Building Knowledge
Brick by Brick –
Be Wise.
Knowledge is Power.

Parent–Student

Grazide Elementary School
2850 Leopold Avenue
Hacienda Heights, CA 91745
626.933.6101
626.369.0653 (Fax)

Amy Moss – Principal
Dear Parents and Students:

Welcome to Grazide Elementary School – Home of the Wildly Wise RAMS! It is our desire to provide an exemplary elementary experience for your child. Grazide Elementary is known for its commitment to academic excellence and its outstanding teaching staff.

This Parent-Student Handbook is intended to present rules and regulations as well as other school information necessary for the success of your child. Parents are encouraged to read the rules and regulations and support the school in its efforts to maintain a quality learning and safe environment. Upon reading and reviewing the handbook information with your child, please send your child’s teacher a quick email so your child will receive a special treat reward!

The staff and I look forward to an exciting school year!

Sincerely,

Amy Moss
Principal
# Grazide Elementary School
## Bell Schedules 2019-2020

(B) indicates Bell Ringing

<table>
<thead>
<tr>
<th>Grade</th>
<th>Block I</th>
<th>Recess</th>
<th>Block II</th>
<th>Lunch</th>
<th>Block III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kinder</strong></td>
<td>8:15-9:30</td>
<td>9:30-9:45 (B)</td>
<td>9:45-11:15</td>
<td>11:15-12:00 (B)</td>
<td>12:00-2:15 (B) Early Dismissal 12:00-1:15 (B)</td>
</tr>
<tr>
<td><strong>First Grade</strong></td>
<td>8:15-9:45</td>
<td>9:45-10:00 (B)</td>
<td>10:00-11:30</td>
<td>11:30-12:15 (B)</td>
<td>12:15-2:15 (B) Early Dismissal 12:15-1:15 (B)</td>
</tr>
<tr>
<td><strong>Second Grade</strong></td>
<td>8:15-10:00</td>
<td>10:00-10:15 (B)</td>
<td>10:15-11:40</td>
<td>11:40-12:25 (B)</td>
<td>12:25-2:15 (B) Early Dismissal 12:25-1:15 (B)</td>
</tr>
<tr>
<td><strong>Third Grade</strong></td>
<td>8:15-10:15</td>
<td>10:00-10:15 (B)</td>
<td>10:15-11:55</td>
<td>11:55-12:40 (B)</td>
<td>12:40-2:15 (B) Early Dismissal 12:40-1:15 (B)</td>
</tr>
<tr>
<td><strong>Fourth Grade</strong></td>
<td>8:00-10:15</td>
<td>10:15-10:30 (B)</td>
<td>10:30-12:10</td>
<td>12:10-12:50 (B)</td>
<td>12:50-2:15 (B) Early Dismissal 12:50-1:15 (B)</td>
</tr>
<tr>
<td><strong>Fifth Grade</strong></td>
<td>8:00-10:15</td>
<td>10:15-10:30 (B)</td>
<td>10:30-12:20</td>
<td>12:20-1:00 (B)</td>
<td>1:00-2:15 (B) Early Dismissal 1:00-1:15 (B)</td>
</tr>
</tbody>
</table>
Calendar of Events for 2019-2020

August
7   First Day of School / Welcome New Parent Breakfast
19  PTA Fundraiser Drive Begins
16  Annual English Learners’ Meeting, 5:00 p.m. in the Cafetorium
     Back to School Night, 5:45 – 7:00 p.m.
19  Spirit Wear Sales and Classroom Competition Begins
23  Welcome Back Picnic, 4:30 – 6:30 p.m.
26  Spirit Wear Classroom Competition Ends
27  Title I Annual Meeting, 8:30 a.m. OR 5:30 p.m. in the Cafetorium
30  PTA Membership Drive Begins

September
2   No School – Labor Day Holiday
5   PTA Meeting, 8:30 a.m. in the PTA Workroom
16  English Learners Advisory Council (ELAC) Family Meeting #1, 8:15 a.m.
     in the Library
     School Site Council / Shared Decision Making (SSC / SDM) Meeting #1,
     Room K1 @ 2:30 p.m.
19  District Advisory Council (DAC) Meeting @ Willow AS, 9:00 a.m.
23–27 Parent Conference Week – Minimum Days All Week (1:15 p.m.)
25  No School for Students – Parent Conferences
27  PTA Membership Drive Ends

