



LOS ANGELES UNIFIED SCHOOL DISTRICT
Coeur d'Alene Avenue Elementary School
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Ramon Cortines
Superintendent of Schools

Cherly Hildreth
Local District West Superintendent

Andrew Jenkins
Principal

August 17, 2015

Dear Parents,

Welcome to the 2015-2016 school year. The staff of Coeur d'Alene Avenue School looks forward to working with you and your children. We are continuing our commitment to improving the educational achievement of all students by providing a world-class educational program.

Below, you will find important information regarding our school. Please save this for your reference throughout the school year. **Please sign with your child(ren) the last page indicating your agreement to the policies and guidelines outlined in this document. You can bring it with you to our annual Back to School night on Tuesday, August 25, 2015 at 05:00 PM.** Additional copies will be provided for those who need them. **Also, we look forward to seeing you at our annual Venice beach Meet & Greet on Saturday, August 22, 2015 from 09:00 AM until noon.**

OUR VISION

Our school vision is to prepare successful, compassionate, critical thinkers who are productive members of society. We believe in fostering a cooperative learning environment in which the school, family, and business communities work together.

We are committed to....

- ❖ Working together in collaborative teams
- ❖ Initiating individual programs and strategies to provide differentiated learning time for students
- ❖ Monitoring each student's progress
- ❖ Providing parents with resources, strategies, and information to help children succeed academically

SCHOOL HOURS

Grades TK-5	8:10 – 2:35 (M, W-F)
	8:10 – 1:35 (T)
School Office	7:30 – 4:00

Supervision for students (Grades 2 – 5) is provided on the playground until 6:00 PM.
Please sign up with After School Youth Services.

Matthew Tucker (Coach) is the program director. Coach David, our PM campus aide, works from 02:00 – 05:00 PM (01:30 – 04:30 PM on Tuesdays)

On Tuesdays dismissal is at 1:35 PM.

We have 10 minimum days a year for professional development and family conferences. Hours are from 8:15 AM – 12:35 PM. Lunch is served or eaten at dismissal, with supervision. **Dates for minimum days are November 18 - 20, December 18, March 16-18, May 27, & June 9 & 10.**

MORNING PROCEDURES

1. Breakfast is served for all grades from **7:50-8:10 AM. Caregivers are not allowed inside the cafeteria.** After breakfast is eaten, students are supervised on the playground until the line-up bell rings at 8:10 AM. **It is very important that when the line-up bell rings, all families say their good-byes and move back from the line up area so that the students can be ready for their teachers.** (Students are not allowed in the classrooms or breezeways before school, except on rainy days.) Teachers meet students on the yard on the numbers that correspond to their room numbers. It is recommended that caregivers of kindergarteners stay with their children until the teacher arrives. **Class begins at 8:15 AM, after which students are marked tardy.**
2. Students must enter through the Coeur d'Alene Avenue or Garfield Avenue gates. The campus is open at 7:45 AM. For families participating, the **YMCA Program** begins at 7:00 AM. If you are interested in enrolling your child in this program, please contact Jacquelyn Dorame (JacquelynDorame@ymcala.org) for an application.
3. In the morning, students may play, talk to their friends, or read under the supervision of our teachers' assistants or their parents. Our teachers' assistants will be on the yard starting at 7:45 AM to supervise our students. **Students should not play on the structure when it is wet. Also, if a family member has a concern about another student other than his/her child, s/he should bring it to the attention of our teachers' assistants or the principal. Reprimanding other people's children may result in restricted visitation.**
4. **For safety reasons all gates will be locked by 8:20 AM.** Starting on Monday, August 24, 2015, our plant manager will reopen the Garfield gate for 2 minutes for families to exit who were at the assembly.
5. **Once the pedestrian gate to the parking lot is closed, all families should exit through the office. Under no circumstances should anyone let anyone in through a closed, locked gate or the copy room door. All visitors after 08:20 AM until 02:30 PM (01:30 PM on Tuesdays) must be authorized through the main office.**
6. **When the office is open, visitors must ring our buzzer system to be allowed into the office.** Please be patient. If visitors are allowed on campus, they will also be buzzed through to our campus.
7. Students who arrive after 8:20 AM must report to the office. **Please help your children form good habits by being on time every day.** Late students miss valuable instruction as well as interrupt lessons for other students.

