin or cough drops) to a student without written authorization and

directions from a physician. The school office can provide you with a “Request for Medication” form which must be completed and signed by the physician and parent before prescription or non-prescription medication may be administered by school personnel. The medication must be labeled clearly with the following information:

- Pupil’s full legal name
- Physician’s name and telephone number
- Name of medication
- Dosage, schedule, and dose form
- Date of expiration of prescription

The office/health clerk or other personnel under the direction of the district nurse are available to assist students in taking authorized medication at school. Though an effort will be made to remind students if they forget, it is the child’s responsibility to come to the school office at the designated time for the administration of medication.

Students are prohibited from carrying any type of medication including cough drops and aspirin on the school campus. A parent may come to the school office and administer medication to their own child if they wish.

Medications including inhalers must be brought to school by the parent or an authorized adult.

HEALTH SCREENINGS PROVIDED FOR STUDENTS

The Acton-Agua Dulce School District employs a district-wide nurse to coordinate the district health program. The major focus of school health services is on the prevention and early detection and correction of health problems.

At the elementary school level, three types of health screenings are provided. These screenings do not take the place of annual comprehensive health exams by the child’s pediatrician. A parent or teacher may refer a student for screening at any time. The parent will be notified when students do not pass a specific screening.

Parental Rights: A parent may exempt his or her child from one or more of these screenings by submitting an **annual** written statement to the district nurse stating that the parent does NOT consent to a specific screening. (CA Ed. Code 49451)

The screenings and the grade levels at which they are routinely given are given below:

- **VISION SCREENING** - Kindergarten, third, fifth, eighth, and tenth grade students; students who have an IEP triennially (AC Ed. Code 49455 and CA Admin. Code 596)
- **COLOR PERCEPTION** - First grade male students (CA Ed. Code 9455 and CA Admin. Code 595)

- **HEARING SCREENING** - Kindergarten, second, fifth, eighth and tenth grade students, plus students who have and IEP triennially. (CA Admin. Code 2951)
- **SCOLIOSIS SCREENING** - Seventh grade girls and eighth grade boys (CA Ed. Code 49452.5). A separate notice is sent home prior to scoliosis screening.

FAMILY LIFE EDUCATION COURSES

Family Life Education courses are offered as optional classes. The district school nurse will provide a preview of the films to parents annually. Parents will be informed before the films are shown. Signed parental permission is required for students to participate.

CHILD ABUSE REPORTING LAW

What is child abuse? The following definition is taken from Penal Code Sections 273 and 11165.5: Child abuse is a physical injury, which is inflicted by other than accidental means on a child by another person. Child abuse also includes sexual abuse and willful cruelty or unjustifiable punishment of a child. Failure to safeguard a child from injuries or abuse when the child is under a person's care or custody may also be child abuse.

Mandated reporting: State law requires that if physical abuse, sexual abuse, or neglect of a child is suspected, school personnel must report the information to the Department of Children's Services. School personnel are not allowed to investigate or confirm the situation themselves by contacting parents or others.

How to file a complaint of child abuse by school district employees or others at school sites: A parent or guardian of a pupil has the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. The complaint may be filed with the Child Protective Agency, the School District, or the County Office of Education.

CURRICULUM AND INSTRUCTION

CORE CURRICULUM

The school's curriculum is based on California's Frameworks for Reading and Language Arts, Mathematics, Science, Social Science, Fine Arts and Physical Education, and Health. The California Content Standards are used to guide curriculum and instruction at each grade level. The district provides state and district adopted textbooks for each student in reading and language arts, mathematics, science, and social studies. Core and enrichment literature books

are available at each grade level. Supplementary materials are used to provide reinforcement, remedial, and enrichment instruction.

BALANCED CURRICULUM

Students are provided with a highly structured **basic skills** program in reading, mathematics, written, and oral language at every grade level. In addition, students receive daily instruction in the application of skills and opportunities for higher level thinking. They read rich children's literature. They have many opportunities to write their own compositions and stories. They solve challenging real-life problems and use hands-on materials to better understand mathematical and scientific concepts. They learn about the scientific process and about the world around them. They learn about current events and about the history of our area, our state, the nation, and the world.

DESCRIPTIONS OF CURRICULUM

A **parent summary of the California Content Standards** for the child's grade level is distributed at Back to School Night each fall. This guide gives a summary of the skills and concepts students will learn at the current grade level. The parent summaries for all grades kindergarten through fifth are also available to interested parents from the principal's office.