October
2   District English Learners Advisory Council (DAC) Meeting @ Willow AS,
    9:00 a.m.
3   PTA Meeting, 8:30 a.m. in the PTA Workroom
5   Annual HLPUSD Open House Fair, Hacienda Heights Community Center
    from 9:00 a.m. to 1:00 p.m.
10  Rewards Store @ Recess
11  PTA Fundraiser Class Competition Ends
14  ELAC Family Meeting #2, 8:15 a.m. in the Library
17  DAC Meeting @ Willow AS, 9:00 a.m.
    Great American Shake Out – Earthquake Drill
21  SSC / SDM Meeting #2B, Room K1 @ 2:30 p.m.
28  Red Ribbon Week
Nov 1
30  Additional Early Release Day for Report Card Entry – Students Dismissed
    at 1:15 p.m.
31  Trunk or Treat, 8:30 a.m. on the Playground
November
5  DELAC Meeting @ Willow AS, 9:00 a.m.
7  PTA Meeting, 8:30 a.m. in the PTA Workroom
   Family Night for Science @ Wilson High School from 5:30-7 p.m.
11  No School in Honor of Veteran’s Day
25-29  No School – Thanksgiving Break, 2019

December
5  PTA Meeting, 8:30 a.m. in the PTA Workroom
12  Rewards Store @ Recess
17-20  Fifth Grade Students to Thousand Pines Outdoor Science School
23 –  No School – Winter Break, 2019
Jan. 6

January
7  First Day Back to School, Regular Schedule
13  ELAC Family Meeting #3, 8:15 a.m. in the Library
14  Wilson High School Open House
20  No School – Martin Luther King, Jr.’s Birthday
23  DAC Meeting @ Willow AS, 9:00 a.m.
24  Family Night for Mathematics from 5:30-7 p.m.
28  DELAC Meeting @ Willow AS, 9:00 a.m.

February
3  SSC / SDM Meeting #3, Room K1 @ 2:30 p.m.
6  PTA Meeting, 8:30 a.m. in the PTA Workroom
10  No School – Abraham Lincoln’s Birthday
13  Rewards Store @ Recess
14  Additional Early Release Day for Report Card Entry – Students Dismissed @ 1:15 p.m.
17  No School – George Washington’s Birthday
18-21  Parent Conference Week – Minimum Days All Week (1:15 p.m.)
19  Additional Early Release Day for Report Card Entry – Students Dismissed @ 1:15 p.m.
27  DAC Meeting @ Willow AS, 9:00 a.m.

March
2  ELAC Family Meeting #4, 8:15 a.m. in the Library
   CAASPP Testing Window Opens
3  DELAC Meeting @ Willow AS, 9:00 a.m.
5  PTA Meeting, 8:30 a.m. in the PTA Workroom
16  SSC / SDM Meeting #4, Room K1 @ 2:30 p.m.
27  Family Night for English Language Arts from 5:30-7 p.m.
<table>
<thead>
<tr>
<th>April</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>PTA Meeting, 8:30 a.m. in the PTA Workroom</td>
</tr>
<tr>
<td>6-10</td>
<td>Spring Break</td>
</tr>
<tr>
<td>13</td>
<td>School Resumes, Regular Schedule</td>
</tr>
<tr>
<td>16</td>
<td>DAC Meeting @ Willow AS, 9:00 a.m.</td>
</tr>
<tr>
<td>20</td>
<td>ELAC Family Meeting #5, 8:15 a.m. in the Library</td>
</tr>
<tr>
<td></td>
<td>SSC / SDM Meeting #5, Room K1 @ 2:30 p.m.</td>
</tr>
<tr>
<td>28</td>
<td>DELAC Meeting @ Willow AS, 9:00 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CAASPP Testing Window Closes</td>
</tr>
<tr>
<td></td>
<td>Final Rewards Store @ Recess</td>
</tr>
<tr>
<td></td>
<td>Open House and End of Year Picnic, 5:45 – 7:00 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>Reading Carnival</td>
</tr>
<tr>
<td>20</td>
<td>Fifth Grade Promotion @ 8:45 a.m.</td>
</tr>
<tr>
<td>21</td>
<td>Last Day of School</td>
</tr>
</tbody>
</table>
PTA Meetings

All meetings begin promptly at 8:30 a.m. in the PTA Workroom.

