



# Coeur d'Alene Avenue School Venice, CA

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Superintendent of Schools

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August 4, 2022

Dear Parents and Guardians



It is hard to believe that the new school year is here, but it is! On behalf of the faculty and staff at Coeur D'Alene Elementary School, we welcome everyone to the 2022-2023 school year with joy and excitement. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a significant difference in your child's education.

Please sit back, enjoy a cup of tea, and allow yourself plenty of time to read the information below. We hope the information will help start the new school year smoothly and enthusiastically. Feel free to reach out with any questions or needs.

Our District and school's theme is **READY FOR THE WORLD**. It is our desire to prepare students academically and social emotionally with LAUSD's five Pillars of the Strategic Plan: Academic Excellence, Joy and Wellness, Engagement and Collaboration, Operational Effectiveness, Investing in Staff. As we proceed, the District's Strategic Plan, "Ready for the World," will be referenced in future communications at the school and District level. We will collaborate with our parents and community to ensure CDA students will be Ready for the World.

As partners, we share the responsibility for our children's success and want you to know that we will do our absolute best to fulfill our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school as we prepare students to be Ready for the World!

## **TK/ Kindergarten & New Parents Orientation Meeting-August 12**

A special welcome to our newest CDA Owls! Do not worry Mom & Dad, we are experts at welcoming our TK and Kindergarteners in and ensuring their transition to school is as successful as possible. Please join us on Friday, August 12, 2022, at 1:30 p.m. for our TK, kindergarten, and new student/parent orientation. You will learn what to expect on the first day of school, be able to locate your child's classroom, meet the TK/K teachers, sign up for Parent Portal, learn about The Friends of CDA Booster Club, and much more.

## **CALENDAR**

August 12 – New Parents/Students Orientation Meeting 1:30pm  
August 12 - Parents to pick up Antigen Covid Testing Kits in Main Office  
August 15 First Instructional Day  
August 16 - Banked Time Tuesday (dismissal at 1:38pm each Tuesday)  
August 20– Back to School BEACH PARTY 12-3:00pm  
August 29 – Back to School Night at 5:00pm  
September 2 – California Admissions Day Holiday (No School)  
September 5 – Labor Day Holiday (No School)



## **VISION FOR COEUR D'ALENE SCHOOL**

The 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:

- Work together in collaborative teams,
- Initiate individual programs and strategies to provide differentiated learning time for students,
- Monitor each student’s progress
- Provide parents with resources, strategies and information to help children succeed academically.

## **Pick-up COVID Testing Kits from Office on August 11 or 12**

Families will need to pick-up “Antigen Take-Home Covid Kits” on August 11 or 12 from the office to test your child at home for Covid and create a Daily Pass on August 15. All persons entering campus will need to show their Daily Pass at the time of entry.

## **Classroom Assignments**

- Student’s teacher and classroom assignments will be accessible to parents through Parent Portal on August 14, 2022. Stations to assist parents in creating Parent Portal accounts will be set-up at the Orientation on August 12, 2022. The office staff can assist you if you need your PIN for your Parent Portal Account.
- Teachers are required to create equitable classes based on student demographics, academic and social emotional needs, language classification, and special services. Please note that assignment changes will not be considered. Classroom assignments are final unless changes are required to accommodate an increase or decrease in enrollment. Please do not come to the office or send emails regarding classroom changes.
- Students are not officially enrolled until they are present in class, even if the student was enrolled the previous year. LAUSD will drop “no show” students from their student information system should your child not be present. Attending class on the first day of school is significantly important to retain your spot at CDA and in the assigned classroom.
- New students without appropriate immunizations and address verification documents cannot be enrolled. It is California Law! If you did not provide matching appropriate documents (e.g., identification and utility bill) your child is not enrolled even if you received this correspondence.

## **Free Education for All in California Public Schools**

California affords free education to all students in its public schools. Parents and students will never be requested to purchase books, school materials, supplies, pay field trip fees, or incur any type of expense to participate in any type of school activities. Teachers may recommend items that might enhance their classroom and/or the school, but at no time will any student or family be required or expected to pay for any school related items or services.



