

EL SEGUNDO UNIFIED SCHOOL DISTRICT

Richmond Street School

STUDENT-PARENT HANDBOOK

RICHMOND STREET ELEMENTARY SCHOOL

**615 Richmond Street
El Segundo, CA 90245
(310) 606-6831
www.elsegundousd.com**

Dickie Van Breene, Principal

**El Segundo Unified School District
Administrative Offices**

**641 Sheldon Street
(310) 615-2650**

Dr. Geoff Yantz, Superintendent

Board of Education

Mrs. Robin Funk
Mrs. Ann Coles
Mr. Bill Watkins
Mrs. Tammy Tagami-Reeves
Mrs. Lisa Wilkin

School Board Meetings

Regular meetings of the Board of Education are held on the second and fourth Tuesday of each month at 7:00 P.M. in the Board Room at 641 Sheldon Street

THE PUBLIC IS CORDIALLY INVITED TO ATTEND

Title IX - Equal Opportunity for Education. The law states we will not discriminate due to: age, gender, race, disability, sexual orientation, religion, color, national origin. All students are guaranteed equal access to education @ ESUSD.

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MISSION STATEMENT

We at Richmond Street School are dedicated to:

- Inspiring a lifelong desire for learning and knowledge
- Ensuring literate, effective, communicators through strategic instruction in the development of reading, writing, and oral fluencies and comprehension across grade levels and woven throughout content areas
- Fostering creative abilities, critical thinking, and problem solving to prepare our students for a technological, global oriented society
- Developing responsible citizens by teaching healthy lifestyle choices and good character, as well as conscientious, active participants in conserving our environment and world around us
- Utilizing current research through ongoing staff development to enhance our teaching and emphasize dynamic, hands-on, meaning-centered, developmentally appropriate instruction
- Preparing our students for a culturally diverse society by promoting cultural sensitivity and awareness in a safe, nurturing environment

VISION STATEMENT

Richmond Street School fosters the development of well-rounded individuals who gain the skills and knowledge they need to solve complex problems in a 21st century, democratic society. Through shared inquiry and data analysis, all staff reflect on practice to provide the highest quality education and ensure creative, critical, and reflective thinking to meet the needs of our diverse group of learners. The school collaborates with families and the community to develop caring, healthy, and responsible individuals who believe in and feel their success each day in a safe, and supportive environment.

The staff, administration, and parents of Richmond Street School believe in the development of literacy across all content areas. The staff is committed to developing reading and writing fluency and comprehension across grade levels through articulation, collaboration, and the utilization of common language for literacy learning, thus allowing all student needs to be met and their voices to be heard.

Richmond Street School strives to develop students who are creative, critical, and reflective. Each member is committed to building a community for learners who believe in and feel their success each day.

ARRIVAL AND DEPARTURE

Campus supervision begins at 8:05 a.m. For the safety and proper supervision of your child, he/she should not be on campus before that time.

All students are expected to leave the school grounds and go directly home upon dismissal from school. Younger children should not remain at school after their dismissal time to wait for older brothers or sisters (except in emergencies), since there is no supervision provided.

Walking To and From School: Parents should determine the safest route to and from school. Children are to observe all traffic rules and regulations. Inform your child from whom they can safely accept rides.

Third through fifth grade students may ride their bikes to school providing they:

- wear a helmet
- walk their bikes while on school property
- provide a lock to use during class hours

Bicycles should be registered with the El Segundo Police Department. Violations of the School's Safety Rules will result in suspension of the privilege to ride bikes to school. Please see the School-wide Discipline Plan at the end of this handbook. **Skateboards, scooters, and rollerblades are not allowed at school.**

ATTENDANCE POLICY

Absences: Regular attendance is one of the major factors contributing to success in school. Additionally, California law mandates parents send their children to school regularly and punctually. Make sure your child attends school regularly and is absent only for illness or emergency reasons. **OUR NEW ABSENCE REGULATIONS TAKES MONEY AWAY FROM SCHOOLS FOR EVERY ABSENCE OF A STUDENT FOR ANY REASON.**

If your child is absent, please follow the procedures listed below:

- **CALL** the school and explain the reason for the absence EACH morning the child is out. If the school is not called on the FIRST DAY, parents will be called by the school, either at home or at work. This is a service to guarantee the safety of the student.
- Upon return have your child report directly to class following an absence. If you did not contact the school by phone, a **note** must accompany your child stating the reason for the absence and given to the teacher. **We are required to verify all absences.**