VISITOR POLICIES

Our school's visitor policies:

- ❖ All people coming on campus for legitimate reasons (volunteerism, meetings, arranged classroom visitations) must come to the main office to sign in and receive a visitor's badge.
- ❖ All campus visitors must have the consent of the principal or designee to be on and remain on campus.
- ❖ Children who are not enrolled at school should not be on campus at any time unless prior approval of the principal has been obtained.
- ❖ Visitors should wear their visitor's badge at all times while on campus and should sign in and out when they arrive and leave. Visitors' badges should be thrown away when leaving.
- ❖ If visiting a class, enter and leave the classroom as quietly as possible.
- ❖ Do not converse with students, the teacher, or instructional aides during the visit unless acting as a volunteer under the direction of a staff member.
- ❖ Do not interfere with any school activity during the visitation.
- ❖ If observing a class, keep the length of the classroom visit and the frequency of your visits reasonable.
- ❖ Follow the teachers' established procedure for scheduling an appointment.
- ❖ Finally, while one of the strengths of our school is its tight-knit community, we must ask that all visitors enter through the front office.
 - Please do not ask students or staff to let you in through the pedestrian gate in the Coeur d'Alene Avenue parking lot.
 - In the event of an emergency, we need a record of all people on campus.
 - Additionally, we do not want our students to think it is allowable to open the gates during school hours.
 - Lastly, students and staff may not be aware of legal restrictions to visitation by family members that the office and principal know, as this is confidential.
- ❖ Thank you for adhering to these policies.

LAUSD STUDENT EMERGENCY INFORMATION FORM

VERY IMPORTANT! An emergency form is required for each child at Coeur d'Alene Avenue Elementary School with three telephone numbers that we may call if your child becomes ill or injured. The form can be filled out online (http://home.lausd.net/pdf/Families_Forms/Student_Emergency_Information_Form_English.PDF). Please read the form carefully and complete the required sections. Be sure to sign the form and return it with your child to the teacher immediately. For the safety and welfare of each child, please notify us if you change your address or telephone number so we may update our records to reflect current information as **required by Section 49408 of the California Education Code**.

SCHOOL COMMUNICATION and FUNDRAISING

Each teacher and/or grade level has a system for communication. In addition, each class has a room parent who will use email for important messages from the teacher and school. If you are able to use email for school communication, our resources are saved and our environment is protected. **If email is not a reliable form of communication, please let your child's teacher know. We will send paper communication home in this case. We do our best to send school communication home on Mondays, so check your emails Monday evening or Tuesday morning or check your child's backpack Monday night.** It is always a good idea to have a look in your child's backpack either daily or on the weekends. Children can be forgetful and need us to help them develop good habits of mind.

Because we are a non-Title 1 school, we have limited funds to provide all of the programs and resources that make our school so successful. We therefore rely on a variety of fundraising events to offset the funds that the state and federal government do not provide. **Please do not feel obligated to participate if you are unable, but know that your time and resources are always appreciated.** What is most important is that you send your child to school on time, well-rested, and ready to learn! You are your child's first teacher, and we rely on you as we partner together to create academic success for your child.

PARENT INVOLVEMENT and VOLUNTEERISM

There are many ways that you can contribute to your child's instructional program. Our **School Site Council (SSC)** and **English Learner Advisory Council (ELAC)** meet monthly to make decisions on budget expenditures, our Single Plan for Student Achievement, school wide policies, English learner programs, and other matters that impact the operations and instructional programs of the school.

Additionally, **our Booster Club meets from 6:00 - 8:00 PM on the first Wednesday of every month (except for September 9th and January 13th).** Their contributions through volunteerism and fundraising are one of the components that adds to our tremendous success. Through their fundraising efforts, we are able to enhance our programs by having physical education classes, additional classroom staff, school supplies, arts education, technology, a librarian, and gardening projects. **Our Booster Club co-presidents, Sarah Sung and Cara McKinley,** will send flyers and forms home (additional copies are in our office), which will inform you of how to make a contribution.

Finally, Coeur d'Alene Avenue Elementary School is looking forward to another productive year with our parent volunteers. As a volunteer you can make a vital difference in the educational progress of our boys and girls. **Your volunteer application and results of your TB test must be on file in the office. Parent volunteers must sign in and out in the office so that we know they are on campus. When volunteering, community members must act as employees of the school and must adhere to the same guidelines and levels of confidentiality as our teachers and staff. Two volunteer orientations are scheduled for August 31st or September 21st at 09:00 AM. In order to volunteer and unless you attended one in the past two years, you must attend one of these orientations.** Each year, the contributions of our community volunteers make a vital difference in the educational development of our students.

RELEASE DURING SCHOOL HOURS

Students will not be released to leave the school before dismissal time unless the parent or an authorized person who is listed on the emergency form (18 years or older) signs a release form in the main office and picks up the child in person. **You will need to show a photo ID.** A sick child may not be released to walk home.

