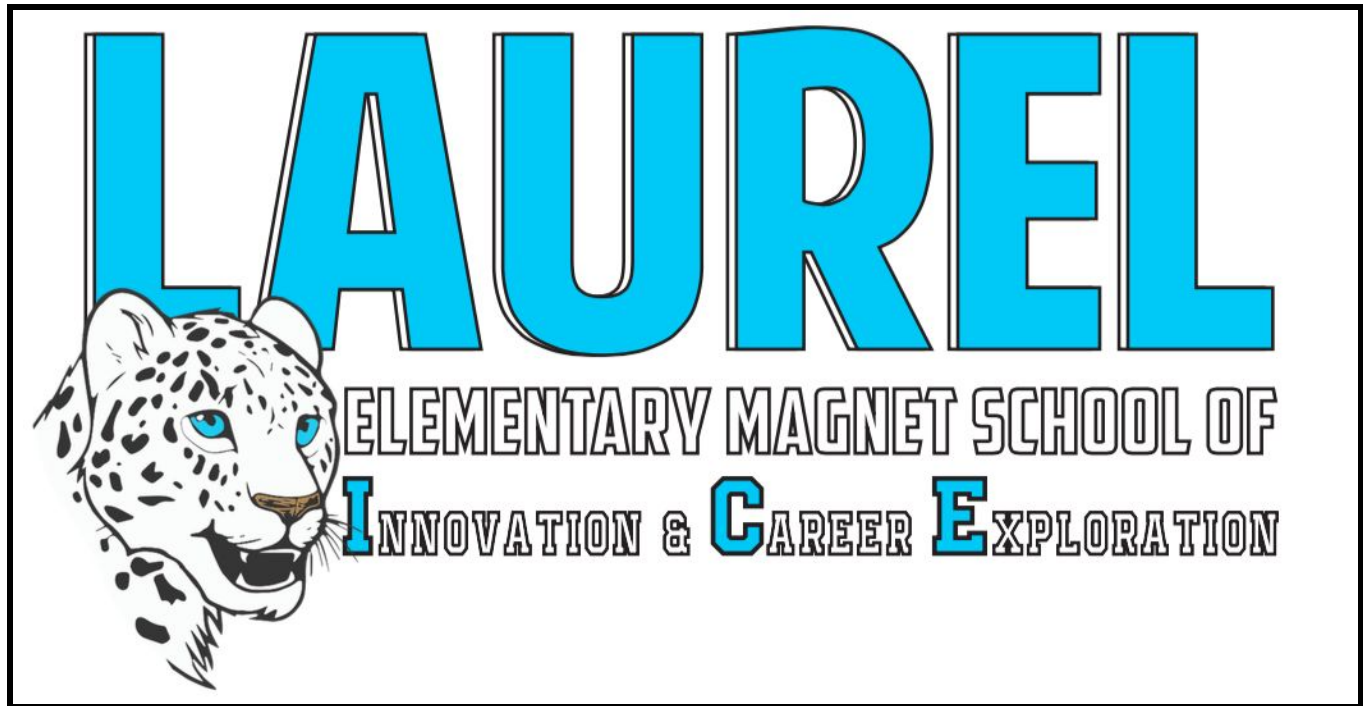


Student/Parent Information and Procedures 2016-2017



**200 South Flower Ave
Brea, California 92821
<http://laurel.bousd.us>**

**Office: (714) 529-2520
Attendance: (714) 529-2520 x301
Fax: (714) 990-7542**

**Heather Bojorquez
Principal
hbojorquez@bousd.us**

Laurel Elementary School Schedules

Office Hours

The office is open from 7:30 a.m. to 4:00 p.m. daily. You may call the school at (714) 529-2520 anytime during these hours. We also have voicemail for messages after 4:00 p.m.