PHYSICAL EDUCATION PROGRAM

The state of California requires that students in grades 1 – 5 participate in regularly scheduled physical education activities. If a student is ill or injured, a parent may write a note to excuse a child from participation for up to three times during a school year. If a student needs to be excused more frequently than three times in a school year, a doctor's note will be needed.

Students must dress appropriately for physical education class on their PE day. Girls who wear dresses on these days should also wear shorts under their dresses. All students must wear tightly laced shoes appropriate for athletic activities (such as sneakers) on PE days. Students who do not wear appropriate shoes or clothing on PE days may not participate for safety reasons. Repeated failure to dress appropriately for physical education will impact a student's PE grade.

Students participate in a variety of activities during physical education including warm-ups, stretching, aerobic (running) activities, skill development activities, and games. Students are encouraged to run to build endurance, but a student may walk the laps if necessary. The physical education instructors plan activities to make physical education fun for students by teaching a variety of games and activities. Like any school subject, some drill and practice is also needed. Meadowlark School is committed to providing a physical education program that

engages students and helps them to form a life-long interest in a healthy, active life style.

MUSIC AND FINE ARTS

Teachers integrate music, drawing, painting, and appreciation of music and fine arts into the basic curriculum. In addition, the School Plan provides for direct instruction using Monart and Adventures in Art. Students practice a different patriotic song each month during an all school assembly each Friday. The Acton Schools Music Association (ASMO) is a group of interested parents and community members who work throughout the year to raise fund for music instruction. Students receive vocal and performance music instruction and music appreciation activities weekly from a music specialist with funds raised by ASMO.

HOMEWORK

The purpose of homework is to provide time for each student to review essential skills and information taught during class time. Homework also teaches students important study habits including organization, time management, and practice.

The district has stated guidelines for the amount of time students at each grade level should spend on homework, four days a week. The times given below are for the average student. Some students may need more than the allotted time to complete assignments and others a bit less.

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
10 -15 minutes	15 - 20 minutes	20 - 30 minutes	30 - 45 minutes	30 - 45 minutes

If you find that your child regularly spends significantly more than the allotted time



in **concentrated effort**, please contact the teacher to work out an appropriate homework modification plan.

HOME READING TIME

In addition to homework, students should read at home and/or be read to daily. **Students who are read to daily** from infancy have better language skills and eventually **become better readers** than children who are seldom read to. Parents are highly encouraged to read to their child early and often. A child is never too old to be read to. Let the child select a book he/she is interested in but not able to read to himself. Family reading time is often a very special and memorable time for children and their parents.

Children learn to read well by reading daily. Once the child is able to read simple books independently, a quiet reading time daily or just before sleep time is highly recommended. Children who are struggling with reading will benefit from “paired reading” when the adult reads a few sentences and then the child reads a few sentences until the story is finished. **The more students read independently the stronger their overall academic progress is.**

STUDENT ASSESSMENT

Students’ skill levels and progress in mastering the core curriculum are assessed in a variety of ways including the following:

- Tests provided by the publishers of the adopted textbooks weekly
- Benchmark tests in reading, writing, and mathematics each trimester
- Teacher prepared tests
- Teacher observation and anecdotal records
- State content standards tests in grades 2 - 11 (STAR testing program)
- California English Language Development Test (CELDT) for English Learners and second language students

REPORTING STUDENT PROGRESS

The school uses a number of methods to keep parents informed of their child’s progress including:

- Scheduled fall parent conferences
- Additional parent conferences as requested by parent or teacher*
- Accelerated Reader comprehension tests
- Report cards each trimester (December, March, June)
- Progress reports may be sent home mid-trimester
- Results of state STAR tests sent or mailed home each September
- Annual and tri-annual IEP meetings with parents of students who receive Special Education services.
- Student Study Team meetings with parents for students having academic or behavioral difficulties.

*Note: If you wish to meet with your child’s teacher, please send a note or call the office and leave a message in advance. The teacher will then contact you to make an appointment.

Many teachers keep parents informed by asking that tests, graded assignments, and assignment sheets or weekly progress reports be signed.

Beginning in the very early grades, it is the responsibility of the student to present the papers to the parent at an appropriate time and to remind the parent to sign the papers. It is recommended that parents have an agreed upon time after school when the child will present all school papers for review and signing.