Because our time with your child is so valuable and because we have metrics that we are required to meet by the District, **we ask that you schedule all vacations and appointments outside of the school day.** We understand, though, that appointments during the school day can sometimes be unavoidable. Please know that your child can attend any portion of the school day and still get credit for the day and the school can still receive funds for their attendance. **If you know that your child will be withdrawing early, leaving for part of the day, or coming late, please give us as much notice as possible.** This allows for accurate reporting and will enable us to get your child to the office as soon as possible after you arrive. All students withdrawing from school during the school day will meet their families in the office. Thanks.

LUNCH

For children who wish to eat our school lunch and do not qualify for free or reduced lunch, the cost is \$1.50. Breakfast or snack is \$1.00. **Maria Navarez, our Cafeteria Manager, requests that all families fill out the meal application form, even if you will not be taking advantage of the school's meal program and/or require financial assistance.** This supports her in the fulfillment of her duties and responsibilities. The meal application can be completed and submitted online: <https://www.applyforlunch.com/>. There is a box to indicate that you do not require assistance, in which case the application takes less than 5 minutes to complete. We really appreciate your cooperation in this matter. In order to determine eligibility for free or reduced lunch, an application must be filled out. **It is very important that families make sure their children have money in their accounts at all times.** Our cafeteria manager, Maria Navarez, and her assistant, Erika Lopez, appreciate your support.

Lunchtime for kindergartners is from 11:15 – 11:50 AM (RMS 1 & 2), 11:40 AM – 12:15 PM (RMS 23 & 24), and 12:00 – 12:35 PM (RMS 17 & 18). For grades 1-2, lunch will be from 12:00 – 12:35 PM; and for grades 3-5, lunch will be from 12:10 – 12:45 PM. **This year we will continue to play first and then eat, although children who like a longer time to eat have the option of ending their play earlier than others. Federal law permits only yard supervisors and volunteers who have had a TB test to be in the lunch area for the health and safety of all students.** Unless given prior approval by the principal, families are not allowed to eat with their children. **Finally, please make sure your children come to school with their snacks and lunch before school begins, if they are not eating school lunch.** Having lunch delivered during the school day causes an interruption to instruction and negatively impacts our office's time. Thanks.

PETS

Pets are NOT ALLOWED on school grounds under any circumstances.

DISMISSAL PROCEDURES

1. **Kindergarten students are dismissed by their teachers to their families or to the YMCA aftercare program.** Rooms 1 and 2 dismiss on the west side of their classrooms. Rooms 17 and 18 dismiss outside their gate; room 24 dismisses just north of their class; and room 23 dismisses by the big tree behind their classrooms near Garfield Avenue. First and second grade students dismiss with their teachers to their families or aftercare program on their numbers on the big yard; and grades 3 – 5 students meet their families on the big yard near their numbers or go to their aftercare program.
2. **Students who would like to take advantage of our valet pick-up program meet their families at the Garfield Gate.** Students in grades K-1 will be escorted by Ms. Mead, our teachers' assistant, from their classrooms to the Garfield gate. Students in grades 2-5 will walk to the Garfield Gate and meet the principal or one of our teachers' assistants. Valet pick-up forms are in the front office. Parents should also let their teachers know or they can email the principal. If you need valet on the day of the pick-up, you must call the office by 02:15 PM (01:15 PM on Tuesdays). Valet pick-up runs until 02:50 PM (or 01:50 PM on Tuesdays), at which time students in grades K-1 will be escorted the office. Students in grades 2-5 will wait on the yard with Coach Matthew and Coach David. **Please do not park and leave your car in the valet pick-up area marked with cones. Thanks.**
3. The front door is reserved for staff and parents who have office/school business. **Please ring the buzzer and wait to be buzzed in.**
4. Children walking home cross at crosswalks only.
5. Students in grades 2-5 being picked up late will wait on the playground where there is adult supervision. All students must be signed up with an after care program. **Kindergarten and first grade students will be taken to the office.** Please understand, though, that the office staff is not equipped to supervise children.
6. **Students in grades 2 – 5 who choose to play after school or are signed up with STAR or Mad Science™ and stay before or after their class need to sign up for the After School Playground Youth Services with Coach Matthew Tucker.** The YMCA aftercare program is for all students and is a “for fee” program. They also offer pre-care starting at 07:00 AM. All care programs end at 06:00 PM.
7. **STAR Nova and Mad Science™ start the weeks of September 7, 2015 and September 14, 2015 respectively.** Flyers will come home for registration. Scholarships are available and are need-based for financial and academic reasons.
8. **Once students have left the campus, they are not to return,** unless with their families. This is a safety issue.
9. **Families who wish to stay on campus with their children so that they can play on the yard must directly supervise them at all times.** This is a safety issue. Parents who do not abide by this policy may be asked not to remain on campus after school.
10. **Skateboards, scooters, Zucas, and bicycles should not be ridden on campus.** This is District policy. If students are caught riding these on campus, they will not be allowed to have them on campus for one week for the first offense, one month for the second offense, and permanently for the third offense. (Skateboards are used for our after school Boarderz class with STAR Nova.)
11. For security reasons, the teacher or principal must be present if students or parents wish to retrieve something from the classroom.