Regular Schedule

Monday, Tuesday, Thursday, Friday

<u>Grade Level</u>	<u>Class Time</u>	<u>Recess</u>	<u>Lunch</u>
Transitional Kindergarten	8:00 - 11:30 am	10:00 -10:20 am	
Kindergarten (Group 1)	8:00 - 11:30 am	10:00 -10:20 am	
Kindergarten (Group 2)	10:20 am - 2:10 pm		11:30 am-12:10 pm
Grades 1 - 2	8:00 am - 2:10 pm	10:00 - 10:15 am	11:45 am-12:25 pm
Grades 3 - 6	8:00 am - 2:10 pm	10:00 - 10:15 am	12:15 - 12:55 pm (3-4: Eat First; 5-6 Play First)

Early Release Wednesday Schedule

Kindergarten & TK (Group 1)	8:00 - 11:15 am
Kindergarten & TK (Group 2)	9:50 am - 1:25 pm
Grades 1-6	8:00 am - 1:25 pm

Minimum Day

<u>Grade Level</u>	<u>Class Time</u>	<u>Snack/Break</u>
TK/Kindergarten (All)	8:00 - 11:30 am	9:40 am - 10:00 am
Grades 1 - 2	8:00am - 12:30 pm	10:00 am - 10:30 am
Grades 3 - 4	8:00am - 12:30 pm	10:30 am - 11:00 am
Grades 5 - 6	8:00am - 12:30 pm	11:00 am - 11:30 am

Child Development Center

7:00 am-6:00 pm	
Child Development Portable	(714) 990-7550
Child Development Office (Located at Arovista)	(714) 990-7527



Welcome to the 2016-2017 school year at Laurel Elementary Magnet School of Innovation and Career Exploraiton. It is our goal to create a positive and welcoming school environment for all. We are excited for a new year with you and your children. The following information is for your records and reference. Please read through carefully and feel free to contact me should you have any questions. Let's make it a great year! ~Mrs. Heather Bojorquez, Principal

General Information

Attendance

Regular attendance is an important component of your child's success in school. Parents hold a legal responsibility to compel their child to attend school regularly. Failure to do so may result in sever consequences with the law. We are here to support you and your child in any way possible.

It's your responsibility, and it's the law.

Students are expected to make-up any work or tests missed during their absence. The student's teacher will decide the scope and time frame of the make-up work.

Absences

The State of California excuses a student's absence from school only for:

- Illness or quarantine
- Medical or dental services
- Bereavement for an immediate family member (one day within the state and not more than three days outside the state)
- Religious holiday
- Court appearance

Unexcused absences are defined as anything other than the reasons listed above. *Oversleeping, missed ride to school, care for others in the family, shopping, paying bills, car/transportation problems, vacation, visiting friends or relatives, lack of clean clothes, etc. are some examples of absences that are declared as "unexcused" by the State of California.*

Students who accumulate three or more "unexcused" absences in the school year are deemed truant and will be reported to the Attendance Supervisor of the district. TStudents who do not attend school regularly, are absent from school without permission, leave campus illegally, or are tardy without an acceptable excuse are subject to disciplinary action. Such action may include, but is not limited to:

- Attendance contracts
- Detentions
- On campus community service
- Parent-Principal conference
- Parent required to attend school for one full day, pursuant to the California Education Code.
- If the student in on an intra or inter district transfer, the transfer may be revoked.
- Referral to the Student Attendance Review Board (SARB)
- Referral to the District Attorney if attendance problems persist.

After an Absence Procedure

Call the office before 8:30 a.m. to report absences at (714) 529-2520. If a child is absent from school, it is imperative that a parent/guardian report the reason for the absence. As a courtesy to the classroom

teacher, please send a note signed by the parent, stating the date and reason for the absence when your child returns to school.

Tardy Procedures

School starts at 8:00 a.m. Any student who arrives after the bell rings will be marked tardy. Late arrival denies the student the opportunity to become mentally and physically prepared for the important task of learning. Tardies also interrupt the learning of other students. If you drop your children off at school, please remember that the parking lot and alley can be crowded. Patience is necessary. To avoid stress, arrive 10 minutes before school starts to avoid arriving right at 8:00 a.m. Arriving on time is a part of responsible behavior that is expected of both children and adults. Please model for your child the importance of punctuality by making it a priority.