SPECIAL DISTRICT PROGRAMS AND SERVICES

Services are available for physically, emotionally, or mentally disabled persons up to age 22. If you know of someone who needs special services, please call the principal or the school psychologist through the school office.

Our school district is committed to equal opportunity for all individuals to an education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. (Ed. Code Section 56501)

STUDENT STUDY TEAM MEETING

A Student Study Meeting may be requested by a parent, teacher, or other school staff. The parent is always invited to attend and participate in the Student Study Meeting. The purpose of the meeting is to identify specific concerns about a child's academic, physical or social/emotional progress. The Student Study Team identifies specific steps to be taken to help the child to learn. For more information, contact the school principal or school psychologist.

SPEECH AND LANGUAGE

Speech and language services are available for students who have a speech or language disability and qualify for these services based on an assessment conducted by qualified personnel. Children may be referred by their parent or school staff for an assessment beginning at age three. Contact the school office for further information.

TITLE I Program

Title I is a federally funded program for students performing below grade level in reading and language arts. Students are screened for Title I services based on the state STAR Test results and on teacher assessment, observation, and referral. Students with the greatest need are given first priority for assistance. A credentialed teacher provides small-group instruction in a pull-out/inclusion program. Parents of students in Title I are invited to meet with the Title I teacher several times a year to learn more about the program and about helping their



child at home in reading and math. Parents also evaluate the program and give suggestions for program improvement.

ENGLISH AS A SECOND LANGUAGE PROGRAM

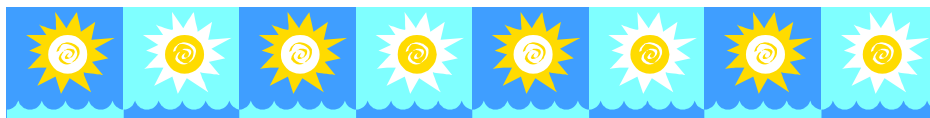
Students who have a second home language are initially assessed using the CELDT (California English Development Test). Students who do not show English mastery qualify for supplementary services through the English Language Learner (ELL) Program. These students receive daily small group instruction in English Language Development using state and district adopted materials. They learn to understand, speak, read, and write English. Their progress is monitored and tracked to assure good progress in learning English. When the CELDT test along with grades and teacher and parent observations confirms that they have mastered English at a level that will allow them to be successful in English listening, speaking, reading, and writing, they are reclassified as Fluent English Proficient. Their progress continues to be monitored for two years using the STAR test and report card grades to assess their academic level.

SPECIAL EDUCATION SERVICES

Several special education programs provide services for students who qualify based on a full assessment conducted by the school psychologist and a special education teacher with input from their regular classroom teacher. These programs include the following:

- **Resource Specialist Program (RSP)** – Students generally participate in this special education for a portion of the day and receive most of their instruction in a regular education class. An RSP teacher and an instructional aide provide services to students in the Learning Lab or in their classroom based on each student's Individualized Educational Plan (IEP). Contact the principal, RSP teacher, or school psychologist for more information.
- **Special Day Class** – Students who need more extensive special education support may qualify for assistance through the SDC program. The SDC teacher and instructional aide provide small group and individual instruction to students based on each student's Individualized Educational Plan (IEP). Contact the principal or school psychologist for more information.
- **Speech and Language** – Beginning at age three, referred students are assessed by a Speech and Language Pathologist. Students who need services are given speech and / or language instruction in a small group setting based on their Individualized Education Plan.
- **Adaptive Physical Education** – Qualifying students are given adaptive physical education on gross motor activities by a trained Adaptive Physical Education teacher.
- **Preschool Special Education Services** are available for qualifying children ages 3 – 5 years of age in a half-day program based on each student's IEP goals and objectives.

If you know of someone who may qualify for special services, please call the principal or the school psychologist through the local school office for more information.



GIFTED AND TALENTED PROGRAM

Meadowlark School provides differentiated instruction for identified gifted and talented students whose needs cannot be met by the regular curriculum. Students are identified as GATE participants beginning in grade 3. Students in kindergarten, first, and second grade receive enrichment and acceleration. Students may qualify for the GATE program in several ways including:

- STAR test results for two years in a row at the Advanced level in both English Language Arts and Mathematics
- Qualifying scores on the district's GATE assessment which is currently the Cognitive Abilities Test.

Contact the principal or the School GATE Coordinator for further information.

HOME TUTORING

A student who, due to illness or injury, has been certified by their physician as unable to attend school for three weeks or more may qualify for home tutoring. During the period of absence, the student may receive one hour of instruction per regular school day from a home teacher. Contact the principal for more information.