REMINDERS FOR STUDENTS

1. Please read with your child our school wide Positive Behavior Support plan. Return the last page at our Back to School night on August 25, 2015. In addition, the following reminders need to be reviewed with your child(ren).
2. Personal items such as electronic equipment (iPods, Gameboys, etc), sports equipment, skates, toys, and collectible cards **are not** to be brought to school.
3. **Use of cell phones is prohibited during school hours.** Students are permitted to possess cell phones on campus provided that they remain “off” and are not visible.
4. **Hazardous items** (glue, paint, sharp scissors, laser pointers etc.) **are not permitted on campus.**
5. The above items will be taken away and NOT RETURNED until a caregiver speaks with the teacher or principal.
6. **Any student who brings a weapon to school, including a gun, knife or replica risks suspension from school, and expulsion will be considered as required by Section 48915 (c) of California Education Code. Threats are taken seriously and could result in suspension. Other reasons for suspension include: causing physical injury, damaging school property, bullying, and habitual profanity.** Students need to take responsibility for their actions.
7. **Our school has a zero tolerance for bullying.** Steps students should take when confronted with bullies are speaking out, refusing to join in, refusing to watch, reporting all acts of bullying, standing up for the person being bullied, and being a friend. All reported incidents of bullying are investigated thoroughly and if verified will result in appropriate discipline, including suspension.

CONFERENCES

If you wish to conference with your child’s teacher, you may request an appointment via a note or request the teacher to call you at a convenient time. Many of our teachers communicate through email as well. Please do not expect the teacher to interrupt the instructional program for this purpose. The instructional day begins at 8:15 a.m. and ends at 2:35 p.m (01:35 p.m. on Tuesdays). Parent Conferences are also scheduled two times during the school year to discuss students’ progress. **Family conferences this year are the week of November 16, 2015 and the week of March 7, 2016.** Please plan to attend these important meetings.

SCHOOL ATTENDANCE AND RECORDS

Regular school attendance is important for the academic growth of your child. Children who are absent from school miss valuable instruction. **Additionally, each day a student was absent cost the school last year \$29.70 a day for each child.** Our total revenue lost for the year was \$130,651, an increase of approximately 15% from last year or \$19,721. We can do better! **Our goal this year is for 76% or more of our students to be in attendance 96% of the time. This equates to no more than 7 absences a school year.** By adhering to the following, we can work together to improve our attendance from last year’s. **Please ensure your children are in school except for excused absences.**

1. Please schedule medical appointments for after the school day. If the appointment is necessary during school time, your child can return to school to resume instruction. **We will call your child to the office to be checked out once you arrive.**
2. **If your child is absent from class, please call the school on the day of the absence. All absences and tardies generate an automated call from the District.** Please follow up the absence with a note when the child returns. Absences over 5 days require a doctor's authorization in order to be excused.
3. **For tardies, please call our office by 09:00 AM.** When you receive your Parent/Student Handbook at Back to School night, please refer to it for what constitutes an excused absence or tardy.
4. **A student is classified as truant when absent, or tardy in excess of 30 minutes, for 3 days or more in a school year without a phone call or note from the parent providing a valid excuse.**
5. Finally, for the safety and welfare of each child, as stated earlier, please notify us in person if you change your address or telephone number so we may update our school records to reflect current information as **required by Section 49408 of the California Education Code.**

Perfect attendance will be awarded to students with no absences or tardies monthly and at the end of the school year. Each month the class in each grade with the best attendance will be recognized and **the class with the best monthly attendance will be awarded a Mad Science™ class.** We will also recognize classes for 10 days of perfect attendance. Finally, one student from each class will be recognized daily for being on time (Be on Time, Be A Winner!) if his/her number is the number of the day.

According to District guidelines, **independent study will be granted for valid reasons when approved by the teacher and administrator.** Please schedule your vacations during our school holidays, which are on our website's calendar.