I. Excused Absences

- A. According to California state law, excused absences must fall into one of the following categories:
 1. Due to illness or injury.
 2. Due to quarantine under the direction of a county or city health officer.
 3. Having medical, dental, optometrist, or chiropractic services rendered.
 4. Attending the funeral services of a member of the immediate family, limited to one day if in California, three days if out of state.
- B. The note to excuse an absence or tardy should:
 1. Be written and signed in ink by the legal parent or guardian with whom the student is living.
 2. Have the present date.
 3. Have the specific dates of the absence(s) or tardies listed.
 4. State the specific reason for the absence or tardy.
 5. Be turned in to the classroom teacher on the day of the student's return. A 24 hour "grace period" will be extended to students and their parents who forget to clear an absence on the date of return. After 24 hours, an unverified absence (UV) will automatically become an unexcused absence (US).
- C. Phone calls to excuse an absence should:
 1. Be made only by the parent or legal guardian with whom the student is living.
 2. Be made on the first day of the absence and each subsequent day of the absence.
 3. State the reason for the absence.
 4. Our phone number is 606-6831 ext: 400. Our office hours are 7:00 a.m. - 3:30 p.m.
- D. Part Day Absence
 1. A student who must leave campus during the school day must ALWAYS be signed out through the Office.

2. A student who arrives late to campus while school is in session reports to the office with their written note of excuse.
3. Excused part day absences may be arranged by note or phone call. (See "B" and "C" above.)

II. **Make-Up Work**

- A. Any student shall be allowed to complete all assignments and tests missed during an excused absence that can reasonably be provided, and upon satisfactory completion, shall be given full credit. (E.C.46015, 48205)
- B. The teacher of any class from which a student has an excused absence shall determine what assignments the student shall make up and in what period of time, usually one day for every consecutive day of absence. Tests and assignments may be the same as those missed, or shall be reasonably equivalent to them. (E.C. 48205)
- C. Suspension is an unexcused absence. Make-up work is at the discretion of the teacher (E.C. 48913).

III. **Prolonged Absences**

- A. If a student will be out of school for **5 or more days** due to family commitments, parents are requested to contact the teacher and obtain an Independent Study Plan from the Office. The request form must be returned one week prior to the absence. Completed work must be returned within 3 days of returning to class to qualify the unexcused absence as an excused absence.
- B. "A pupil who contracts an illness of a prolonged nature or who has been the victim of an accident which will prevent attendance for a prolonged period shall be counted as absent due to illness only until such time as he is able, and starts to receive instruction in home or hospital or is given instruction by other means." (C.A.C. Title 5, Sec. 423)
- C. Students whose parents have requested a Home Teacher, will continue to be marked absent by the Attendance Office until the day that instruction actually begins. From that date on, the student's records will be marked "HT" and these absences will not count as part of their total number of absences.

IV. **Excessive Absences**

Both the California Administration Code (Title VED300) and the Education Code 48260 state that every pupil must attend school regularly. When a

child is excessively absent, a parent-teacher-student conference will be held. If the problem continues, a parent-administrator-student conference will be scheduled. Excessive absences may result in a referral to the School Attendance Review Board (SARB).

V. Unexcused Absence and Truancy Procedures

A. The Education Code generally defines unexcused absences as those that are preventable. For example, reasons such as oversleeping, car trouble, "I didn't know we were on a special schedule", etc. are NOT ACCEPTABLE. The Education Code also defines truancy as an absence or a school tardy in excess of 30 minutes without valid excuse by either the parent(s)/guardian(s).

B. Consequences of Unexcused Absences and Truancy. Students who receive an unexcused absence will be denied make-up privileges. Hence, such absences can affect grades.

Unexcused Absence #1 & #2	Letter #1 sent to parent
Unexcused Absence #3	Parent attends School Attendance Review Team Meeting (SART)
Unexcused Absence #4	Declaration of Truancy sent to parent
Unexcused Absence #5	Declaration of Truancy sent to parent and referral to Behavior Attendance Review Team
Unexcused Absence #6	Declaration of Truancy sent to parent and referral to School Attendance Review Board

TARDY PROCEDURES

Philosophy

A student entering class late not only impacts their own learning but also disrupts the flow of the classroom and impacts the entire community of learners. We recognize there are times when unexpected events occur that cause students to be late. We also acknowledge that parents play a large part in the punctuality of the students but students are part of the team as well and must do their part to be at school on time. We have established a schedule of consequences for unexcused tardies based on the report card trimester period. This policy is designed to respect the privacy and self-esteem of the student while at the same time stressing the importance of promptness as a valued "work ethic". Discussion with the student about tardies will be held in private as will the

assigning of consequences. Parents, it is also important that a note signed by you accompany your child when they are late. Because we recognize that the primary responsibility for being on time rests with the parent for the first and second graders, there will not be a consequence until the fifth tardy in each trimester.

School Hours

	Kindergarten	TEDDE
	Monday-Friday	Monday-Friday
Early Birds	8:20 – 12:45	8:20 – 12:00
Later Gators	9:20 – 1:45	9:35 – 1:15
Grades 1-2	Mondays and Minimum Days	Tuesday-Friday
Early Birds	8:20 – 12:50	8:20 – 2:05
Later Gators	9:00 – 1:30	9:00 – 2:45
Grades 3-5	Mondays and Minimum Days	Tuesday-Friday
All Students	8:20 – 1:30	8:20 – 2:45

Excused Tardies

Excused tardies are those due to illness, injury, medical appointment, or funeral attendance. Tardies must be verified with a written note from the parent or guardian.