• Thursday, September 5th
• Thursday, October 3rd
• Thursday, November 7th
• Thursday, December 5th

• Thursday, February 6th
• Thursday, March 5th
• Thursday, April 2nd

ELAC Family Meetings

All meetings begin promptly at 8:15 a.m. in the Library.

• Annual EL Meeting – Friday, August 16th @ 5:00 p.m.
• Monday, September 16th
• Monday, October 14th
• Monday, January 13th

• Monday, March 2nd
• Monday, April 20th

SSC / SDM Meetings

All meetings begin promptly at 2:30 p.m. in Room K1.

• Annual Title 1 Meeting – Tuesday, August 27th @ 8:30/5:30
• Monday, September 16th
• Monday, October 21st
• Monday, February 3rd

• Monday, March 16th
• Monday, April 20th
DISTRICT & SCHOOL VISION

District Vision Statement

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

Hacienda La Puente Unified School District
Strategic Planning Committee
May 1992

School Vision Statement

The hallmark of Grazide School will be its total commitment and dedication to academic excellence and safe environment for all children. Our school community will assist in the development of the total well-being of its diverse student population. The use of technology will enhance the learning potential for the entire school community. We will stimulate, challenge, and engage all students, faculty and staff members as learning colleagues to become confident, life-long learners and responsible world citizens.

BEHAVIOR EXPECTATIONS
It is essential to have a safe, positive atmosphere in which students can perform at their best. Therefore, it is important for students to know the boundaries for their behavior at school.

Please refer to the Hacienda La Puente Unified School District’s Annual Information Handbook for a complete review of expectations (rules and regulations) and outcomes. Included in the Parent-Student Handbook are expectations for behaviors while on campus. Please note: Expectations must be met while students are on campus and off campus during school events (including sports and field trips). If inappropriate behavior should occur, the disciplinary action taken will follow board policy and state law.

**Expected Student Behavior**

Students are expected to:
1. Come to school prepared;
2. Behave in a manner conducive to a positive learning environment;
3. Respect the rights of others;
4. Follow all health, safety, and conduct rules as provided to them; and
5. Wear school uniforms, appropriate dress, or Grazide Spirit Wear daily.

**Inappropriate Student Behavior** (Please see Annual Information Handbook for a complete list.)

1. Tardiness
2. Unexcused absences (15 per year = At Risk for Retention)
3. Defiance of authority / disruption of school activities
4. Disorderly conduct / bus conduct
5. Profanity
6. Cheating
7. Destruction of / damage to property
8. Fighting
9. All weapons
10. Explosive devises including firecrackers
11. Leaving school without permission
12. Sexual harassment

**Possible Consequences for Inappropriate Student Behavior**

1. Counseling with student
2. Loss of privileges
3. Conferencing with parents
4. Suspension – The School Principal has the right to suspend a student for a period of up to five consecutive school days for each offense. In cases of this type, an informal conference between the principal or his / her designee, the students, and any other appropriate persons will be conducted. Please note: A teacher may also suspend a student from class.
5. Expulsion – The School Principal has the right and, in some cases, is required to recommend to the District Superintendent that a student be expelled (expulsion). In cases of this type, an administrating hearing panel shall be selected to hear the case to allow for due process. The parent shall be notified in writing of the time and place of the hearing and the charges on which the expulsion action is based. Following the hearing, a recommendation is made to the Board of Education.

By law, the following actions are cause for suspension (EC 48900 _): (Please see Annual Information Handbook for a complete list.)

a. Caused attempted to cause, or threatened physical injury;
f. Caused or attempted to cause damage to school or private property;
g. Stolen or attempted to steal school property or private property;
h. Possessed or used tobacco;
m. Possessed an imitation firearm;
r. Engaged in harassment, threats or intimidation against a pupil or group of pupils creating a hostile educational environment.