## **School Hours**

- Parents should teach their children to be responsible and arrive at school on time each day. Students who are tardy are missing valuable instruction from the teachers at that opening morning business part of their classroom. Starting with day one, plan for your child to be at school at 8:00a.m. The following provides the timelines for the bell schedule.
- The Main office will open at 7:30 a.m.
- The gates (Main Coeur D’Alene gate and Garfield only) will open at 7:45a.m. each morning. Please remember to use sidewalks and respect our beautifully landscaped campus. When students enter campus in the morning, the apparatus and playground areas are closed. Students are to safely walk to their class assigned pickup spot and remain there until the teacher takes the class to their classroom at 8:15am. Students may not go to their classrooms prior to 8:15 a.m. (except inclement weather days.)
- The line-up bell will ring at 8:10 a.m.
- The instructional bell will ring at 8:15 a.m. Your child should be ready to meet his or her teacher at 8:10 a.m. at their assigned designated line-up area. Students’ parents will receive phone calls at approximately 9:45am and 6:00pm on any days a child is not marked “present” when the teacher call daily attendance. Parents should reconcile absences with teachers to ensure accurate records are maintained.
- Dismissal bell will ring at 2:38 p.m. on M-W-Th-F and at 1:38 on Tuesdays. (See below)

## **After School Dismissal & Optional Programs**

- Although Coeur D’Alene has no “before school” options, we are pleased to provide choices for afterschool programs on our campus from dismissal until 6:00pm. Registration is required for each of the programs. Each program leases space from the District and works independently in their approved space with its own approved staff.
- Due to limited street parking and busy afternoon traffic, we ask parents to promptly pickup students and exit campus so others may access street parking spots.
- Dismissal 2:38 p.m. (Monday, Wednesday, Thursday, Friday) and 1:38 p.m. (Tuesday)
- Pick up designees will park on the street, enter campus from one of designated gates (Garfield gate or Coeur D’Alene Avenue Main Gate) and pick-up students from each classroom’s designated line-up spot. For TK and kindergarten, parents/designees will pick-up their child from the teacher/aide on the Kindergarten Playground.
- Parking lots are for employee parking only and may not be used for student pick-up or drop-off.
- The Coeur D’Alene Main gate will close promptly at 3:00 p.m. and 2:00 p.m. (Tuesdays)
- The Garfield gate will be the only access point after 3:00p.m. and will be locked at 6:00 p.m.
- After School Extended Programs from dismissal until 6:00pm include:
  - STAR (Fee based for students TK -5<sup>th</sup> Grade)
  - Boys & Girls Club (Fee based for students TK -5<sup>th</sup> Grade)

- YMCA Club (Fee based for students TK -5<sup>th</sup> Grade)
- Beyond the Bell Youth Services (Grades 2<sup>nd</sup> – 5<sup>th</sup> Grade Only)
- Information and registration for these programs is available from each program’s Director. LAUSD’s Beyond the Bell registration form is attached to this packet.
- Students must be picked up by 2:50 p.m. unless they are actively enrolled in an afterschool program. School staff does not supervise students after school. We are required to report repeat offenders to Protective Children and Family Services.
- Students who walk home must exit campus immediately after dismissal.
- The play yards and play apparatus are not available for any students unless they are enrolled in an afterschool program and are supervised by that afterschool program’s coach/director.
- **Beyond the Bell: Youth Services program will offer after school care for grades 2 – 5 for free from dismissal until 6:00 p.m. Students will have the opportunity to receive help with their homework and to participate with friends in activities. The program will begin on Monday, August 15<sup>th</sup>.**
- **Boys and Girls Club of Venice: This after school program is available to students in grades TK – 5 for a fee. They have collaborated with CDA to provide varied programs for the students from dismissal until 6:00 p.m. For more information, please contact Jose Sanchez at (310)574-5052.**
- **YMCA: This after school program is available to all students in grades TK – 5 for a fee. They have partnered with CDA to provide varied programs for the students from dismissal until 6:00 p.m. For more information, please contact Krishawna at (310) 670-4316; email [childcare@ymcala.org](mailto:childcare@ymcala.org); or register at [https://anc.apm.activecommunities.com/ymcala/daycare/program/3142?onlineSiteId=0&from\\_origin\\_al\\_cui=true&online=true&locale=en-US](https://anc.apm.activecommunities.com/ymcala/daycare/program/3142?onlineSiteId=0&from_origin_al_cui=true&online=true&locale=en-US)**

## **EMERGENCY STUDENT INFORMATION FORM**

Emergency Contact Forms are distributed annually. Please make sure that you return the Emergency Contact Forms to the school. Please notify the Main office if your emergency contact information changes throughout the year. In accordance with California Education Code section 49408, each parent/guardian is mandated to submit an accurate and completed student emergency form. This form provides the school with information that is vitally important should your child have an emergency related to an illness or injury. The form is provided at the following link:

[https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/72/StudentEmergencyFrm\\_eng.pdf](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/72/StudentEmergencyFrm_eng.pdf)

Please fill out all sections of the form, print it and return it to your child’s teacher on the first day of school.