Daily Procedure for Tardies

Students are to report directly to the office with a written note verifying the reason for the tardy.

SCHEDULE OF CONSEQUENCES FOR UNEXCUSED TARDIES PER TRIMESTER:

4th unexcused tardy (8% of the instructional days)	1st letter sent home
8th (17% of the instructional days)	2nd letter sent home. Parent, student, teacher conference to develop a student contract.
9th - 11th (20% - 24% of the instructional days)	Conference with principal

12th unexcused tardy
(26% of the instructional days)

Referral to SARB (School
Attendance Review Board)

SNACKS AND LUNCHES

Snacks: Students may bring a snack to eat during the morning recess. We encourage eating nutritious snacks which are low in fat and refined sugar. Candy and chips are not wise snack choices. **Richmond Street School follows the guidelines set forth in our ESUSD Wellness Policy. We ask that you respect this policy and that you do not bring unhealthy treats for birthday celebrations. A nice alternative would be to donate a book to the classroom in your child's name.**

Lunch: All students are expected to eat lunch -- either a cafeteria lunch or sack lunch from home. A health problem with a note from the parent explaining special circumstances is the only exception. Our students are given a 45 minute lunch period. Approximately 20 minutes of this time is spent in the lunch area eating, and 25 minutes is supervised play on the playground.

School Lunch Program: A hot lunch or snack bar is available to all students. The cost of regular meals, along with a monthly menu is posted on our website. Menus will be posted in classrooms each month and a copy will be sent home with each child.

Free and Reduced Price Lunches: Our district participates in the National School Lunch Program and therefore provides free and reduced priced meals for eligible pupils. You will receive a letter explaining this program, together with an application form for your use if you qualify for participation.

Home for Lunch:

If you wish your child to go home for lunch, **they must be signed out of the office by a parent or guardian.**

SCHOOL TELEPHONE

USE OF THE SCHOOL TELEPHONE IS LIMITED TO EMERGENCIES ONLY. Students may use the phone only when it is extremely important and they have received permission from their teacher or office staff member. Calling to see if they can go to a friend's house to play after school is not an emergency. A pay

phone is available on the corner of Mariposa and Richmond near the public library. **Unless the matter is truly urgent, please do not call to leave messages for students.**

STUDENT PICTURES

Student pictures are taken each year in the fall. The purpose is to obtain necessary pictures for your child's permanent record card. The photographers offer parents the opportunity to purchase a packet of pictures at a competitive price. Pictures for students will be taken in the fall. A second picture sitting takes place in the Spring. Spring pictures are full body portraits. These student pictures serve as a fund-raiser for the school.

PERSONAL PROPERTY OF STUDENTS

Students **may not** bring balls, radios, tape recorders, electronic games, CDs, etc. to school. Our younger students are requested not to bring dolls, toys or games without teacher permission. Property of this kind is often the source of arguments between children and is often lost or stolen on the yard during long lunch recess breaks. Valuable instructional time can be lost resolving problems related to these articles or in locating lost items. **SKATEBOARDS, WHEELIES and ROLLERBLADES ARE NOT ALLOWED DURING SCHOOL HOURS.**

Cell phones must be turned off during school hours. Richmond Street reserves the right to confiscate cell phones and other electronic devices if they interrupt class/school activities. Confiscated items will be held until a parent meets with a school administrator. **ESUSD/Richmond Street is not responsible for lost or stolen electronic equipment, such as cell phones, brought to school. In addition, ESUSD/Richmond Street is not responsible for charges incurred for lost or stolen cell phones.**

Lost and Found: The school maintains a "Lost and Found" area. Students and parents are welcome to look through this area for lost items of clothing, etc. It is a good idea for parents to **mark sweaters, jackets or other clothing** which might be removed during the day. In this way, much of the clothing can be quickly and easily returned to the child. All unmarked items not claimed by July 1, will be donated to a charitable organization. Books and articles found around the campus should be turned in to the office.

HEALTH AND SAFETY INFORMATION

Emergency Cards: The emergency cards are very important. For the protection of your child, complete BOTH sides of the card completely. **The card asks for 2 emergency names. Please fill in two local names of designated persons who live within 15 minutes travel time to the school.** ALSO, IT IS ESSENTIAL THAT YOU NOTIFY THE SCHOOL IMMEDIATELY WHEN THE INFORMATION CHANGES so that we can keep the card current. In an emergency your child may be hurt or frightened. The time you take to fill in the emergency card completely will ease that fear.