### STATION COMMITMENTS

#### Cafeteria

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Responsible</th>
<th>Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Entering and exiting quietly.</td>
<td>• Trying all the food I chose before throwing anything away.</td>
<td>• Only walking.</td>
</tr>
<tr>
<td>• Using a quiet voice.</td>
<td>• Cleaning up my areas.</td>
<td>• Chewing my food carefully and completely.</td>
</tr>
<tr>
<td>• Waiting patiently for my turn.</td>
<td>• Helping pick up trash that has fallen to the floor.</td>
<td>• Using my eating utensils and other materials correctly.</td>
</tr>
<tr>
<td>• Following all directions the first time given.</td>
<td>• Sitting correctly at my table.</td>
<td>• Only walking.</td>
</tr>
<tr>
<td>• Using good table manners.</td>
<td></td>
<td>• Chewing my food carefully and completely.</td>
</tr>
<tr>
<td>• Raising my hand when finished and waiting to be excused.</td>
<td></td>
<td>• Using my eating utensils and other materials correctly.</td>
</tr>
<tr>
<td>• Saying “Please” and “Thank you.”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Classroom
### Respectful
- Entering and exiting quietly.
- Paying attention to my teacher with Hands and Eyes.
- Following directions the first time they are given.
- Treating my schoolmates kindly by following the Golden Rule.

### Responsible
- Bringing all learning materials every day.
- Completing and returning all of my classwork.
- Completing and returning all of my homework.
- Keeping my desk area clean inside and out.

### Safe
- Walking only.
- Following all classroom and school rules.
- Sitting correctly in my chair.
- Using learning materials appropriately.
- Following KHFAAOTY always.

## Hallways

### Respectful
- Walking only.
- Remaining quiet as I walk from one place to another.

### Responsible
- Walking directly to my destination.
- Returning to my classroom immediately.
- Picking up all pieces of trash I see on my journey.

### Safe
- Walking only.
- Following KHFAAOTY always.

## Playground

### Respectful
- Listening and following directions from adults and Conflict Managers.
- Using appropriate language.
- Following all game and playground rules.
- Following the Golden Rule.
- Asking for assistance when needed.

### Responsible
- Freezing as soon as the Freeze Bell rings.
- Lining up quickly after hearing the whistle, without continuing to play. Keeping our Playground areas clean of trash and other obstacles (including jackets and sweatshirts).
- Following all game and playground rules.
- Using all playground equipment and materials correctly.
- Asking for assistance

### Safe
- Only walking on the Blacktop areas.
- Snacks must be eaten on the benches or covered picnic areas only.
- Staying in Supervised Areas – behind the Red Lines.
- Throwing all my trash away.
- Following KHFAAOTY always.
when needed.

Restroom

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Responsible</th>
<th>Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Entering and exiting quietly.</td>
<td>• Keeping the restroom clean.</td>
<td>• Only walking.</td>
</tr>
<tr>
<td>• Using a quiet voice.</td>
<td>• Placing my trash in the trash can only.</td>
<td>• Using toilets, urinals, and sinks correctly.</td>
</tr>
<tr>
<td>• Giving other students privacy.</td>
<td>• Walking directly to the restroom.</td>
<td>• Washing my hands with soap and water.</td>
</tr>
<tr>
<td>• Only using what I need – soap, paper towels, toilet paper.</td>
<td>• Using the restroom quickly and appropriately.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Returning promptly from the restroom.</td>
<td></td>
</tr>
</tbody>
</table>

Additional Expectations:

1. All classes, when leaving assigned rooms for any reason (assemblies, drills, etc.), must proceed in orderly lines in the hallways.
2. Students must be supervised at all times. Students are not permitted in classrooms unless a teacher is present.
3. Students are to be respectful to all individuals (adults or classmates) at all times.

**PLAYGROUND RULES**

1. TOYS, BALLS, TRADING CARDS, and / or ELECTRONIC DEVICES must be LEFT at home. These items will be confiscated and returned to a parent.
2. Use climbing equipment for climbing. Backstops, fences, buildings, walls, and the embankment are not for climbing as they are unsafe.
3. TAG IS NOT PERMITTED REGARDLESS OF THE ‘NAME of the GAME.’
4. Handball games must be played on designated handball courts. Buildings and other brick or flat surfaces are not available.
5. Kickball may be played on the grass area only.

