



# Eagle Rock Elementary & Magnet Center

*Be Safe Be Respectful Be Productive*

2057 Fair Park Ave  
Los Angeles, CA 90041  
(323) 254-6851  
eaglerockelementary.org

August 2016

Welcome Parents and Students!

The faculty and staff of Eagle Rock Elementary want to welcome you an exciting 2016-2017 school year. We encourage all parents to become involved with us as we strive to make Eagle Rock Elementary a school of excellence.

Attached to this letter please find some forms that we **must** receive back completed and signed. Please take a moment to do this right away so we have this information on file. Please visit our updated website to view the *Eagle Rock Elementary & Magnet Center Handbook* and other important information, [www.eaglerockelementary.org](http://www.eaglerockelementary.org)

There are 2 handbooks available to you, and each one is important:

- 1) *LAUSD Parent Handbook*: In the next few weeks you will receive this from the District. It contains many important policies and rights that you should be aware of as a parent. Please review it, and return the signed form acknowledging receipt and understanding.
- 2) *Eagle Rock Elementary Parent Handbook*: This handbook addresses many of the policies and beliefs that are unique to Eagle Rock Elementary. It will be available on our website. You may also come to the office or Parent Center to read a hard copy if you prefer.

*In an effort to be more environmentally responsible, we will attempt to do more electronic communication and reduce the number of paper copies we send home. Please support us by allowing us to use your email for school communication and return the enclosed Directory form.*

Eagle Rock Elementary & Magnet Center is committed to providing an engaging learning environment both in and out of the classroom. Our instruction reflects full implementation of the *Common Core State Standards (CCSS)* in Language Arts and Mathematics, we are exploring *Next Generation Science Standards (NGSS)*, and place high value on the Arts. As a faculty we actively collaborate and reflect on our teaching practices as we model and share our passion for life-long learning, and we invite you to join us on this journey.

While Eagle Rock Elementary is committed to providing an engaging educational experience to each of its students, it is equally important that a child come to school prepared to learn. Good attendance and punctuality are among the greatest predictors of student success. They will also contribute to your child's bonding with the class and develop good habits for his or her future. Additionally, we ask parents to be responsible for teaching appropriate social skills to use in a school setting, to support learning at home by reading together and supervising homework, and ensure children are provided the care and nutrition that allows them to learn. Please speak with your child's teacher, or with me, if you need assistance with any of these critical points.

Parents are a child's first teacher, and we look forward to working together as a team towards your child's success. We invite you and your family to visit, volunteer, and become visible in our school. Our Parent Center is open Monday thru Friday from 8:00 am – 12:00 pm. We invite your support to help all children succeed. Together we will nurture students to be life-long learners and responsible and contributing citizens.

Sincerely,

*Stephanie Leach*

Mrs. Stephanie Leach, Principal

# Eagle Rock Elementary & Magnet Center

## Parent Handbook

### 2016-2017

School Office Hours: 7:30 a.m.-4:30 p.m.

#### ***Vision Statement***

Our vision is to implement an instructional program that provides a positive, nurturing climate that stimulates maximum academic and social growth, inspires appreciation and respect for diversity, and empowers all children to participate successfully in a changing society.

#### ***Mission Statement***

Students will communicate effectively to acquire and share knowledge with a variety of audiences. Students will demonstrate academic proficiency in the areas of Reading, Language Arts, and Mathematics, which meet or exceed the Grade Level Standards.

#### ***Los Angeles Unified School District Parent Student Handbook***

You can access the '16-'17 *Parent Student Handbook* online at [www.lausd.net](http://www.lausd.net) under the "Families" tab. If you open that link you will find more tabs to the right – click "Forms and Policies" to connect to the current District Handbook. The parent handbook must be read thoroughly by all parents/guardians. The information in this handbook must also be shared with students. It contains district policies and state mandated information that will further explain district and school policies and procedures. A copy of the LAUSD handbook will be provided to your child. Please return the attached handout found inside as proof that you received the handbook once it is sent home.

#### ***Weekly Communication***

Sunday evenings you will receive a pre-recorded phone call from Ms. Leach with highlights for the upcoming week; it is also available via email. It's important that we have your accurate contact information in order for you to receive this weekly communication, and all other correspondence. You may also look for the weekly message posted on our website.

#### ***Attendance Policy and Tardies***

- Please help your children form good habits by being on time every single day. When a student is late they miss valuable instruction, as well as interrupt the lesson for others.
- Students who arrive to class **after 8:11 am will be marked *tardy*. Three tardies is equivalent to one absence.**
- Three unexcused absences, or unexcused tardies for more than 30 minutes, make a student truant and a warning letter will be sent home; warning letters are automatically generated by our computerized attendance system.
- Please remember that the most important way to ensure success at school is to have strong attendance. LAUSD goal is for each student to have 97% in seat attendance, which amounts to no more than 7 absences in a given school year. This will not only add to success at school, but it shapes future work ethic. At Eagle Rock Elementary we take academic achievement very seriously and we fully enforce the LAUSD Attendance Policy. Please refer to the enclosed Attendance Policy and Compulsory Attendance Laws, as well as the LAUSD Parent/Student Handbook under Student Attendance.
- If your child is absent or late for class, please send a note with your child to his/her teacher indicating why they were absent or tardy. State law requires a note from the parent, whether due to illness or non-illness, verifying the absence of their child.