When both parents are out of town, **a written note identifying a designated guardian and related information must be placed on file in the office.**

School Nurse: The district has a part time nurse available for emergencies only. Our Health Office is staffed by a health assistant from 10:00 – 2:00 every day.

Illness and Injury at School: The school gives first aid only to injuries occurring at the school. School personnel are not authorized to treat any serious illness or injury, or to give any internal medication. If your child becomes ill or needs medical attention, we will call you. If we are unable to contact you at home or work, we shall attempt to contact a person designated by you on the Emergency Card. We will not allow the child to walk home alone. If care beyond immediate first aid is needed for school injuries, we will contact the paramedics and abide by their recommendations. Parents will be contacted immediately.

PLEASE NOTE: The Education Code requires parents to pick up sick or injured children within a reasonable amount of time. Refusal to do so constitutes child neglect and will be referred to the Juvenile Authorities. Remind your child to report all injuries that occur at school to a teacher or to the office.

Permission for Student Medication: If your child needs to take a medically prescribed drug during school hours, he/she may do so, assisted by school personnel, **ONLY** with the **written consent of the parent and the written directions of the physician.** The drug container alone is not sufficient. Consent forms are available in the school office. Please see the health clerk for more information regarding inhalers for asthma.

Your child is **not** to bring aspirin, cough drops, cough syrups, vitamins, or other over-the-counter drugs to school. These may constitute a health hazard to other students. Only medically prescribed drugs may be on campus and they can only be kept in the Health Office (see the health clerk regarding more specific information on inhalers). These provisions are mandated by California law.

If Your Child is Ill: If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of an illness recuperate faster and miss fewer days.

Communicable Illnesses: If your child has had a communicable disease, the office would appreciate your advising the school by a phone call or a note. Flyers are sent home to parents of other children in the class to alert them that their children have been exposed.

Vision and Hearing Screening: Screenings will be administered at designated grades determined at the beginning of the year. These tests are not designed to take the place of regular visits to your family physician. Any problem discovered through the screening will be communicated to parents by our Health Assistant.

Tobacco Use Prevention Education:

Richmond Street is a tobacco free school. No smoking is allowed on campus (indoors or outdoors) at any time.

Voluntary Student Insurance: **School districts in the State of California may not pay for expenses incurred because of accidents.** The El Segundo Unified School District does not carry medical or dental insurance for students injured on the school premises while under school jurisdiction or through school district activities. For this reason, the District has approved a medical and dental insurance plan offered through the Myers-Stevens firm for presentation to parents at a very reasonable cost. The insurance program is voluntary; however, we encourage you to consider the benefits described in the packet you received. Enrolling your child in this low-cost insurance will ease your concerns in the future, should an injury occur. Money for pupil insurance is mailed directly to the insuring company. The school does not collect money for this purpose.

Closed Campus: Richmond Street School is a closed campus. Therefore:

1. Students must never leave school ground during the school day without permission from the office. (Violation of this rule will result in immediate suspension)
2. Students leaving school during the school day must be picked up by a parent or designated representative with proper written authorization.

3.ALL VISITORS MUST SIGN-IN THROUGH THE SCHOOL OFFICE.

This is a professional courtesy and is required by California Education Code to protect the students, school personnel and school property. You may pick up a visitor badge to identify that you did check in at the office.

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Each person between the age of 6 and 16 years, not exempted... is subject to compulsory full-time education...each parent, guardian, or other person having control or charge of such person shall send the pupil to the public full time day school." (Education Code 48200)

We believe that the support parents offer their children plays a key role in their development and progress in school. Parents often ask, "How can I help my child?" We suggest that parents spend time with their children, offer encouragement, support and guidance, and ensure that they:

- get enough sleep
- eat a nutritious breakfast
- attend school regularly
- arrive at school and all classes on time
- come to school ready to learn
- are considerate and courteous
- respect the rights and property of others
- follow classroom and school rules
- have a special study place at home with necessary supplies, well-lighted, and away from TV and other distractions
- schedule specific and regular study times at home
- complete all school work on time
- discuss school work and any problems at school
- understand the morality and ethics of academic honesty which will not tolerate cheating

It is also important to support the school's philosophy and goals, rules and regulations. Show a positive interest in your child's progress throughout the year, know the names of your child's teachers and contact them when the need arises.

PARENT INVOLVEMENT

The Parent-Teacher Association (PTA): The PTA has traditionally played an extremely active role at Richmond Street School. Joining the PTA provides a good opportunity to get acquainted with teachers and other school personnel as well as to meet the parents of your child's classmates. Richmond Street PTA meetings are held on the second Monday of the month. Notices in the Blues' News as to exact time and place will be sent home with the students. Your help is needed and sincerely appreciated. If you would like to become involved in PTA, please contact the PTA membership chairperson.

Parent Volunteers: Parent volunteers willing to work in the classrooms or preparing classroom materials are needed at every level and must have a TB test result on file in the classroom. If you have one hour per week or more to offer, please call the office and volunteer or contact our Parent Volunteer Coordinator.