- Slide Rules
  - Wait at the bottom of the ladder for your turn
  - Go down slide in a forward sitting position only
  - Sand or paper towels are not permitted on the slide
  - Walking up the front of the slide is not permitted
  - Keep your feet inside the slide
  - Sliding up or down support poles is not permitted
• Horizontal Bars  - One student at a time on each bar  
  - Travel in one direction  
  - Sweaters or coats may not be wrapped around bars  
  - Do not jump off the bars at any time  
• Swings  - Always swing sitting in sitting position, holding on with both hands  
  - No standing on or in front of swings  
  - Only one person is to be on each swing  
  - No climbing on top of swings  
• Jungle Gym  - No chasing games or running  
  - No upside-down hanging  
• Balls  - Footballs, kickballs, and soccer balls are to be used on the grass  
  - Only footballs, kickballs, and soccer balls are to be kicked  

ASSEMBLIES

Assemblies are scheduled in order to supplement the instructional program. Students are expected to maintain orderly conduct at all assemblies. Each teacher will accompany their class to the assembly and sit with the students as a class. Students who do not follow these guidelines will be sent to the office.

ATTENDANCE

• Children are expected to attend school daily,
• Children are expected to arrive on-time to class,
• Please call the office if your child will be absent longer than two days.
• Always send a written note to school when a child returns from an absence. The reason for the absence must be included – i.e. fever, sore throat, etc.
• Absences must be cleared within 20 days.

Types of Absences

1. **Excused**: The child’s illness, medical or dental appointments, the child’s attendance at a family member’s funeral, or the quarantine of the family be health officials are the only permitted absences recorded as **Excused**.
2. **Truancy / Unexcused**: Absences which are an intentional and planned violation of state attendance laws. **DO NOT** take students out of school for vacations. All family vacations must be planned during school vacations. Absences due to family vacations are considered **Unexcused**. Three **Unexcused** absences = **Truancy**. **All students with truancies will be subject to the School Attendance Review Team / Board.**

CLASSROOM ASSIGNMENTS
Classroom assignments are the result of careful planning by grade-level teams to ensure a balance of students in a variety of areas including, but not limited to: student gender, language proficiency, academic proficiency, behavior, and much more. As a result, in order to maintain this careful balance, movement across teachers at parent request may not be granted. Grazide School policy does not accept requests for teachers by name as accommodating these requests is not possible. Classroom assignments are carefully planned for the optimum education opportunity and experience. Only in extreme cases, will requests for student transfers be considered.

**COMBINATION CLASSROOMS**

Hacienda La Puente Unified School District adheres to the Class Size Reduction (CSR) restrictions provided by the California Department of Education (CDE). For elementary school, CSR restricts our class sizes to an average of 24 students per teacher in Grades Kinder through Third. As enrollment numbers often create situations where we have more students than spaces, a combination classroom is created to ensure students access to an excellent Grazide education. Research shows no negative affect from a combination classroom experience. In fact, many combination classroom students have more positive attitudes towards learning and the school environment. Without combination classrooms, we might have to send these additional students to a different HLPUSD school. We strive to provide every family who desires a Grazide community experience with a place at Grazide.

**EMERGENCY CARDS**

Please **immediately** inform the office, in writing, of any changes which would affect use of the Emergency Cards:

- Telephone numbers at home or work,
- Additional emergency contact persons, and / or
- If your child goes to a babysitter after school, be sure you include that person’s name, address, and phone number on the Emergency Cards.

Copies are kept in the offices as well as in the classrooms. Requests made over the phone for changes or additions to emergency cards will **NOT BE MADE**. If you need to add additional names, please come in to the office to make those changes. If your child needs to take medication at school, refer to the Medication section of this handbook.

**EMERGENCY DISMISSAL**

When a disaster happens, every parent wants to be sure their child is safe and being cared for or supervised. The following procedures are designed to get this information to you or return your child to you as soon as possible.

**In case of a disaster, do not telephone the school.** The telephone will be needed for emergency communication only. **If at all possible, do not drive to the school** as this will only add to the
traffic congestion and impede the progress of emergency vehicles. Do not enter the school grounds. Follow the procedures below for picking up your child. When a disaster occurs, the school principal or his/her designee will determine if, when, and how the students will be released. Students will be released at the close of the regular school day if:

- They are walkers and it is determined safe for them to leave the school grounds.