## **First Day of School and School Hours**

- The first day of school is Monday, August 15, 2022. Dismissal is at 2:38 p.m.
- Regular school hours for all students are 8:15am – 2:38 p.m. (Monday, Wednesday, Thursday, and Friday). Students are expected to be at their designated line-up area at 8:10am
- Tuesday school hours 8:15 a.m. - 1:38 p.m. starting Tuesday, August 16<sup>th</sup>.
- Minimum Day school hours 8:00 a.m. – 12:38 p.m. The school calendar denotes Minimum Day schedules for parent/teacher conference days (November 15, 16, 17 and March 8,9,10) as well as December 16, 2022, and June 15, 2023.
- On the first day of school, parents will be allowed to enter campus with their child. Students and parents will need to show their Daily Pass at the gates before entering. Remember to administer the antigen COVID Test to your child within 48 hours before the start of school on August 15. Students and teachers will remain in their line-up spaces for Monday’s morning’s WELCOME BACK ASSEMBLY.

Parents will be welcomed, hear the announcements and then, excused to leave campus so teachers can begin their instructional day with their students.

## **Safety Valet Drop-off Program**

Safety Valet is an approved LAUSD program to enable parents/designees to drop-off students at the Garfield Avenue curb and drive away to their next destination. The program is available for students in grades 1-5. TK/ Kindergarten students can be dropped off beginning October 1, 2022. Prior to October 1, the TK and K students need to be walked to their designated line-up spot on the playground. Parent volunteers will need to set-up and maintain the Safety Valet Program. Without adult supervision (employees and/or volunteers), the program cannot be implemented. For the first few weeks, grade 5 parents are highly encouraged to model the practice until a sign-up can be generated for all parents to assist with the drop-off program throughout the year. Your planning can make the Valet Drop-off worthy for parents who drive to drive off their child.

- Complete your daily symptom monitoring, Daily Pass, before entering carpool lane.
- Have bags and other items ready and give hugs and kisses before entering the carpool lane.
- Students should be dropped off by 8:05a.m. as students need to be at their line-up area at 8:10 a.m. and ready for their instructional program at 8:15 a.m.
- The carpool Safety Valet Lane will close at 8:10 and the gates will be locked at 8:15 a.m.
- Any students arriving after the gate is locked will be considered tardy and will need to check in through the Main Office. The Main Office is the only entrance and exit gate during the regular day. Due to security regulations, schools are to have one entrance and exit during the instructional day.

## **Lunch Program**

ALL students are eligible to receive FREE lunch in the 2022-2023 school year.

Students may bring their own lunch; however, we encourage parents who pack lunch to model healthy choices, limit sugary treats, and avoid liquids. We ask that lunches be brought to school as trying to deliver lunches to children during their instructional day is a distraction and disruption to our mission. There are no facilities for students to refrigerate, heat or cook food on the campus. Any student who fails to bring a lunch is welcome to ask the Food Service Director for a lunch from the cafeteria. Federal law prohibits parents and/or visitors from being in the cafeteria area during lunch periods. Only school supervision aides, support staff, faculty and administration may be in the lunch area when students are present. Federal law also required that students be afforded a minimum of 25 minutes to eat their lunch.

## **Parent Portal/ Daily Pass**

Please complete the registration process for Parent Portal at

<https://parentportalapp.lausd.net/parentaccess/>. LAUSD will require daily symptom monitoring with the Daily Pass which can be accessed through [dailypass.lausd.net](https://dailypass.lausd.net).

## **Water Bottles**

Water fountains are accessible for all grades.

Please ensure your child brings a refillable water bottle daily.



## **Daily Class Schedules**

All classroom teachers will share their daily classroom schedule with parents at Back-to-School Night, Tuesday, August 30, 2022. More information will be forthcoming regarding this event.

## **School Communication and Information**

- Please visit our website at [www.cdavenice.org](http://www.cdavenice.org) for more information.
- Check the website for CDA Booster Club updates and coming events!
- Check your child's backpack daily.
- Update your email and phone number with the office to ensure you can receive communication, updates, and emergency messages via our automated system, Blackboard Connect.

## **Parent Volunteers & Visitors**

Please consider joining our school volunteer program as our students can benefit from your involvement and contributions to the school's program and its operations. Parents who regularly volunteer and/or chaperone field trips must complete and be approved as a volunteer through

<https://volunteerapp.lausd.net> .

LAUSD Volunteer Information:

[https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/577/Guide\\_to\\_Volunteering\\_Eng\\_0622\\_V3.pdf](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/577/Guide_to_Volunteering_Eng_0622_V3.pdf)

We seek volunteers to help us with the following activities:

- Teacher-led instructional support, usually in the classroom
- Reading with children who need extra help
- School-wide events
- Safety Valet Drop-off Program
- Field Trips

All employees, volunteers and visitors are to sign-in at the office upon one's arrival to campus. The sign-in sheet becomes significantly important should there be an emergency on campus. All visitors are to sign-in and receive a Visitor's Sticker from an office clerk. Volunteers should wear their Volunteer Badges issued by LAUSD as an approved volunteer. Employees should be vigilant and ask anyone unknown person without a Visitor's Sticker or Volunteer to report to the office. All volunteers and visitors MUST enter campus via the Main Office to seek authorization to be on campus. State laws requires all visitors and volunteers to obtain Principal authorization before entering campus.