INDEPENDENT STUDY PROGRAM

An Independent Study contract may be requested for a student who must be absent for an unexcused reason for a period of no more than two weeks and no less than five days. The contract must be signed by the parent, student, teacher, and principal prior to the absence. All assignments must be reviewed by the parent and returned to the office upon the student's return to school. Contact the school secretary for further information.

HOME BASED INDEPENDENT STUDY PROGRAM

The district provides a home-based independent study program. These students study at home using the district provided curriculum. Assignments, assessments,

and instruction are provided by a credentialed teacher who meets with students and parents on a regular basis. Contact the school secretary or the district office for further information.

KEEPING INFORMED AND GETTING INVOLVED

Our schools have a tradition of active parent involvement and support. Parent involvement is an essential element in keeping a school strong. Informed and involved parents also are able to support their children's education in many ways. There are a variety of ways to learn more about the school and its programs and many ways to be involved. Many of these ways are listed below:

PRESENTATIONS FOR PARENTS:

- **Back to School Night** is held each fall for parents. Each teacher offers a 30-minute presentation on the grade level curriculum, homework, and expectations for the school year.
- **Open House Night** is held each spring. Students and their parents are invited to visit the classroom to see the many projects, artwork, and writing examples accomplished during the school year.
- **Parent Workshops** are offered during the year. Trainings are held to provide parents with specific information about curriculum and working with the child at home. Fliers are sent home announcing the workshops.
- **Parent Volunteer Training** is provided each September.
- **Title I** parent meetings are held during the year for parents of students receiving Title I assistance. The Title I teacher provides information about the program and ideas for helping students at home. An opportunity for parents to suggest program improvements is provided.
- **ELAC (English Language Advisory Committee)** meetings are held monthly. Parents of English Learners are given information about the English Language Development program and are asked for their suggestions for program improvements.
- **DELAC (District English Language Advisory Council)** meetings are held with representatives from each school Parent Teacher Organization, Booster Clubs, and PTSO (Parent Teacher Student Organization). The district superintendent and principals attend the meetings to share information and receive suggestions for program improvement from parents.

INFORMATION SENT HOME:

- **School Calendar:** The calendar for the year with holidays, minimum days and first and last day of school is sent to each parent at the beginning of the new school year. Additional copies are available through the office.

- **Cafeteria Menu:** A menu is sent home each month.
- **Parent Student Newsletter and/or School Messengers:** Articles and information on current school activities are sent home. Important upcoming dates are listed. Students write articles of interest to students and parents. Information on how to build home and school connections are provided.
- **California Content Standards Parent Guide:** This two-page guide of your child's current grade level curriculum is given to parents at Back to School Night or sent home by the teacher. Copies are also available through the principal's office.
- **Parent Rights:** A summary of parent rights based on state and federal laws are sent home to parents each fall.
- **Website:** Important dates and additional information are available at the district's website.

ADDITIONAL AVAILABLE DOCUMENTS

The following documents are available for a small copying fee or free check-out from the school office:

- **School Curriculum Plan** – Provides detailed information about the curriculum, assessments, and annual improvement goals.
- **Single School Plan for Student Achievement** – A description of specific goals the School Site Council has set based on an analysis of STAR test school-wide performance, parent survey data, and Benchmark Testing data and how funding will be used to implement the goals.
- **School Accountability Report Card** – Provides specific information about the school and district including standardized testing information, teacher training, and school safety policies and practices. Copies are always available through the school office.
- **District / School Safety Plan** – Provides information about safety procedures and safe school climate.
- **Gifted and Talented Handbook** – Provides information about the district's approved plan for differentiated instruction for identified students.
- **Retention/Promotion Policy** – Provides information about the guidelines for promotion and retention.
- **Uniform Complaint Procedures** – The school district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. Information about the complaint policies is available including complaints concerning schools, school personnel, and complaints about state and federal programs such as special education and Title I. You may contact the District Office at 269-0750 to obtain a copy of the district's complaint procedures.

ORGANIZATIONS AND COMMITTEES

The organizations listed below meet each month. The specific dates and locations of the meetings are posted on the PTO Board and marquee.