Students who arrive tardy without a valid excuse are subject to disciplinary actions. Tardies will be counted monthly for disciplinary action. Consequences may include, but is not limited to: detention, on-campus suspension, community service, a parent teacher conference, placement on an attendance contract, referral to the District Attorney, and referral to the Brea Olinda Unified School District Student Attendance Review Board (SARB), as per State requirements.

NOTE: Please remember that students should not be on the playgrounds before 7:45 am. There is no supervision on the yard for our students until 7:45 a.m. Breakfast service begins at 7:30 am in the cafeteria. Please plan accordingly and know that BOUSD Child Care on campus can be utilized by the hour, if needed.

Truancy

Students who do not attend school or who arrive to school 30 minutes late without a valid excuse are deemed “truant” by the State of California. Students who are truant three or more times will be subject to consequences, which include parent conference, placement on an attendance contract, and referral to SARB along with a mandatory meeting with the District Attorney.

Early Withdrawal

Students are able to leave school early only with an adult that is listed on the student's emergency card. It is important that the school be notified of any changes on the emergency card. Your child will not be released to an adult that is not listed on the emergency card. A parent will need to come to the school office to sign the student out for the day. If the parent cannot pick up the student, they will need to notify the office of who will be picking up their child and at what time. The student will be called out of class when the parent or authorized adult comes to the office. A valid ID will be required in order to withdraw a student early.

Communication

Agenda

Homework is an important part of a student's learning. The Student Agenda, for grades 2-6, is designated to communicate with parents about the homework required in all content areas. Furthermore, through the agenda, parents and teachers can communicate on a daily basis about the child's academic and behavior progress. It is essential that parents check the agenda on a daily basis to track the progression of their child. **Students are expected to bring their agenda to school every day. Students must keep the agenda neat and orderly and may not damage it.** Replacement agendas will cost \$5.00 and can be purchased in the office.

Communication with Staff

Parents and staff members are encouraged to keep communication lines open. Please attend Parent Conferences, Back to School Night and Open House. **Read** all school communications from the Teacher or Principal. PTA membership is open to all, and everyone is invited to volunteer for events that are of interest. Suggested ways to communicate with teachers or the principal when you have an individual concern are:

- Write the teacher a note, email, and/or telephone the school and request that the teacher return your call/email. Before and after school hours, the teacher will usually be available to call or email you. Please indicate the best time and number, whether it is at home, work, or cell. **Teachers will not be able to communicate with you during school hours.**
- When necessary to discuss a matter personally, call the office to make an appointment with the teacher and/or the principal. Please try to address any concerns with the child's classroom teacher first.

Communication Systems

Laurel informs parents of upcoming events and activities through our telephone communication system and website. The communication system usually delivers phone calls in the evening hours (6:00 - 8:00 pm). You can also submit your email address to Mrs. Ronquillo at sronquillo@bousd.us if you would prefer email notifications.

Deliveries

The office **does not** make deliveries to students once the school day has begun in order to protect the integrity of the learning environment. This includes homework, instruments, lunch, school supplies, flowers, gifts, balloons, jackets, umbrellas, etc. If you make arrangements for your students to pick up something from the office, they will be permitted to check in at the office for the items at recess and lunch only.

Report Cards and Conferences

Report cards are issued in each trimester, three times a year. Parent conferences are held in October prior to the first report card. In the months of March and June you will receive the remaining report cards. At the half way mark of each trimester, parents should receive a progress report from their child's teacher if the student is not meeting benchmarks for their grade level. Additional conferences are welcome any time you have a concern about your child's progress. Call the school office, email, or send a note to the teacher to arrange an appointment.