- Students may be dismissed prior to the end of the school day if an adult listed on the Emergency Card arrives to pick them up. Every person picking up a student will be asked to sign a statement giving their name, the student’s name and their relationship to the student, such as a parent, uncle, etc.

- Students will be released from the campus by the upper gate. (Room 12) When reaching the fence opening, report to the person on duty to check out your child. He/She will send for your child. If the disaster event blocks the fence opening, the school will follow the above procedure but will release from another area. We respectfully urge you to avoid using Leopold Avenue as it may be needed for emergency vehicles.

Students will not be released at the end of the regular day if the destruction is so great that it is deemed unsafe to dismiss them to walk and buses cannot get through. They will be cared for at the school or other facility until parents can be reunited with them.

It is imperative that the information on your child’s emergency card is current.

FIELD TRIPS

Field trips are planned to enhance classroom activities and to serve an educational purpose. Parents will be notified of each field trip. A signed permission slip will be needed in order for the student to attend. The school has the authority to require parent attendance support for a student to attend field trips if the student has exhibited consistently poor classroom, playground, or cafeteria self-control or has been disobedient on previous field trips.

FOOD FOR CLASSROOMS

PEANUT-FREE ENVIRONMENT – For the safety of multiple students with life-threatening allergies, Grazide Elementary School is PEANUT FREE. Please do not send any peanut products, including foods made with peanut oil, to school for your child to eat. Students in classes with students who have these allergies will be asked to wash hands upon arrival in the morning and after lunch each day.

If you send food to school to be distributed, it must be purchased commercially and brought directly to school in sealed packages with approval from the teacher. We cannot distribute homemade food as per California law.
We have numerous students with a variety of allergies. If you choose to send a treat for your child’s birthday, we recommend something non-edible: a pencil, bookmark, etc.

**HOMEWORK**

Homework is a part of a student’s growth and development and research shows the best homework for elementary school-aged students is reading and writing. Grazide Elementary is committed to using research-based strategies in our teaching practice and our primary homework is reading each night. In addition to a daily reading requirement for all students in Grades K-5, other homework assignments may include a specific assignment that students are able to complete independently, class work needing completion, review for a test, a project, or research paper. Not all assignments involve paper and pencil or a book. This type of homework is intended as practice for skills already learned in order to maintain those skills. To provide strong learning opportunities and to promote educational growth, homework should be: meaningful to the student, appropriate to the student, class, and subject, and reasonable in quantity.

The amount of time required for homework may vary depending on the assignment, maturity, ability and individual needs of each student as well as that of the activity. Daily homework ALWAYS includes reading for AT LEAST 20 minutes in Grades K-3 and 30 minutes in Grades 4-5. Younger children can be read to by an adult. The more reading time, the better! Homework that is appropriate for your child should never take hours to complete. If this is the case, please contact your child’s teacher directly.

It is the student’s responsibility to: keep accurate records of assignments (Grades 3 - 5), have the necessary materials, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and complete and return assignments on time. Parents can support the school by: encouraging daily study, providing appropriate conditions for home study, and checking assignments for neatness, accuracy, and completion.

**Students are expected to complete 100% of homework, 100% of the time.**

**LIBRARY**

Each class is scheduled to use the library once each week. Books are checked out for a week at a time, but may be returned early or renewed if needed. If a book is lost or damaged, the student will be denied the privilege of checking out any other book from the library until the book is either paid for, or found and returned.

**LOST AND FOUND**
We make every effort to return articles which have been lost to the children. Please help us in doing so, by labeling coats, sweaters, backpacks, books, musical instruments, lunch pails, etc. with your child’s name. This will help in returning articles to the rightful owner. Little ones often find it difficult to identify their own things. Parents may check the Lost and Found Wall which is located in the corridor between the office and the playground. Remember to check in at the office before going to the Lost and Found area.

MEDICATION

If a child is taking medication that is prescribed to be taken during the school hours, parent and physician signatures are required on the district’s Form #440, which is available in the school office. Requirements include the following:
- The medication must be kept in the school office.
- Medication must be in an original container properly labeled by the pharmacy.
- This form must be renewed at the beginning of each school year.

OFFICE

The office area will be entered by children ONLY for business purposes.