- **Parent Teacher Organization (PTO):** The PTO has a “Welcome Table” in the school MPR (cafeteria) on the first day of school. The PTO provides many services and funds including: School Picture Day; Ticket Run; magazine drive; cookie dough, wreaths, and gift wrap sales; Book Fairs; Parent Fun Night; Scrip; e-Scrip; and company give-back programs including Vons, Target, and Kmart. **All funds raised by the PTO go directly back to the school** to provide classroom supplies and materials, computers, computer software, fine arts programs, disaster preparedness supplies, P.E. equipment, assemblies, and library books. **All parents are encouraged to attend the monthly meetings!** Watch the Parent/Student Newsletter for meeting dates.
- **School Improvement Site Council:** This is an elected committee made up of 5 parents and 5 school staff (plus alternates). The committee oversees the development of the School Plan, annual school improvement goals, and the use of state and school funds for special programs. All parents are welcome to attend the monthly meetings to learn more about school programs and funding. The minutes and agendas are posted at the school office. Watch the Parent/Student Newsletter for meeting dates.
- **Acton Schools Music Organization (ASMO):** ASMO is a group of interested parents and community members who work throughout the year to raise funds for music instruction for local schools. Students at Meadowlark receive vocal and performance music instruction and music appreciation activities weekly from a music specialist provided with funds raised by ASMO. In addition, ASMO sponsors two student productions each year in which every child has an opportunity to participate. Watch the Parent/Student Newsletter for meeting dates.

VOLUNTEER OPPORTUNITIES

- **Volunteer Orientation:** Each fall, parents are invited to attend a two hour orientation. Parents learn to use equipment such as copy machine, laminating machine, and Ellison lettering machine. They learn to provide assistance with computers, and ways to help the teacher and students. They learn about specific guidelines for volunteers. **Parents who volunteer on a regular basis must have TB test results on file in the health office.**
- **Classroom Volunteers:** Many teachers, especially at the early grades, encourage parents to volunteer in the classroom. Parents may help with materials preparation, clerical tasks, producing class newsletters, and tutoring students. Many parents volunteer on a weekly basis. A parent volunteer workroom provides equipment and materials for carrying out many volunteer activities. Volunteers must work under the direct visual supervision of the teacher at all times.

- **Special Talents and Resources:** Parents are encouraged to share their special talents. Some parents offer classroom presentations on art, music, science, or information about their culture or language. Contact your child's teacher or the principal.
- **Career Presentations:** Many parents volunteer to give classroom presentations to teach students about their chosen career. They bring in equipment and materials used in their job and tell children how they use math, reading, writing, science, and technology daily in their careers. Contact your child's teacher for more information.
- **Work at Home Volunteers:** Parents who are unable to be at school during the day often volunteer to do projects for the classroom such as materials preparation at home. Contact your child's teacher.
- **Library Volunteers:** Volunteers can provide valuable assistance in the library mending books, shelving returned books, and helping to set up displays. Contact the library aide or the principal. **(Note: The school library unfortunately is not open for this school-year since the space must be used as a classroom.)**
- **Fingerprinting:** Parents and community members who volunteer under or outside the direct visual supervision of a credentialed employee **must** be fingerprinted through the district office. This policy provides protection to all students.
- **All volunteers** are reminded that confidentiality of information concerning children, teachers, parents, or other school staff is expected.

WHEN YOU HAVE A CONCERN

If you have a concern or need information, please contact the person with responsibility in the area of your concern. Please use the guidelines below to identify the person to contact:

Contact the teacher if you have questions about:

- Your child's progress
- Your child's social/emotional adjustment to school
- Problems with homework
- Classroom instruction
- Classroom discipline
- Volunteering in the classroom

Contact the principal if you have questions about:

- General instructional program
- General operation of the school
- School-wide activities
- School safety issues
- School discipline policies
- Special program placement
- Requests for assessment or special services
- Your child's school records
- Classroom placement information
- Discipline problems at the bus stop or on the way to/from school
- Playground problems

Contact the transportation department (269-5999) if you have questions about:

- Bus stop concerns
- Bus schedule questions
- Bus discipline problems
- Bus passes and fees

UNIFORM COMPLAINT PROCEDURES

The school district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. You may contact the District Office at 269-0750 to obtain a copy of the district's complaint procedures.

CIVILITY POLICY

The district's Civility Policy (Board Policy 1313) "promotes mutual respect, civility and orderly conduct among district employees, parents, and the public."