School Notices

Most school and district bulletins, community notices, and school newsletters will be sent home on Mondays, our official information day. If you are not receiving them, please remind your child of the importance of bringing it home. One packet is sent each week with the oldest child in the family.

Laurel is attempting to GO GREEN! This will be our last year to send home paper newsletters. Families may request to receive the weekly newsletter via email. Please contact Sylvia Ronquillo at sronquillo@bousd.us to be added to our email list service. I encourage you to receive all newsletters via email, rather than request a paper copy. You can also access all newsletters on the school website: <http://laurel.bousd.us>.

Dress Code

While on campus or any school sponsored event, a student should be dressed and groomed in a manner that reflects good taste and decency and will not detract from or interfere with the instructional program, the general morale, or the image of the school.

- All clothing must fit appropriately
- Midriffs, strapless or backless tops are prohibited.
- Spaghetti straps, mini skirts, short shorts, and beanie caps (except on cold weather days) are discouraged.
- Inappropriate T-shirt/sweatshirt logos are not allowed (ex. No references to alcohol, drugs, tobacco, weapons, gang related, profanity or sexual reference, ethnic/racial slurs, or other unsuitable statements).
- Close toed shoes must be worn at all times while a student is at school; slippers and flip-flops are not appropriate footwear. Athletic shoes must be worn on PE days.
- Students' hair should be a naturally occurring hair color and the style should not be disruptive to the normal school day.

Student dress should indicate respect for the educational environment and should be suitable for an active schedule. If a student comes to school and because of his/her dress, hair, or makeup is a distraction to others, parents will be notified to bring a change of clothing or the student will be removed from class. Continual defiance of the dress code will result in disciplinary action.

Student Conduct

Cell Phones & Electronics

Students bring cell phones and electronics at their own risk. Cell phones must be turned **OFF** at all times and should be stored in student backpacks or the "safe" spot designated by the teacher. Students may not keep cell phones in their pockets or carry them around campus during the day. Cell phones may be used before and/or after school. If any electronic causes a disruption, it will be confiscated and given to the principal and only returned to a parent. Pictures during school hours should not be taken. Texting during school hours is also prohibited. If a student needs to contact a parent during the school day, he or she may ask school staff for permission to use their cell phone or school phone. Students should not utilize cell phones during the school day without permission. **Neither Laurel Elementary School, nor Brea Olinda Unified School district is responsible for lost, broken, or stolen electronic devices, including cell phones.**

Classroom Discipline

Each classroom teacher will have a discipline plan that incorporates positive reinforcement for behavior and consequences for negative behavior. Students are held accountable for their behavior inside and outside their classroom. Recess supervisors will communicate with the classroom teachers and/or principal concerning major infractions of the rules that require additional follow-through. Parents should be involved in the process to ensure communication and home cooperation.

Consequences

Students who do not comply with the school rules will be disciplined for most infractions in the following manner:

1. Warning by teacher/school supervisor;
2. Conference with teacher/school supervisor;
3. Minor Referral Form - Loss of privilege for an extended period of time and parent notification; detention assigned by teacher; etc.
4. Major Referral Form - Principal may handle referrals in one or more of the following ways:

- a. Loss of privileges
- b. Detentions
- c. Home communication
- d. Community service
- e. Parent/Principal conference
- f. In or/Out-of-school suspension

Major disruptions may result in an immediate referral of the student to the principal.

Strive for Success  Persevere  Own Your Actions  Treat All With Kindness

School-wide Expectations - SPOT

Positive Behavioral Interventions and Supports (PBIS) focuses on strategies and systems established to enhance the overall school climate, improve academic achievement, initiate problem-solving strategies, and increase positive attitudes among students. Banners displayed on campus help to reinforce our core values: **SPOT** (**S**trive for Success, **P**ersevere, **O**wn Your Actions, and **T**reat All With Kindness). Laurel staff recognizes children with SPOT cards when they display excellence. Students are recognized in a variety of ways as they earn SPOT cards over the course of the year.

Laurel is a great SPOT for learning!