The office area consists of the principal’s office, school office, nurse’s room, teacher’s work room, staff room, and the adjoining corridor. Students may come to the school office when they are ill, when their teachers send them, when they have permission to use the phone, when there is an emergency, or when they have business which requires them to be in the office. A pass must be given by the teacher or noon aide except in emergency situations. The office is a very busy place and students are expected to be quiet, mannerly, and respectful at all times.

PARENT INVOLVEMENT

English Learners Advisory Council (ELAC)
The English Learners Advisory Council is for parents of students who are identified as limited English proficient (LEP). The council has a role similar to the School Site Council / Shared Decision Making (see below) and meets five times during the year. All families of English learners are welcome to attend and share ideas!

Parent Teacher Association (PTA)
Our PTA is a very active parent support group within our school. The PTA raises funds for the entire school in order to support students and academic programs as well as coordinate numerous events. Elections for officers are held yearly. Monthly meeting dates are on the calendar, and you are invited to attend. Your membership dues support the PTA programs. Your participation is not required, but encouraged.

School Site Council / Shared Decision Making (SSC / SDM)
The School Site Council plays a very important advisory role in the instructional programs offered to your child. It is composed of elected representatives of teachers and parents. The council meets five times during the year to give input and make decisions regarding the school program. All are welcome to attend and share ideas!

**Volunteers**

Ongoing volunteer applications are available in the school office beginning July 9th. Any and all volunteers must be approved through the HLPUSD School Police before volunteering work may begin. Don’t miss out – complete paperwork in a timely manner which means at least one month in advance for an ongoing volunteer application and at least three weeks in advance for a one-time volunteer application.

**Parent/School Communication**

**Parent Notices through Remind App**

This is our PRIMARY Parent Notification Resource. To ensure all parents are informed of school happenings, parents will receive information through the Remind app. If you have a smart phone, please download the Remind app, create an account, and join @graznews. If you do not have a smart phone, please text the message @graznews to the number 81010. In the event the 81010 does not work, please try texting @graznews to 562.219.4093. (Standard text message rates will apply.) If you have any questions, please ask your child’s teacher, your PTA Room Representative, or Miss Moss.

**Family Nights**

Back to School and Open House nights are held each year to communicate with parents and share student work. Please plan on attending these events.

Language Arts, Math, and Science nights will be held this year to communicate with parents and explore activities and strategies families can use at home to deepen student learning. This will be a fun time and we look forward to having you join us!

**Parent Conferences**

Parent conferences will be held twice yearly – please see Calendar of Events for dates. We strive for 100% parent attendance! These conferences are an opportunity to meet individually with teachers to learn more about your child’s academic progress.

**Character Counts**

Character development plays an important role in each child’s life. We utilize the Second Step Social Emotional Learning Curriculum to build and support positive character traits in all students. In addition, we work to respond to students’ positive behavior through a variety of ways including our Grazide Bucks system. Students will receive Grazide Bucks and positive feedback for displays of good character.

**Uniforms**
Tops

Solid (free of design) white, powder blue, or navy blue polo or button-up shirts with sleeves.

Bottoms

**Boys** – Solid navy blue or khaki uniform pants or shorts (dark blue jeans in good condition are okay)

**Girls** – Solid navy blue or khaki uniform pants, shorts, skirts, skorts, or jumpers / dresses (dark blue jeans in good condition are okay)

**DROPPING OFF AND PICKING UP YOUR CHILD**

**DRIVE CAREFULLY AND SLOWLY. BE COURTEOUS.**

Safety is an ongoing concern when dropping off and picking students each day. We appreciate your support in ensuring the Grazide Rams, families, friends, and neighbors have a safe and secure drop-off and pick-up daily. Please carefully review the Parking Lot Procedures mailed home and available on the Grazide Website.

**SCHOOL PROPERTY**

Books, equipment, and supplies are furnished by the school. Allowances are made for normal usage, however, students are responsible for abusive use or damage to school property. In such a case, a note assessing the cost of the property will be sent to parents. We encourage all students to bring their own notebooks, paper, pencils and other supplies as needed.

**SPECIAL INSTRUCTIONS**

Give your child information for pick-up arrangements **BEFORE** school as telephone and / or email messages will not be taken for, nor distributed to, children during the school day. As we are unable to verify the person / persons calling or emailing with directions to students, Grazide Elementary School Policy states we will not accept messages on behalf of students. Thank you for helping us avoid confusion and concern by letting your child know arrangement information before you drop them off.