- Classroom visitors or volunteers may not converse with students, teachers or aides during your classroom visit. Your support is under the direction of a staff member (teacher or administrator.)
- Do not interfere with any school activity during your visit. Any concerns should be discussed with the Principal.
- Visitors and volunteers are to follow the teacher's scheduling procedure for appointments to see them. Teachers will share their preferred method at Back to School Night.
- The pedestrian gate in the parking lot is to never be used for parents or visitors as an entrance; the Main Office is the only entrance for persons who are not employees or students.
- There are legal implications for entering a school campus that may not be known by staff or students; therefore, we need to be consistent in ensuring that the Main Office is the first stop for all persons entering the campus who are not students or staff.



## **Release of Students During School Hours**

Students will not be released to leave the school before dismissal time unless the parents or authorized person who is listed on the emergency card (18 years or older), signs a release form in the Main Office and picks up the child in person. A photo ID of the person will be required. A child who is ill may not be given permission to walk home. Because our time in school is important to their academic success, we request that appointments be made after dismissal hours to minimize the need for students to miss class time. Parents should notify their child's teacher if you know that your child will be withdrawing early, leaving for part of the day, arriving late, or has a reason to be absent with as much notice as possible. This allows us to prepare their records accurately and to prepare for his or her time out of class, if appropriate. Any student who will be leaving campus during the day will have to meet the parent in the office before released.

## **School Attendance**

We cannot teach an empty seat. . . .daily attendance should be a goal for each student and his or her family. It is the way students will keep abreast of what is happening in his or her classroom and maintain relationships with their classmates and peers. LAUSD Pupil Service Attendance Division monitors attendance daily. Automatic calls will alert parents to all absences.



**We can't teach  
an empty seat!**

## **School Site Council (SCS) and Positive Discipline Committee**

CDA's decision-making body is its School Site Council. Composition of SCS includes parents and employees. The SCS makes school-wide decision involving budgetary matters, positive discipline team expectations, safety/emergency preparedness implementation, textbook selections (when adoption), and school-wide positive discipline expectations. An election will be scheduled in early September to elect four teachers, 1 Administrator, three parents and one classified employee. We hope you will consider being involved in the word of this Council. The Positive Discipline Team is tasked with preparing expectations for all students regarding behavior. Expectations are aligned to LAUSD policy, requires monthly reports that uses data to measure the school climate, safety/emergency preparedness and school beautification.

## **Coeur D'Alene School BOOSTER CLUB Form**

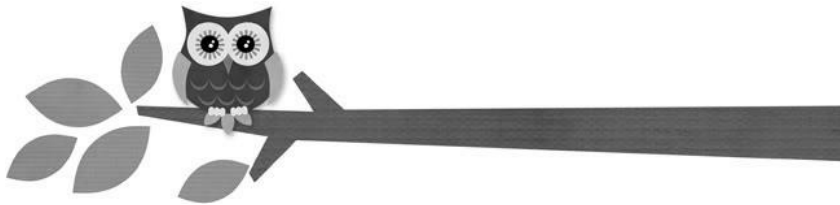
Parents at CDA take pride in its parent involvement and afford opportunities to be involved in fundraising and other supportive ways to the school through our incredible Booster Club. They provide opportunities to CDA students that would not be afforded to them without their endorsement and support. Their fundraising is totally a parent driven club. Faculty and staff appreciate CDA parents who give time, effort and resources to the Booster Club to enhance our school's overall instructional and operational program. Visit [cdavenice.org](http://cdavenice.org) for more Friends of CDA information.

Without the Booster Club, CDA kids would not have music, visual arts, Physical Education, classroom aides and various classroom supports and equipment that make a significant difference in the school's academic success.

Parents are requested to complete the attached form and return to the Main Office. The form requests information that you wish to share with other parents for networking, fundraising and parent involvement. The form requests your basic personal information that LAUSD nor its employees are allowed to share with parents.

## **WELCOME BACK BEACH PARTY**

The entire CDA Family is invited to attend the Welcome Back to School Beach Party. Enjoy a day at the beach with returning classmates, new friends, parents and staff as we usher in the new school year. See enclosed flyer.



The wonderful Coeur D'Alene staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you. Again, we cannot wait to see you and your child as we begin our journey "Ready for the World."

Sincerely,

*Dr. Terry Moren*

Dr. Terry L. Moren  
Interim Principal