School Rules

The staff at Laurel Elementary School strives to create a safe campus environment and a climate conducive to learning. In order to maintain a safe and orderly campus and to allow our students to become self-disciplined, we have developed a set of school rules and a discipline procedure which will be enforced.

Students are expected to be on time to school, be prepared to do assignments, be courteous and follow all school rules. The school rules are meant to protect the safety and health of all those on campus. By setting firm and consistent guidelines, students will interact in a positive and productive environment conducive to learning.

General Rules

1. Stay within proper boundaries during school hours.
2. Walk on blacktop or cement areas; except when engaged in an organized activity.
3. If a student rides a bicycle to school, bicycles must be walked to and from the bike racks. (Students may not use scooters, skate boards, or "Healies")
4. Use appropriate language at school.
5. Gum is not allowed at school.
6. Restricted items include anything that can create a distraction from the learning environment. Examples of restricted items include, but are not limited to: *toys, including balls and sports-related equipment, replica weapons of any kind, laser pointers, pocket knives, electronic games and devices such as: iPods, iPads, and Nintendo DSIs, etc.* These items will be confiscated and will only be returned to a parent. On occasion devices will be brought to school for learning purposes. Teachers will send home a parent permission form to be signed and returned.
7. Students are not allowed in classrooms unsupervised.
8. Upon dismissal, students are to leave the school grounds (unless attending Child Care or a specific after-school program).
9. Observe all lunchtime, playground, and classroom rules.
10. Arrive to school on-time and prepared to learn.

- S** - Strive for Excellence
- P** - Persevere
- O** - Own Your Actions
- T** - Treat All With Kindness

Playground Rules

1. Follow directions of adults and be courteous. Appropriate games only. No dodge ball or tag during recess or lunch.
2. Use equipment properly: Put trash in trash can and walk on the blacktop. Do not flip from the pull up bar on the jungle gym in the upper yard.
3. No teasing or harassing others. Use only appropriate language and **no profanity**. Be a buddy, not a bully!
4. Keep hands, feet, and other objects to yourself. Do not throw rocks, sticks, or other objects. No roughhousing, and absolutely no fighting.
5. Freeze when the bell rings, then walk to your line when the whistle is blown.
6. No **weapons** or **dangerous objects** of any kind are to be brought on campus.

Lunch Area Rules

1. Remain seated while eating
2. Wait to be dismissed
3. Use your “inside voice”
4. Clean up your space after eating
5. Throwing food is prohibited
6. Walk at all times
7. Follow directions of staff
8. No food outside, except at designated lunch tables

Student Safety

Auto Safety

Parents must exercise great care when dropping off and picking up children at school by automobile. Please read and be aware of the following systems for drop off and pick up on a daily basis.

Drop Off and Pick Up

Children’s safety is a primary concern. As you drive in and around the school, please be mindful of the fact that there are children in the area.

As we continue to teach our children safe practices, it is ultimately our responsibility as adults to be mindful and show precaution. In order to facilitate the pick up and drop off process, and attempt to create the safest possible environment for all, we ask that everyone adhere to the following procedures in the morning and in the afternoon:

1. If you are dropping off or picking your child up in the front of the school please adhere to one of the following:
 - a. Pull all the way into the half circle in front of the cafeteria. If you don’t see your child, pull through, circle around and re-enter.
 - b. Pull up to the curb in front of the school.
 - i. Do not block bus loading and unloading zones.
 - c. Pull up to the curb across the street from the school. If you park on the other side of the street as a drop off or pick up point, **please walk your child across the street**. This will ensure that he/she crosses safely.

- d. Rearrange your seating so that your child can exit on the right.
2. If you are dropping off or picking up your child in the alley at the back of the school, please **ENTER ONLY FROM BIRCH STREET** and **EXIT ONLY ONTO IMPERIAL HIGHWAY**. This procedure will help to keep traffic moving smoothly and again create a safer situation for the children in the area.
 - a. DO NOT park your vehicle and leave. This is a fire lane and parking is prohibited. If you don't see your child at the gate near room 17, pull through, circle around the block, and re-enter the alley.
 - b. Be mindful of buses. Only pass to the left and only if there is room
 - c. Rearrange seating so that your child can exit to the right and directly into the gate.