**STUDENT SUPERVISION WHILE ON SCHOOL GROUNDS**

Supervision is provided for students **beginning at 7:45 a.m. on the Playground**. Students are NOT to be on the grounds or waiting alone before that time. **Unless your child is eating in the Cafeteria, which opens at 7:30 a.m., there is NO SUPERVISION prior to 7:45 a.m.** On rainy days, all students should report to the cafeteria when they arrive at school. They should not go to the playground and/or play in the rain.

**STUDENTS MUST BE PICKED UP PROMPTLY AFTER SCHOOL**
When students are dismissed, they are to leave the school grounds immediately, unless being detained by the teacher, or waiting for the school bus, community van, or driver. Students waiting for the school bus or community vans should wait inside the primary gate under direct supervision of school staff.

**TARDIES**

Students who arrive late to school miss instruction, directions, and announcements which affect your child's academic progress. Students are tardy after the bell rings. Tardies cause interruption to the instruction and often upset children unnecessarily. Even a few minutes a day adds up to hours and days of missed instruction.

Tardiness can negatively affect a child's performance academically as well as their feelings about school. Tardies must be avoided. We recognize that Grazide School is congested during morning drop-off. Thank you for building a routine that allows your child to be on-time every day. Children should **BE ON-TIME DAILY**. Students who enter after their starting time need to check into the office for a Late Pass.

**TECHNOLOGY**

Our computer labs and classrooms are connected to the internet. No child will be permitted to use sites other than those approved by the classroom teacher. Violation of this policy will result in consequences and possible restricted use of school computers. ALL students will need to have completed the Hacienda La Puente Network Application (HLPNET Application) in order to have access to the Internet.

**TOBACCO FREE ENVIRONMENT**

As part of the tobacco-use prevention education program, the district has enacted a tobacco free workplace effective September 1, 1993. California Health and Safety Code, Section 24167, requires that all school districts receiving Tobacco Use Prevention Education Funds adopt a tobacco free policy and prohibit the use of tobacco on school property and within all school vehicles in order to provide a tobacco free environment. This policy applies to everyone who comes on the school grounds. No one is to smoke anywhere on the school grounds.

**TRANSFERRING**

When you know you will be moving out of the school's attendance area, **please request your transfer from the school office at least 1 day in advance**. Your child has to be checked out and cleared with the Teacher and Library prior to receiving transfer slip.

**VOLUNTEERING AT THE SCHOOL**
We encourage parents to volunteer and would like to make you feel welcome. To protect all children, however, all volunteers must complete a background check. Please see the following for specific details.

Ongoing volunteers, more than once during a school year, must complete the following: Application (two-sided), TB Skin Test, and LiveScan Fingerprinting (nominal fee) through HLPUSD. While you may have completed fingerprinting through another organization, HLPUSD requires you complete the fingerprinting process through our School Safety Department as an additional security measure.

If you have successfully completed the Ongoing Application, TB Skin Test and LiveScan Fingerprinting through HLPUSD in previous years, and have no gaps in volunteering, you do not have to complete the LiveScan Fingerprinting process again. Simply complete the Ongoing Application and return the signed form to the Grazide Office. The HLPUSD will let you know if your TB Skin Test needs to be updated.

One-time volunteers, no more than once during a school year, must complete the following: Application (one-sided), copy of driver’s license. One-time volunteers are just that – a one-time volunteer for the school year. Multiple one-time volunteer applications may not be completed for individual events. If you would like to volunteer for more than one event, you must complete the Ongoing Volunteers process. There are no exceptions to this rule.

Once approved, all volunteers must sign in at the office and pick up a visitor pass. No one will be allowed on campus without this identification.

PARENTS WITHDRAWING THEIR CHILDREN DURING THE SCHOOL DAY

Teachers are not permitted to release children without permission from the office. We must make sure each child is released to his / her parent or guardian. If an emergency makes it necessary to take your child from the classroom, you must come to the office and sign the “Student Leaving Log.” You will be asked to wait for your child in the office. If you are not known to the office staff, you will be asked to show identification.