Report cards will be issued three times a year, twice during family conferences the weeks of November 16th and March 7th and a third time by the last day of school, June 10th. Teachers will share their systems for apprising parents of their children's progress at Back to School night, Tuesday, August 25th.

HOMEWORK POLICY

Daily routine homework assignments will comprise no more than 20% of a student's academic achievement grade. Studies have shown that by limiting the weight of homework towards a student's academic grade, a truer picture of the student's knowledge will be reflected in the achievement grade. Homework is a formative tool for practice toward mastery.

The purpose of homework is fourfold:

- It is meant to be an opportunity for independent practice, to reinforce learning, and to help students master specific skills.
- It can be used as a preparation for introducing material to be presented in future lessons.

- It is an opportunity for students to extend their current skills into new situations.
- It is a means by which students may integrate many different skills to a larger task, such as book reports, projects, or other creative avenues (Vatterott, 2009).

Homework is formative and an opportunity for students to experiment with new learning and skills. Students apply what they have learned so they may see what they fully understand and where they may still have questions. This is part of the formative learning process. Homework is not a punitive or compliance-driven tool. (Vatterott, 2009) It should have direct alignment to the content standards appropriate to the grade level or course.

To ensure that the amount of time spent on daily homework is not excessive, the following guidelines have been established for time allocations for homework. **Routine daily homework will be assigned for a maximum of four days a week.** A Monday-to-Thursday schedule is recommended. For projects and extended assignments, see below.

<u>Grade Level</u>	<u>Maximum Number of Routine Daily Homework Minutes per Day*</u>
Kindergarten	10
1 st	20
2 nd	20
3 rd	30
4 th	40
5 th	50

*Does not include 20 minutes of daily reading practice

Projects and long-term assignments may be scheduled over an extended period of time that may include weekends and vacations. If a project or assignment is assigned over an extended period, regular checks on progress should be made by the teacher. Parents should be notified through the syllabus of long-term assignments and projects, especially if they overlap part of a vacation period.

MAKEUP ASSIGNMENTS FOR SCHOOL ABSENCES

- A. Students with excused absences will be given the opportunity to complete the missed coursework, homework, or test with other equivalent assignments and must be given credit equal to that which they would have received on the original assignment or test for the same quality of work.
- B. Students absent for justifiable personal reasons, upon written request of the parent or guardian and approved by the principal or designated representatives, shall be allowed to complete all assignments and tests missed during the absence which can reasonably be provided and, upon satisfactory completion, shall receive credit equal to the credit they would have received on the original assignment or test. The teacher shall determine in what period of time the student must complete such assignments. Teachers will take into consideration that students will have work from multiple subjects to make up. The tests and assignments shall be reasonably equivalent to, but

not necessarily identical to, the tests and assignments that the student missed during the absence.

- C. Students who have been suspended may be required to complete assignments or tests missed during the suspension if the assignments and tests can reasonably be provided and upon satisfactory completion shall receive credit equal to that they would have received on the original assignment or test. The teacher will determine what assignments must be made up and in what period of time the student must complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the suspension.
- D. Students who are truant or absent without verified justifiable personal reasons or students who have returned to school without a note need not be given the opportunity to complete coursework, homework, or tests missed. However, in the interest of helping these students succeed academically, teachers may give them such opportunities.
- E. Students who fail to complete assignments satisfactorily may receive a mark of "Fail/Not Proficient" on such assignments.

WONDER OF READING LIBRARY

Ms. Mary Beth McCarthy is our full-time librarian. **Our library is open daily from 8:00 AM – 3:30 PM and is a place for quiet reading and study.** Our Target funded parent center computer and printer is located in our library and is for the use of our adult family members.

An excellent school library media center impacts student achievement, fosters reading, supports information literacy, and nurtures lifelong learning. **In order for us to achieve these goals, the following rules have been established:**

- 1. Walk in and out of the library at all times.**
- 2. Talk only when necessary and use whisper voices.**
- 3. Use shelf markers when browsing books.**
- 4. Follow the directions of the librarian at all times.**

Finally, we are proud of the collection we have accrued over the years. **Families are responsible for the cost of lost or damaged books.** Monies collected will go toward replacement and/or additional tiles.

TELEPHONE CALLS

Children may use the office phone only in cases of emergency. Arrangements to play at a friend's house or requests to bring forgotten homework assignments are not emergencies.

ANNUAL PESTICIDE USE NOTIFICATION AND ASBESTOS

The District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying parents/guardians of pesticide use. **During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure.** However, should you feel that your child's and/or behavior could be influenced by exposure to pesticide products, you are notified as follows:

- An application of products on the Approved List may be applied during the school year.
- In the event the use of a product is required that is not on the Approved List, you will be notified 72 hours in advance. (Exception: Emergency circumstances that warrant an immediate response).
- Additional information regarding pesticide products, including those on the District's Approved List, is available online at <http://www.cdpr.ca.gov>.
- A form will be sent home so that you may indicate if you want notice each time the District has to apply pesticides to your child's school site.