Please respect our neighbors! Do not move trashcans or block driveways. Additionally, please do not park across the street in the Brea Gaslight Parking, as you may be towed. Brea Baptist Church has graciously allowed us to use their parking lot across the street from our school on Birch St. Parents are welcome to park there and walk across to Laurel for drop off and pick up.

Bullying

Peer abuse (bullying) among students as intentionally engaging in an act of harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student by creating an intimidating or hostile educational environment. Peer abuse (bullying) may be physical, verbal, exclusionary, or cyber. Students who violate this policy will be subject to suspension and/or expulsion or other disciplinary methods as deemed appropriate according to Education Code and Board Policy.

Closed Campus Policy

To ensure the safety of students, staff, and visitors *all visitors must sign-in immediately in the office upon entering any school building or grounds when school is in session.* At Laurel we take instructional time very seriously. Please avoid going directly to your child's classroom during school hours. Our school office staff will assist you with any needs you might have. *A sign shall be posted at the entrance to each campus, notifying visitors of the need to register. The procedure shall be provided for the removal of visitors who pose a threat to the health and safety of students and staff or those who interfere with the instructional program. Anyone who is directed by the principal or designee to leave the school grounds must promptly depart and shall not return for at least 48 hours (cf. 1112 – Media Relations) (cf. 3515.2 – Disruptions).*

Dismissal

Students should leave the campus within 10 minutes after normal school hours or 10 minutes after any other school-sponsored events. Only those students participating in after-school events with the permission of an authority on campus are allowed to stay after school hours. Those students must remain with their after school group or classroom at all times. Please be sure to make arrangements for on time pick up of your children.

Emergency and Evacuation Drills

Laurel has organized a coherent plan for all emergencies that may occur on campus. It is against the California Penal Code to falsely pull a fire alarm without just cause. Individuals will be charged with the appropriate offense and disciplinary actions will be taken.

Health Services

The Health Office is open from 7:30 am to 2:10 pm. The responsibility of this office is to administer first aid. Parents will be contacted by this office if a student needs to go home. Students must not call parents, when ill, from cell phones. They must check out through the Health Office.

Information/Emergency Cards

In case of an emergency, cards with all necessary information on each child are kept in the school office. **Please notify the school office as well as child care providers of any change of address, telephone number, or place of employment.** The school secretary may request that you fill out a new emergency data card.

Medication at School

When it is necessary for a student to take medication at school, a signed form from a physician must be presented to the office by the parent. Forms are available in the Health Office. All medication, whether prescription or over the counter, will be kept in and dispensed through the Health Office. Students MAY NOT keep medication on their person or in their backpack. Any student with medicine or prescription medication of any kind on campus without permission will have the medication confiscated and may be subject to disciplinary action.

Playground Safety

With large groups of children playing together, it is necessary that some play practices, that can be carried on at home, not be allowed at school. These include tumbling, wrestling, chasing, and/or tag-like games, etc.

We make every effort to instruct students in the correct and safe use of all playground equipment. Students are taught to report any injury on the playground to the staff member on duty. You can help by reminding your child to be sure to tell someone if he/she is injured or becomes ill at school. If a child cannot locate a playground supervisor, he/she should report to the office.

We maintain a safe playground by providing play equipment that is appropriate for each age level. For this reason, we ask that children not bring toys, games or other play equipment from home.