Classroom Volunteers: Parent and community volunteers are also welcome to read aloud and work with students to improve skills in all academic areas, as well as physical education.

Parents'/Guardians' Rights to Pupil Records: El Segundo Unified School District recognizes the right of access to and the privacy of information in children's school records. Parents may contact the Principal and make an appointment to review their child's school records.

CONFERENCES

Back-to-School Night: A group conference is held in the early Fall by each classroom teacher with the parents of his/her pupils. At this conference, the teacher explains the subject matter covered, daily schedules, instructional materials used in the course of study and the characteristics and needs of pupils at the particular grade level.

Individual Parent Conferences: Individual parent-teacher conferences are scheduled in December (January/February for Kindergarten). All class teachers participate in these conferences. Additional individual conferences may be scheduled as needed.

Communication with Teachers and Administrators: Parents and staff members are encouraged to keep communication lines open. Suggested ways of communication are:

1. Telephone the school office (606-6831) and dial your child's classroom room number. After school hours, the teachers will be free to conduct a telephone conference.
2. When you wish a personal conference, please call for an appointment. School personnel are frequently expected to attend after school meetings; therefore, they are not always available. An appointment assures a satisfactory meeting for both parents and the teacher or principal.
3. If you have a question or concern, please begin with the classroom teacher. If it is not resolved, then contact the assistant principal or principal.
4. If you have an issue with another parent in your child's classroom, please discuss it with the classroom teacher if it is related to school issues only. If you have a personal conflict with another parent, please save the teacher the unnecessary involvement so that he or she may remain working

with all the students and their parents in a professional manner.

HOMEWORK POLICY

Teachers assign homework for the following reasons:

1. To reinforce needed skills
2. To extend or enrich classroom experience
3. To encourage independent study habits
4. To make up work missed because of absence
5. To finish work not completed in class
6. To promote personal responsibility

General Criteria:

In most cases students should be able to complete homework independently; however, parent involvement is strongly encouraged to reinforce the imperative connection between home and school. As the child matures, he should assume greater responsibility for completing his homework assignments independently and on time. Assignments must assist in meeting classroom objectives.

Assignments must be specific and given regularly. Assigned homework should have a specific due date. Homework is assigned Monday through Thursday (special circumstances do apply to long-term projects and individual student needs).

Specific Criteria:

The following maximum time limit standards have been developed for each grade level:

Kdg.	Daily Family Reading and extended activities
1st grade:	20 minutes of homework and 10 minutes of reading
2nd grade:	30 minutes of homework and 15 minutes of reading
3rd grade:	45 minutes of homework and 15 minutes of reading
4th grade:	45-60 minutes of homework and 20 minutes of reading
5th grade:	60 minutes of homework and 20 minutes of reading

Note: Time management is necessary for long term projects and extra time may be required.

Responsibilities:

- Teachers shall be responsible for seeing that completed homework assignments are checked and necessary feedback is given in a timely manner.
- The student's curriculum should be modified and adjusted according to his/her individual needs.
- Parents should be responsible for providing the opportunity for their children to complete homework assignments in a quiet environment with necessary supplies provided. They are encouraged to cooperate with and give support to teachers.
- Parents are responsible for notifying the teacher if students are spending an excessive amount of time completing their homework.
- Students are responsible for completing their work neatly and returning their assignments on time.

PROCEDURES FOR COMMUNICATING ISSUES AND CONCERNS

Classroom Concerns: The School Community works best in a spirit of **cooperation** and **communication**. When concerns or questions arise, regarding the classroom, it is important that the classroom teacher be approached first, either by phone or in writing. An appointment may be made to further discuss the concern. If the concern continues without resolution, the next step is to discuss the issue with an administrator. Write a note or call the school office for an appointment.

School-wide Concerns: Issues regarding school-wide policies and procedures may be directed to the school office.

Personnel Concerns: The normal channel for complaints concerning school personnel shall be from complainant to employee to principal to superintendent to Board. Every effort shall be made to satisfy the complainant at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the superintendent who will request a written statement of the complaint from the complainant as a basis for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanations, comment, and presentation of the fact as he sees them.

If it appears necessary, the superintendent, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of fuller study and a decision by this body. All parties involved, including the school administration shall be asked to attend such a meeting for

the purposes of presenting additional facts, making further explanations, and clarifying the issues.

No hearing (subject to exception- hereinafter), whether in executive session or in public, shall be held by the board on such a complaint without the Board first having received from the superintendent his written report concerning such complaint, such report to include but not be limited to the following:

1. The name of each employee involved
2. A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the Board and the employee as to the precise nature of the complaint, and to allow the employee to prepare a defense
3. A true copy or the signed original of the complaint itself
4. A summary of the action taken by the superintendent in connection with the complaint, which summary shall include his specific finding that effective disposition at the superintendent's level is infeasible, and the reasons therefore.