The policy states that if any individual disrupts or threatens to disrupt school or office operations the person will be directed to leave the school or school district property. A member of the public who use obscenities or speaks in a demanding, loud, insulting or demeaning manner will be calmly admonished to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting or telephone conference is terminated and if the meeting is on district premises, the offending person will be directed to leave promptly.

California Education Code 44811 and Penal Codes 415.5 and 626.7 make it a misdemeanor if the person reenters any district facility within 30 days after being directed to leave or within seven days if the person is a parent/guardian of a student attending that school. Law enforcement may be notified if the individual refuses to leave upon request or returns before the applicable period of time.

A copy of the complete Civility Policy is available from the school or district office.

FOOD, PARTY, AND TOY GUIDELINES AT SCHOOL

Healthy Food, Healthy Students

- Children must have a healthy nutritious breakfast before they come to school each day to energize them for learning. This will help them to have better energy and concentration.
- Breakfast and snack foods area available in the cafeteria during morning recess; however, students have two hours of school before the “snack recess” so a breakfast at home is essential.
- We ask that students not bring candy to school in their lunches
- **Homemade foods for general distribution to students (such as class parties) are not allowed.** Only individually wrapped commercial food may be provided at school.
- If you wish to provide a birthday treat on your child’s birthday or for a class party, please check with the teacher in advance. Again, only individually wrapped commercial food may be provided at school.
- Since some students have food allergies, please check with the teacher before planning to purchase food for parties or birthday treats.
- No open beverage containers (cups, soda cans, etc.) may be brought on campus. Students may not bring sodas or energy drinks to school.

Party Invitations

- Please check with the teacher before asking your child to distribute private party invitations at school.
- If invitations are distributed in the classroom, all students must receive an invitation.

Toys at School

- Toys may not be brought to school unless the child has his/her teacher’s permission.
- Permission is rarely granted for bringing toys to school except for special “share” days. These toys may not be taken out to recess or on the bus.

STUDENT RESPONSIBILITIES

STUDENT DRESS CODE

The purpose of the school dress code is to require dress that complies with sound health and safety practices and that is not disruptive to the educational process. Students who are not dressed according to the dress code will either

wait at the office until the parent can bring a change of clothing or the student will be provided with a substitute garment. Students who continue to dress outside of the code will receive disciplinary consequences. The dress code was developed by teachers, parents, and the principal. It is reviewed by the School Site Council.

MEADOWLARK DRESS CODE

1. All clothing (shorts, skirts, and dresses) worn to school by students in all grades must be mid-thigh or longer. (Bend the leg to find the mid-point of the thigh.)
2. Off the shoulder, "see through," and spaghetti strap shirts are not permitted. Tops must be long enough so that skin does not show when hands are raised. Shoulder straps must be at least one-inch wide.
3. Clothing with slogans and/or pictures depicting drugs, sex, profanity, obscenities, or which are gang-related are not permitted.
4. Students must wear appropriate undergarments, including socks, daily. All undergarments must be fully covered.
5. For reasons of safety, students must wear shoes with good traction for running. Shoes must be securely tied at all times. Open toed shoes, backless shoes, sandals, boots and cowboy boots, are not permitted. Wheels may not be worn in the shoes. (Students may wear rain boots during inclement weather.)
6. Hats must be worn with the bill forward. Head coverings may only be worn outdoors. (This includes both boys and girls.)
7. Lycra or other tight fitting fabric (tight pants) must be covered by either a skirt or a long shirt.
8. Pants must be a waist level and worn with a belt. (A belt is required only if needed to hold the pants at waist level.)
9. The principal has the prerogative not to allow items of clothing or accessories based on safety or considerations of appropriateness for school.

SCHOOL RULES

Students are taught the school rules in their classrooms and during grade level assemblies during the first week of school. Teachers and the principal discuss and model specific examples of each rule. During the first week of school, students attend assemblies and see a PowerPoint presentation and skits that demonstrate the school rules. Teachers help students "role play" the "The Three Steps" for solving peer problems. Parents are encouraged to review the rules with students also.