Transportation To and From School

All students who walk or ride their bicycles to school must respect the crossing guards at each intersection. Reports of students not following the directions of the crossing guards will result in disciplinary action. Laurel students must respect private property on their walk to and from school. Do not enter private property. Students who ride their bicycles to school must lock it to the bike rack on campus. Bicycle riders, in accordance with the law, must wear a helmet. The Brea Police Department enforces this law. **Scooters, skateboards, and "Healies" are not allowed on campus and will be confiscated for parent pick up if brought to school.** Once students approach campus, bicycles must be walked to and from campus. Any student, who continually violates this rule, will not be allowed to bring his/her bicycle to school.

Remember: School rules are in effect when travelling to and from school.

Visitation Procedures

All visitors must wear a visitor pass. Any visitor to Laurel must check in at the front office and present proper identification. In cases where a visitor wishes to visit a classroom, request must be made in advance and the visit will be limited to 30 minutes. Visits will also be limited to two per month. The Governing Board encourages parents/ guardians and interested members of the community to visit the schools and view the educational program. If a conference is desired, an appointment should be set with teacher during non-instructional time. No electronic listening or recording device may be used by

students or visitors in a classroom without the teacher's and principal's permission. (Education Code 51512) (cf. 5144 – Discipline)

Other Services

Students of the Month

Each month, two students from every class will be recognized for their outstanding accomplishments and display of good character at Laurel School. The students honored will receive a Student of the Month certificate at our monthly Pep Rally. Every trimester, students in grades 4-6 are recognized for academic excellence. All parents of recipients are invited by the child's teacher ahead of time to attend the Pep Rally.

SPOT - Positive Behavior Interventions and Supports (PBIS)

Laurel Elementary School's core values are *Strive for Excellence, Persevere, Own Your Actions, and Treat All with Kindness*. Students who display Laurel's core values both academically or behaviorally can be recognized immediately by any staff member by receiving a SPOT card. Students collect these tickets and turn them in every time they collect 10 tickets. Positive recognition is earned for every 10 tickets, both visually as well as through monthly drawings during the Pep Rally.

Birthdays

All students will be recognized at the end of each month by receiving a birthday pencil from the principal. Students are permitted to bring a small treat for their classmates. Laurel Elementary School encourages parents to bring a healthy or pre-packaged snacks. Please consult with the classroom teacher regarding possible food allergies. Distribution should take place five minutes before a recess break or at the end of the day. This limits the disruption to the learning environment.

Breakfast & Lunch Program

Students may bring their lunch from home or buy lunch from the cafeteria. Breakfast may be purchased for \$1.25 and lunch for \$2.75 daily. Payments can be made online at <http://myschoolbucks.com>. Students may also buy milk and/or other snacks on a daily basis. Free and reduced meals are available to those who qualify. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch. Contact the school office for further information.

Donation and Contributions

On occasion, donations may be requested to help off-set the the additional costs of providing our exceptional programs and activities at their current high level. Regardless, Education Code requires that all students be allowed to participate in core curricular and co-curricular activities without limitations. Your support, when possible, of these programs through your donations helps us continue to offer exceptional educational opportunities for all students. Please be assured that we appreciate your support in order to make these experiences more meaningful for all students.

Library and Textbooks

Textbooks and reading books may be checked out to a student throughout the school year. As all books are school property, students must be responsible for the books and keep them free from damage and/or writing. Students must turn in all books at their appropriately scheduled time. **Any book lost or missing must be paid for by the student.** Library books typically cost \$5-20 and textbooks can cost up to \$80 each. All library fines and fees must be paid by the end of the school year. *6th grade students who fail to settle their library accounts may not be permitted to attend promotion activities.*

Lost and Found

We welcome parents and children to come to the cafeteria before or after school to check on a lost article. Office staff are not able to check for lost and found articles by telephone request. All sweaters, coats, jackets, lunch kits and other personal belongings, which are brought to school, should be clearly labeled with the child's first and last names. This is especially important with school spirit wear. All unclaimed items will be donated to a charity on a monthly basis.

Rainy Weather

When the grounds are too wet or the weather too inclement for pupils to be outside, recesses and lunch will be inside. Our schedule on rainy days remains the same and all pupils are dismissed at the usual times.