* (Exception: Notwithstanding the provisions of paragraph 4 above, any written complaint forwarded to the Board, whether by the District administration or otherwise which meets the informational requirements of subparagraphs 1 and 2 above, and which further contains within it specific allegations of (a) prior submission of the complaint in the same or similar form to the superintendent, and (b) the failure of the superintendent to effectively dispose of the complaint, shall, subject to Board agenda requirements, be heard by the Board at its next regularly scheduled session or any other session scheduled for the purpose of such hearing.

Title IX: We are an Equal Opportunity Education Employer. Students will have equal access to educational opportunities regardless of gender. Uniform complaint procedures apply. Contact the Title IX coordinator to report gender bias or sexual harassment. Title IX Coordinator - Mary Keener 615-2650 x221 Additional information is available at the El Segundo Unified School District, District Office.

Administration Help to the Public: The District administration shall cooperate with the complainant and aid in the preparation of any formal complaint, so as to quickly and easily meet the informational requirements of these rules. Copies of these rules regarding the submission and handling of all such complaints shall be made freely available.

PUPIL EVALUATION, TESTING, GRADING, ETC.

The pupil evaluation program at Richmond Street School includes the utilization of a number of techniques such as observation, trimester assessments, anecdotal records, progress reports, teacher-made and standardized tests.

Report cards are issued three times each year. In addition, Parent-Teacher conferences are held in November and informal conferences are held whenever the need arises.

The STAR is the standardized test used by the entire state of California and is administered in the spring to all students in grades 3, 4, and 5. In addition, State mandated Physical Fitness tests are given to fifth grade students.

Students in grade 3 and above, and new students, who potentially qualify for the Gifted and Talented Education program are screened in the spring.

Individual tests may be given to children who are having special problems in learning, upon parent permission. Parents will be notified of the results of all individual tests.

Student Study Team: When a student is having difficulty of an academic or social-emotional nature, the teacher may request a Student Success Team (SST) meeting. The main purpose of the meeting is to discuss possible solutions. Members of the team include an administrator, education specialists, the classroom teacher and the student's parents.

SPECIAL PROGRAMS

English Language Development: For students whose dominant language is other than English, special assistance is provided by a Language Development Specialist, a Bilingual Instructional Assistant, and/or the classroom teachers. The progress of students in the program is evaluated every year. An English Language Acquisition Committee composed of parents of students in the program assists in setting the goals of the program.

Title I : The Title I Program is a specially funded program designed to provide individualized remedial services to students who are having difficulty in their academic performance. The progress of students in the program is evaluated every year. This is a targeted program for identified children and is not considered school-wide.

Counseling Programs: Students and/or their families may be referred to South Bay Youth Project for counseling needs. The SBYP counselor may meet with individuals and/or small groups at lunch and throughout the day to address specific issues such as anger management, changing families, adolescence, etc. The SBYP counselor may also refer the family to outside counseling if needed.

Gifted and Talented Education (GATE): Richmond Street School conducts a program for identified gifted and high achieving students in grade 4 & 5. Instruction is designed to enable the learner to achieve his/her potential for academic and social growth and excellence, while developing a positive attitude towards school and a commitment to lifelong learning.

Language and Speech Therapy: In cooperation with the Los Angeles County Office of Education, our school provides the services of a Speech and Language Specialist.

School Improvement Program: The School Improvement Program is a State-funded, supplementary program for all grades, K- 5, and covers all areas of the curriculum. Its fundamental concepts include school-wide planning based on a needs assessment, staff development, attention to individual learning progress, on going local evaluation, state level evaluation, and the active involvement of parents in all areas.

A School Site Council (SSC) is a mandatory part of the program. The membership is 50% staff and 50% community, and it is responsible for helping to develop the SIP school plan, monitoring its implementation and assisting in its evaluation. SSC also approves the budget.

For more detailed information, please see the Single Plan for Student Achievement available on the district website.

Special Education: Richmond Street School provides a Special Education program. The program is designed to help children with diagnosed learning problems. In the Resource Specialist program (RSP), a teacher works with identified students on basic skills for part of the day. Students receive help in one or more subjects, but remain in their regular class for the rest of the day.

LIBRARY SERVICES

Library services are available to all K - 5th graders. Services are provided by the staff and a school Library Technician. Students visit the library on a regular schedule. They attend the library for story hour, to check out books, and for structured lessons in research, location and listening skills. Parents are requested to support the program by encouraging children to return books on time and take proper care of the borrowed items in their possession. Payment for late, lost, or damaged books is required.

FINE ARTS PROGRAM

Richmond Street School offers a well-balanced and comprehensive Arts program.

Music: All students in grades 1 - 5 attend classes regularly in the Fundamentals of Music and Choral Music taught by our Music Specialist.