MEADOWLARK SCHOOL RULES

- 1. Treat others kindly so that they feel good about themselves.**
 - Harassment of other students including teasing and bullying is not allowed. Sexual harassment and harassment of a student who is a witness may be grounds for suspension under California Education Code.
- 2. Take pride in your school's appearance and equipment.**
- 3. Keep yourself and others safe.**
 - Students must keep their hands to themselves. Pushing, hitting, or other physical contact will result in an office referral.
- 4. Use the three steps to solve problems --**
 - **TALK** – “Please stop teasing me. That hurts my feelings.”
 - **WARN** – “I’m warning you to stop or I’ll report you.”
 - **REPORT** – “I’ve used the three steps, but he keeps teasing me.”
- 5. Follow the directions of all adults at school the first time.**
- 6. Students must be under the supervision of a school employee at all times.**
- 7. Students must have their teacher's permission to bring any item to school other than school supplies. No gum or candy may be brought to school.**
 - Bringing **any** weapon including a pocket-knife or any type of drug to school is grounds for **suspension and expulsion** under California Education Code.

CLASSROOM RULES

Each teacher has specific classroom rules and consequences posted in the classroom. Students learn and practice the rules during the first week of school. Teachers send home a copy of the classroom rules and consequences during the first week of school.

BUS RULES

All school rules apply to the time students are waiting for or are on the school bus. Additional rules which apply specifically to the bus include:

1. Arrive at your bus stop 5 minutes before the scheduled bus arrival.
2. Animals, insects, ball (sports equipment or large objects such as project displays or musical instruments are not allowed.
3. Students must face forward and stay in their own seats.
4. Keep the bus aisle clear. Hold books and other belongings in your lap.

5. Keep hands, head, and inside of the bus.
6. Students may cross the street only when the driver stops traffic and directs students to cross. Students must cross in front of the bus and walk straight across the street.
7. Students who ride the school bus are under the direct authority of the bus driver. (Ed. Code. Section 14105)

DISCIPLINE CONSEQUENCES

School staff must hold students to a strict account for their conduct on the way to and from school, in the classroom, and on the playground during recess. (Ed. Code 55807)

Teachers, principal, and the transportation department all use a progressive discipline system. The teacher, principal or principal's designee may issue consequences including the following:

1. Loss of a privilege
2. Time out in the classroom, in another classroom, or in the office
3. Time out ("benched") at recess
4. Community service during recess (pick up trash, etc.)
5. Copy school rules
6. After school detention for one hour with prior notification of parent
7. Confiscation of an unauthorized item
8. Suspension from playground for a period of time
9. Receive demerits (See below.)
10. Suspension from class (Teacher) or school (Principal)
11. Expulsion from school (District Expulsion Panel and Board of Trustees)

CONFISCATED ITEMS

When school staff must take an item away from a student for safety or other reasons, the parent of the child may pick up the item from the classroom teacher or the school office within ten school days. Items will not be held more than a week after the end of the school year. All items not picked up within the designated time period will be discarded.

AFTER-SCHOOL DETENTION

Students may be given detention for violating classroom or school rules or for incomplete assignments. Teachers and the principal have the authority, granted by the California Education Code, to detain a student for up to one hour after school. Parents will be given 24 hours notice of the detention. Study Hall has a priority over any other school activity (basketball practice, etc.).

WHAT ARE DEMERITS?

1. Students in grades Kindergarten through fifth grade receive demerits only for office level offenses. Students receive 5 demerits for each office level offense (physical attacks; foul language; direct defiance to staff; theft; bullying; violation of any school rule.) for students in grades K – 5. Suspension from class or school results in 10 demerits.
2. Students receive 5 demerits for a bus Warning Ticket and 10 demerits for a bus Walking Ticket.
3. Demerits are tallied at the end of each trimester. The student's citizenship grade on his or her report card goes down one grade level for each 5 demerits received. Teachers also take other factors such as general classroom and playground behavior and tardies into consideration when assigning citizenship grades.

STUDENTS' DUE PROCESS PROCEDURES

1. Students are made aware of the school and classroom rules.
2. When a student uses inappropriate behavior in the classroom and has been reprimanded for the third time during a day, the parent is contacted by note or phone.
3. Continued misbehavior after two parent contacts may result in a referral to the office where the student will receive demerits and consequences.
4. An immediate office referral will be made anytime a student's behavior involves severe behavior including severe disruption of the classroom, defiance or disrespect, profanity, theft, injury or endangerment to himself or others.
5. Office referrals are recorded on the student's discipline record.
6. Severe behavior or behavior which has not changed after other consequences have been used may result in suspension or expulsion from school.