In September 2015, specially trained personnel will return to our school to **check on the condition of any asbestos-containing material**. A copy of the inspector's written report will be included in our asbestos management plan, which is available in the main office. Thanks.

ARTS, PE, ITINERANT TEACHERS AND OTHER STAFF

We are thrilled to welcome back our arts teachers through our partnership with PSArts and LAUSD's Arts Education Branch. Ms. Babchenko will teach music weekly to our students. Mr. Delgado will teach visual arts weekly to all students; and Ms. Matthes (dance) and Ms. Engle (theater) will do ten-week rotations of classes with students. We are so fortunate to have the benefit of these rich learning opportunities.

Coach Stacey will be returning with her team of physical education teachers and will instruct all students weekly for 45 minutes as we work toward staying fit and healthy. Her classes will run on Tuesdays, Wednesdays, and Fridays starting the week of September 28, 2015 through the week of May 30, 2016.

Finally, we welcome back our itinerant assistant principal of educational instructional services, Ms. Ahearn; our school nurse, Aseyh Alvioon (Wednesdays); our Micro Computer Support Assistant, Mr. Roy; our adaptive physical education teacher, Ms. Morgan; our evening building and grounds worker, Mr. Cohens; our speech therapist, Janine Presti; and our Antioch University counselor, Ms. Heymann. We would like to welcome our new school psychologist, Ms. Tran; our new physical therapist, Ms. Bickerton; and our new occupational therapist, Ms. Newsam. No school would be able to run without a talented team of people. We are thrilled to welcome back, Ms. Ricks, our office manager; Ms. Perine, our office technician; Ms. Navarez, our cafeteria manager; and Ms. Lopez, her assistant.

SAFETY PROCEDURES

The safety of your child is our first concern. Please cooperate by teaching your child to:

1. Cross only at the corner and use the crosswalks.
2. Always look both ways before stepping off the curb.
3. When crossing at an intersection with a light, always wait for a new green light to cross.
4. Use safety gear when riding bikes, scooters, or skateboards.

Please abide by parking and traffic laws and regulations by adhering to the following:

1. When leaving or picking up your children by car, **please stop on the school side of the street on Garfield Avenue heading west or come through the parking lot on Coeur d'Alene Avenue. We have valet drop-off each morning starting at 7:50 AM until 8:15 AM** in these locations. **We need morning valet parent volunteers in the Coeur d'Alene Avenue lot and on Garfield Avenue. Please contact our principal at andrew.jenkins@lausd.net if you are interested.** Our teachers' assistants also support our morning valet drop off.
2. **Please do not drop off or pick up children on the school side of the street of Coeur d'Alene Avenue** or have them cross the street while you are parked. Do not call your child to you from across the street.
3. **Please pull to the curb and do not double park**, as this is not only unsafe but against the law.
4. **Please do not do u-turns on Garfield Avenue or park in red zones or our neighbors' driveways** to pick up your child.
5. **Please stay clear of the bus zone.**
6. **Please do not park in any of our lots, including the YMCA lot. These lots are for staff and volunteers with parking hang tags. Violators will be towed or ticketed.** The parking lots can be used by families after 03:30 PM. Thanks.
7. Finally, **Department of Parking and Traffic and School Police regularly patrol our streets and lots**, and they will issue tickets for infractions. **Let's model for our students the importance of following rules and abiding by laws by adhering to the laws and guidelines above.**

Keeping our students healthy is important. **Diet, exercise, and hand washing contribute to staying free of colds and viruses.** Please support us in these efforts. **Students should be clear of a fever 24 hours before returning to school.** If in the event your child is sick or seriously injured, s/he will be sent to the office by his/her teacher or other adult, treated by our school nurse on the days that she is here, and the emergency contact will be called. **Head injuries are always reported and treated accordingly.** If there are any health circumstances of which we should be aware, please let us know.

BACK TO SCHOOL NIGHT and PICTURE DAYS

All parents are expected to attend our Back to School Night on Tuesday, August 25, 2015 at 5:00 p.m. Kindergarten through second grade teachers will present from 5:25 – 6:10 PM and teachers in grades three through five will present from 6:15 – 7:00 PM. The principal will address families at 5:10 PM in the courtyard. You will have the opportunity to visit your child's classroom and learn about the Coeur d'Alene Avenue Elementary School instructional programs. **Our annual Scholastic Book Fair will start this week (August 24 – 28, 2015).**

School picture day is Wednesday, October 14, 2015 and our make-up day is Thursday, November 12, 2015. Spring portraits will be Thursday, March 31, 2016. Spring portraits for our fifth graders are used for our culmination certificates. Finally, fifth grade panorama picture day is Thursday, April 21, 2016 at 11:00 AM.