Historical, Contemporary and Graphic and Arts: The art curriculum focuses on art history, famous artists, as well as instruction in drawing and arts and crafts.

Performing Arts: Professional artists, musicians, dancers, mimes, puppeteers, etc. are booked through the Los Angeles Music Center on Tour to perform at Richmond Street School several times a year.

WELLNESS AND PHYSICAL EDUCATION

Richmond Street School and ESUSD recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for all students. Richmond Street School follows the guidelines set forth in the ESUSD Wellness Policy. All items sold in the cafeteria meet federal and state nutritional guidelines. Students are encouraged to bring healthy snacks and lunches to school. Classroom parties emphasize good nutrition. Students are encouraged to celebrate birthdays by donating a book to the classroom. A physical education teacher is on staff and meets with all students in grades K – 5.

FIRE AND EARTHQUAKE DISASTERS

As required by law, all students and staff participate in monthly Fire Drills and an Earthquake Drill once each semester

In the event of a major fire, earthquake or other disaster students will be kept at school until picked up by parents or an authorized designee. Parents should use the playground entrance on Palm Street to pick up children, who will be supervised on grade level playgrounds. See disaster plan in the administrative office for specific details.

SCHOOL-WIDE DISCIPLINE PLAN

Introduction: The primary purpose of Richmond Street School is to insure that children develop to their full potential academically, socially and physically. This development can best take place in an environment which protects the rights of everyone.

The establishment of a discipline policy is authorized by the laws and regulations of the State of California. Accordingly, school staff:

- Has the right and responsibility to establish a school structure and routine that provides the optimal learning environment
- Has the right and responsibility to request appropriate behavior from students while encouraging their positive social and educational development
- Has the right to expect cooperation and support from parents.

The intent of this School-wide Discipline Plan is not to force regimentation or obedience to unreasonable rules, but rather to encourage students to demonstrate self-discipline and responsibility. Teachers have worked very hard to create a plan that emphasizes good character and eliminates bullying. The goals of the Richmond Street School Discipline Plan are:

- To have each student be fully informed of all behavior expectations
- To have each student be held responsible for his/her choice of behavior and be aware of the consequences
- To have the cooperation and support of every parent to enable each student to succeed
- To have clear communication among school staff, students, and parents

General Behavior Guidelines: All students are expected to exercise safe and responsible behavior in their classrooms and on the playground. They are expected to:

- Remain off the school grounds until 15 minutes before the start of school. Exception: Later gators students who may not be on the playground before 9:00 a.m.
- Line up promptly when the bell rings.
- Treat staff members and fellow students with courtesy and respect.
- Use acceptable language and social courtesies such as "please".
- Obey the directions of all staff in matters pertaining to school rules and safety. This includes administrators, librarians, playground supervisors, bus drivers, bus supervisors, secretaries, cafeteria workers, custodians, parent volunteers, etc.
- Protect school property at all times, and pay for any damages.
- Refrain from fighting, pushing and shoving - whether serious or in fun.
- Refrain from loitering or playing around classroom doors, stairways, teacher's rooms, the office, cafeteria or restrooms.
- Leave school grounds when school is over. Do not wait for older brothers or sisters.

Classroom Discipline: The intent of a classroom discipline plan is to create a climate conducive to learning, which protects the rights of teachers to teach and of students to learn.

The following standards apply to all classrooms:

- Students may be present in a classroom only when a teacher or aide is there to supervise.
- Food, candy, and drinks are not permitted without teacher permission.
- Chewing gum is not permitted at school.
- Students should conserve school resources and supplies such as water, electricity, paper, and pencils.
- Every student is responsible for keeping his/her classroom neat and clean.
- Students are expected to respect the rights and property of their peers.

SCHOOL-WIDE RULES AND STANDARDS

Dress and Appearance:

- Apparel or grooming deemed to be disruptive in nature is not permissible (i.e. inappropriate logos, language, camouflage, make-up etc.)
- Because of safety reasons, thongs, open toe shoes, steel toe shoes and similar footwear are not permitted.
- Student's hair should be neat and clean without unnatural coloring.
- If a student's general appearance suggest neglect resulting in an unclean physical condition, the matter shall be reported to the Principal.
- Hats may be worn only on the playground.

Bicycle policy: We recommend that only students in grades 3, 4, and 5 ride bicycles to school. All students who ride their bikes are responsible for obeying the following rules:

- Lock your bike at all times.
- Walk your bike on school grounds. Breaking this rule could result in losing riding privileges.
- Park your bikes **ONLY** in the bike racks.
- All bikes must be licensed with the El Segundo Police Department.
- Only one person may ride on the bike.
- Students riding bikes must wear a bike helmet.

Students should NOT ride skateboards, skates, roller blades or scooters to school! These devices are not allowed on school property and will not be stored on school property. Persons violating this policy may be fined or cited. California Vehicle Code 21113(a).