STUDENT RECOGNITION

The Good News is that over 90% of the students in our schools never have an office referral! Most students at our schools follow classroom and school rules. Students receive positive recognition in many ways including the following:

1. **"Catch 'em Being Good"** - Hall Monitors, Teachers and other staff members may issue this special recognition to students who go beyond the call of duty. These students are recognized during the weekly Patriotic Assembly.
2. **Classroom Incentives** - Teachers provide positive incentives such as "Treasure Box" and special activities.
3. **"Super Class Awards"** -- Teachers, playground aides, and the principal give a Super Class Awards the classes that have exemplary behavior on campus.
4. **Fourth/Fifth Grade Citizenship Trip** - Special trip each trimester for students who maintain 90 or more merits for the trimester.

5. **Awards Ceremony, Grades 4, 5,** - Beginning in fourth grade, students are recognized for high achievement in four areas during an Awards Ceremony at the end of each trimester. The awards given are:
 - **Citizenship Award** - Outstanding (“O”) citizenship on their report cards in all areas
 - **Effort Award** - Outstanding effort in all subject areas including P.E.
 - **Honor Award** - All “A” or “B” grades in all academic areas including P.E.
 - **High Honor Award** - All “A” grades in all academic areas including P.E.
6. **Principal Incentives** - Students in grades K - 5 earn various incentives for accomplishing various goals that the principal has students or classrooms earn. It can be the classroom that has the most spirit, has the best attendance for the month, has earned 15 super class awards, etc.
7. **Attendance Awards**- Students with perfect attendance for the month receive various items such as a dog tag, bracelet, certificate, or other prizes. Students at the end of the year with only 1 or less days of absences, with no tardies, will be entered in a drawing for various prizes.

BICYCLE, SKATES, AND SKATEBOARD POLICY

Students may not come to school on skates or a skateboard. Students in grades 3 - 6 may ride their bicycles to school only if they have a Bicycle Contract signed by the parent, student, teacher, and principal. The contract states that students must observe the following safety rules and have their parent’s permission.

- Wear a helmet properly fastened per California State Law
- Observe all laws for bicycle use
- Cross the street only at the cross walk or with parental supervision
- Walk the bicycle to and from the bike rack and on side walks approaching and leaving the school

TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL PROPERTY

Textbooks cost an average of \$280 per pupil in grades one through five. Textbooks, library books, and school materials are on loan to students by the taxpayers. Report cards must be held until all books and materials have been returned or paid for. **Students have the following responsibilities:**

- Cover each textbook within 24 hours of receiving it.
- Keep books clean and in a safe place.
- Turn in textbooks and library books on time.
- Pay for damaged or lost books and materials.

LOST AND FOUND

Students must turn in any found clothing to the lost and found. Money, jewelry, glasses or other valuables must be turned in to the office. Keeping a lost and found item is considered stealing.

Please label all lunch boxes, jackets and other outerwear with the student's name and room number (not home address). Items not claimed in a timely manner will be discarded, given away, or placed in storage for use during a disaster at the end of each month.

STUDENT INVOLVEMENT



The more a student is involved in school, the more successful the student is likely to be academically and socially/emotionally. Some of the student activities available are listed below:

- **Student Council** - This is a student leadership body. Student Council meets during the school day under the direction of the school's Faculty Student Council Coordinator. Each classroom in grades 2 - 5 has a representative on the council. School-wide Student Council elections are held the first Tuesday in November. Students in grades 2 - 5 have an opportunity to hear the campaign speeches and to vote for the candidates of their choice.
- **Spirit Days** - All students are encouraged to dress for "Spirit Days." This activity is planned by the Student Council. Class awards are given based on participation.
- **Spelling Bee** - Students in grades 4 - 5 compete within their classrooms to participate in the school-wide Spelling Bee. The spell-down is held during the evening, usually in January. This event is sponsored by the PTO.
- **Science Olympiad** – Fifth grade students who excel in science may be selected to attend after-school classes and compete on the school's Science Olympiad team.
- **Talent Show** - Each spring, try-outs are held for the school talent show. The participants perform on one of two evenings. Tickets are available for sale the week of the performance and at the door if space allows.

- **Hall Monitors** - Upper grade students may apply to serve as a Hall Monitor to remind students of hallway rules during lunch periods.
- **Big Buddy / Little Buddy Activities** - Upper and lower grade classrooms are paired. Big Buddies help their Little Buddies during special reading and writing projects, and sit next to them during fire drills and disaster drills.
- **After School Enrichment Classes** – These classes are organized by the PTO. Parents may register students to participate in a variety of enrichment activities during the school year.

Questions?

If the information you need is not available in this handbook, please call the school office (269-8140) and we will be happy to help you locate the information you need.