CURRICULUM AND TEACHING

As a School for Advanced Studies, we challenge all children at their current learning level so that they master grade level standards and beyond and become lifelong learners. Students receive instruction in the core subjects of English language arts, mathematics, science, and history as well as instruction in health, character education, physical education, and the arts. Through our collaboration with PSArts and LAUSD's Arts Education Branch, all children receive weekly instruction in visual arts and music and 10 weeks of instruction in theater. Half of our students receive 10 weeks of instruction in dance. In addition to the District's adopted instructional materials for English language arts (*Treasures*: <http://treasures.macmillanmh.com/california>), mathematics (*Math Expressions*: <http://www.eduplace.com/math/mthexp/>), science (*FOSS*: <http://www.fossweb.com>), history (*Scott Foresman California History-Social Science*: <http://www.cahistorysocialscience.com>), and character education (*Second Step*: <http://www.cfchildren.org/programs/ssp/elem>), our teachers incorporate the readers and writers workshop approach (http://www.heinemann.com/shared/onlineresources/e03743/gsp_uos35_samppages.pdf) for the teaching of English language arts, employ Cognitively Guided Instruction for the teaching of mathematics (CGI: http://en.wikipedia.org/wiki/Cognitively_Guided_Instruction), and use Marcy Cook Tiling Tasks, Math Solutions, and the District's concept lessons for mathematics. Learning is supplemented and enhanced through field trips to the California Science Center, 826LA, the Natural History Museum, the Long Beach Aquarium, the Los Angeles Zoo, STAR ECOSation, the Ballona Wetlands, the Broad Stage, the Los Angeles Philharmonic, Cabrillo Marine Aquarium, Franklin Canyon, Clear Creek Outdoor Education center, AstroCamp, the Marine Mammal Museum, and many more places of learning! Our teachers work collaboratively to extend and make meaningful the learning that happens in the classroom.

POSITIVE BEHAVIOR SUPPORT AND SCHOOL RULES

The entire staff of Coeur d'Alene Avenue Elementary School has a goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy in order to maximize their learning opportunities.

In an effort to accomplish this goal, we have developed a school-wide Positive Behavior Support plan. The plan specifies rules that delineate the behaviors we expect from all of our students. The plan also outlines positive incentives for students who abide by the rules, thereby modeling appropriate behavior for all of us. In addition, the plan outlines consequences for students who do not follow the rules so that our expectations are clear and reasonable. Finally, our staff prides itself on expecting of ourselves what we expect of our students.

GENERAL SCHOOLWIDE RULES

1. Students will follow directions the first time they are given.
2. Fighting or “play fighting” are not allowed.
3. Students may not bring gum, candy, weapons, electronic devices, or toys to school.
4. Students will not call each other names, curse, or use put-downs.
5. Students will not litter anywhere in or around the school.
6. Birthday celebrations are not permitted during school hours. In lieu of food or party favors, a birthday book can be donated to the class or library in the child’s name.
7. Hats may ONLY be worn outside.
8. Students may only play in supervised areas at all times.

CORRIDOR AND COURTYARD RULES

1. WALK – do not run.
2. Students will not disturb classes while they are in session.
3. Hold all playground equipment to and from the play area.

LUNCH BENCH RULES

1. Always keep hands, feet, and other objects to yourself.
2. Food stays on trays or in lunchboxes until eaten and is not shared.
3. Clean up your area and recycle all trash.
4. Stay seated while eating.
5. Wait for the line up bell to be excused.
6. Students may not bring soda, gum, and candy to school.

PLAYGROUND RULES

1. Choose an area, stay there, and make sure that the area does not exceed the limit of students.
2. Use equipment appropriately, play fairly, and use “I messages” to resolve conflicts. If “I messages” do not work, go to an adult for assistance.
3. Make sure that you are giving others a chance to play in an area. Choose different areas so that others have a chance.
4. Freeze when the bell rings and wait for the whistle.
5. Walk to line (or lunch area at lunchtime) with your jacket/sweater and wait quietly in line (or begin eating at lunchtime).
6. Food or beverages are not allowed on the yard.