Playground Rules:

- Play in designated, supervised areas only.
- Students must have permission from a supervisor to leave the playground.
- School property will be used appropriately and safely. Students will pay for equipment lost or damaged through inappropriate use. Examples: deliberate kicking or throwing balls over the fence, jumping on bleacher and tables.
- Use only school provided equipment - balls, radios, toys, etc. brought from home will be taken to the office until the end of the day.
- Activities involving aggressive physical contact are not allowed. Examples: fighting, karate, dog piles, tackle football, dodge ball, etc.
- Because of risk of neck injury and lack of close supervision, tumbling and gymnastics are not allowed.
- If a game or activity is not full or crowded, it is open to other students. Interfering with and interrupting other students' activities is not allowed.
- Snacks are eaten only in designated area and only during morning recess.

Bathrooms and Drinking Fountains:

- Treat the bathrooms as if they were in your home.
- Boys enter only the boy's bathroom. Girls enter only the girl's bathroom.
- Dispose of paper towels in the trash can only.
- Do not deface the walls or damage school property.
- After using bathrooms and/or drinking fountains, return to playground or classroom right away. No playing or loitering.
- Leave the bathrooms and drinking fountains clean and sanitary for the next person.
- A bathroom pass is required from a noon supervisor during lunch recess.

Lunch Area:

- Use good table manners.
- Food and drinks remain in the designated lunch area.
- Use a quiet voice when talking during lunch.
- Throwing food, paper, or other objects is not permitted.

- Remain seated and raise your hand to be excused from the table.
- Put trash in appropriate containers
- Glass bottles are not permitted

Hallways:

- Walk at all times.
- Use a quiet voice.
- Walk on the sidewalks. Avoid cutting across the grass or through planters.

Assemblies: Enter assemblies in a quiet and decorous manner. Be polite to speakers, performers and other members of the audience. Applause is the appropriate way to show appreciation.

Lost/Damaged School Property: Students are responsible for the care and protection of school issued materials, e.g., textbooks, library books, playground equipment. Reimbursement will be required for all lost or damaged books and equipment.

POSITIVE AND NEGATIVE CONSEQUENCES

Progressive Discipline: It is the primary focus of Richmond Street School's Discipline Plan to encourage good citizenship through praise, rewards, and other positive consequences. However, when rules are broken or behavior disrupts the educational program, negative consequences must occur in order to help the student learn self-control.

Incentives for Good Citizenship: We believe that the most important part of any discipline plan is a program to acknowledge and motivate good behavior. Each teacher has developed an individual classroom program to promote good citizenship. Rewarding good citizenship is also an integral part of discipline throughout the school.

Our school-wide behavior incentive program uses CHARACTER KID and GOOD SPORTSMANSHIP slips that students may earn for positive playground behavior. Examples of GOOD CHARACTER behavior are:

- | | |
|-----------------------------------|--------------------------|
| • resolving a conflict peacefully | • following directions |
| • being honest | • being helpful and kind |
| • being a good sport | • being courteous |

Each week a drawing is held and two or three good citizen slips are drawn at each grade level. These students are recognized as "Character Kids", given a button, and are awarded lunch privileges for the week.

School personnel also send home "Good News Postcards" to acknowledge notable behavior and/or accomplishments.

We follow a program of progressive discipline. This means that consequences for rule breaking begin with milder forms of discipline and move to stronger forms. Classroom discipline plans extend to behavior throughout the school and with all school personnel.

In cases where the infraction is more severe or where there has been repeated infractions, students will be referred to the Assistant Principal or Principal's office. Infractions will result in missed recess or suspension.

Suspension:

The grounds for suspension from school are determined by California law. A student may be suspended from school by the principal or his/her designee if it is determined that the student:

- Threatened, attempted, or caused physical injury to another person
- Possessed any firearm, knife, explosive, or other dangerous object
- Possessed, used, sold, furnished, or was under the influence of any controlled substance, alcoholic beverage, any intoxicant, or any drug paraphernalia
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco, or any products containing tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Disrupted school activities or willfully defied the authority of supervisors, teachers, administrators, or other school personnel
- Knowingly received stolen school or private property

Suspension may be used when other means of correction fail to bring about proper conduct or upon a first offense, if the administrator determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Expulsion:

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- possessing, selling, or otherwise furnishing a firearm.

- brandishing a knife at another person.
- unlawfully selling a controlled substance.

Expulsion is the ultimate disciplinary action of the school. It involves exclusion of the student from school for a longer period of time and must follow due process. Parents having any questions about suspension or expulsion may refer to our district discipline policies available in the Superintendent's Office.

SUPPORT AGENCIES

South Bay Youth Project (310)372-7724
(for counseling and/or parenting classes)

South Bay Family Health Care Center (310)318-2521

El Segundo Police Department (310)524-2200

- Juvenile Officer
- DARE Officer

Child Protective Services Hotline 1-800-540-4000