RESTROOM RULES

1. Students will not play or congregate in the restroom.
2. Students will respect the privacy of others.
3. Students will place all garbage in trashcans.
4. Students will walk in and out of the restrooms.
5. Students will use all restroom facilities appropriately.

We believe in focusing on the positive efforts and actions of students as a means to emphasize the importance of our school safety rules and procedures. As part of that effort, a weekly assembly is held to recognize and reward students who have exemplified good citizenship around the school or in their classrooms. Good deed tokens are used to recognize students who model appropriate behavior. In addition, each teacher reinforces and rewards behavior in his/her classroom consistently and fairly. Finally, students should have a sense

of accomplishment knowing that by following and modeling our school rules they positively contribute to our school's climate and culture.

Consequences for students who disobey the rules include:

- Counseling and reminders by teachers and staff
- Written reflections in class or on the yard
- Community service and campus beautification
- Phone calls home
- Referral to alternative classroom setting
- Referrals to the principal
- In-School suspension from class
- Suspension (Refer to your Parent/Student Handbook for list of offenses that warrant suspension)

Referrals to the principal always warrant a phone call home and/or family conference.

We are confident that a clearly stated and thorough schoolwide Positive Behavior Support plan will teach our children to be responsible for their actions and make this school year a positive and motivating experience. We ask for your complete support in our efforts. Please discuss the rules, rewards, and consequences with your child, then sign and return the form to your child's classroom teacher on the last page at Back to School Night on August 25, 2015.

Thank you for your cooperation in this very important matter.

EMERGENCY PREPAREDNESS

Each month we practice evacuating the school in the event of a fire or earthquake and what to do in our classrooms if we do have an earthquake. Our annual earthquake drill where we practice what to do if staff or students are injured is scheduled for Thursday, October 15, 2015 at 09:00 AM. In addition, we practice at least once each semester lockdown and shelter-in-place drills. In the event of an actual emergency, we would contact you through a robo-call and/or email to give you an update and let you know if retrieving your children is necessary. Our rescue gate is the pedestrian gate on the Coeur d'Alene Avenue parking lot. We take the safety of our students seriously and discuss how best to respond to emergencies at least twice a year. Our Safe School Plan meeting, which is open to all community members is scheduled for this year on Thursday, September 24, 2015 at 02:45 PM.

In an effort to be prepared in the event of an earthquake or other related emergency, all students have been provided an earthquake kit. If you would like to send in other items like medication, a mylar blanket, wet wipes, a picture of your family for security, and a small toy or book, please make arrangements with your child's teacher. All items will be safely stored.

STUDENT DRESS CODE

CLOTHES

1. No oversized clothes
2. Pants must be worn at an appropriate position
3. No bare midriffs
4. No T-shirts with suggestive or inappropriate advertisements or language
5. Dresses, skirts, shorts, and skorts should be of an appropriate length
6. Hats may be worn outside only as sun protections and are to be removed indoors
7. No hats, caps, or hoods are to be worn indoors

FOOTWEAR

1. Shoes should be suitable for physical activity
2. Socks should be worn at all times
3. No open-toed shoes, sandals, or flip-flops
4. No plastic or non-supportive shoes
5. Shoes with wheels MUST have the wheels removed
6. No shoes or boots with heels or platforms

JEWELRY

1. No hoop earrings
2. No necklaces or chains longer than 16 inches around the neck
3. No valuable jewelry should be worn to school

GROOMING

1. Hair should be neatly groomed so as not to hinder eyesight or cause unusual attention
2. No make-up or lipstick of any kind is permitted to be worn or brought to school

ITEMS FOR SIGNATURE

Please confirm your receipt of review of the following items with a signature at Back to School night:

1. Parent/Student Handbook receipt form (1 per child)
2. Emergency Form
3. Positive Behavior Support Plan and School Policies receipt form (page 17)
4. Forms required by your teacher

Thanks for your cooperation.

OUR CHILDREN

As teachers, parents, and administrators, we have a common interest, OUR CHILDREN! We need each other. Please join us in partnership to ensure that all our children receive the best education possible. We look forward to a productive and rewarding school year. Thank you for your cooperation and support.



LOS ANGELES UNIFIED SCHOOL DISTRICT
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www.cdaelementary.org

Ramon Cortines
Superintendent of Schools

Cherly Hildreth
Local District West Superintenden.

Andrew Jenkins
Principal

Dear Principal and Teacher,

I have read and agree to support the policies and school-wide Positive Behavior Support plan for Coeur d'Alene Avenue Elementary School.

Parent's Signature: _____ Date: _____

Child's Name: _____ Grade: _____ Room No.: _____

Child's Signature: _____ Teacher: _____

Comments