## Safety To and From School

Parents are requested to review and discuss the safest route for their child to walk to and from school. Please use crosswalks at all times, you are teaching your child life-long habits.

Mornings and afternoons are very busy around the perimeter of the campus; please allow a few extra minutes to reduce stress. Some of our rules might seem inconvenient, but they have been established after careful consideration of what is safest for the students. Please keep in mind that when you help support these rules you are helping protect the welfare of our whole community, and you are modeling safe behaviors for your child.

Students are encouraged to arrive at 8:00 a.m. Eagle Rock Elementary provides *Breakfast in the Classroom (BIC)*. The free breakfast is served during the first 15 minutes of class, so please be on time.

### ***Parking***

Parking lots are for staff use only. Please do not drive in to drop off students and do not block the entrance to parking lots. You are welcome to park on the street and walk your student onto the campus. Please use crosswalks when crossing the street (this is life-saving habit for your child to learn).

### ***School Gates and Visitor Access During School Hours***

For your convenience we have three school gates for pedestrians. THE ONLY DROP OFF ZONE VIA CAR IS ON FAIR PARK. The gates on Fair Park, Chickasaw, and Maywood are open before school and locked at 8:11 a.m. They open again at 2:35 p.m. dismissal. At 8:11 a.m. all gates will be locked and the only access to school grounds will be at the front door on Fair Park Avenue. Please ring the buzzer and someone will admit you after you introduce yourself. Please proceed to main office to register and receive a yellow Visitor's sticker. All visitors during school hours must wear the yellow visitor's badge.

### ***Before School***

Adult supervision begins at 7:45 a.m. and children should not arrive earlier than 7:45a.m. Students may not play ball games before school; there is not enough supervision and there is unusual "traffic" with strollers and breakfast carts being delivered.

### ***Afterschool Dismissal Procedures***

- ETK - Kindergarten students should be picked up from the porch in the Kindergarten yard, or in front of their classrooms. Ask your teacher which will be their policy. Teachers or staff will facilitate the pick-up.
- Children in grades 1-6 being picked up by parents should be picked up on the school side of the street; we do not want children running across the street. Students being picked up late will wait on the playground with YS coaches where there is adult supervision. Children may not wait on welcome center benches in front of school due to lack of supervision.
- Children walking home must cross at crosswalks only.
- Students who choose to play after school need to sign in for the After School Playground with Youth Services or the Youth Development Program. Please fill out a simple form for YS coaches so they can contact you in event of emergency. Once a student has left the campus, they are not to return.
- Children are not allowed to leave campus to go to the store or buy food/drinks from street vendors, and then return to campus. We must discourage vendors from being near school.
- Remember to communicate to children the location and time they should expect you after dismissal. Be patient and give them time to see you. Adults should exit their parked cars and walk to meet students for after-school pick up.

- Safety issue: Bicycles, Skateboards, or scooters may not be ridden on campus. If used for transportation to/from school, see teacher for guidelines.
- District Policy: For security reasons, the teacher must be present if students or parents wish to retrieve something from the classroom.

### ***Dismissal During the Day***

- No child will be released to leave the school before dismissal time, 2:35 pm, unless the parent 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. You will need to show photo ID.
- A sick child may not be released to walk home.
- Our staff will not release students to people who have not been authorized by the parents on the emergency card. This is for your child's safety.
- If you send a person to pick-up your child that we have not met, please have them carry a picture identification card.
- In an emergency, if you need to send an adult that you have not designated on the emergency card, you must call the school in advance. The designated adult must present photo identification and ask for the Principal or the Assistant Principal. Be advised that we will photocopy the person's identification card and keep the copy for our records.

### ***Students Riding the Bus***

School staff will help students load on the correct bus to ensure their safety. If you plan to pick-up your child from school rather than have him/her ride the bus home on any day, please call the office and leave a message no later than 12:00 p.m. Our school staff ensures that every child is on the bus before it leaves.

If you have any questions or concerns regarding your bus route regarding or the late arrival of a bus, please call 1-800-LA BUSES (1-800-522-8737). You may also contact the school's Magnet Coordinator at (323) 254-6851. At the beginning of every school year bus riders view a Safe Riding Practices video. Safety guidelines and policies are reviewed with students. Students who compromise the safety of others can be suspended from the bus. Please encourage your child to follow school rules on the bus.

### ***Volunteer Safety Valet***

Accidents can occur in mere seconds so we offer SAFETY VALET as a wonderful solution to the hazards that accompany our busy mornings. Along the front of the school on Fair Park Avenue we have established a drop-off zone in the mornings. Parents can pull into the special lane, follow the signs, come to a safe stop, remain in their car, and a Volunteer Safety Valet will greet you and help your child out of his/her car. We ask that you help make the Safety Valet successful by doing the following: follow signs, do not making illegal u-turns, and allow plenty of time to get to school. When a great many parents pull up as the bell is ringing, traffic gets backed up and all children are marked tardy. Be aware that traffic laws are strictly enforced by LAUSD Police to ensure student safety. Parents/Guardians making "U" turns or blocking traffic will be ticketed. Please use the Safety Valet in the mornings, and please volunteer to be part of it! We welcome all volunteers, and each grade level receives a special volunteer invitation on designated months. Ask your teacher for details.

## **Meal Applications and Food Services**

### ***Meal Program Applications and Cafeteria Policies***

Applications for free and reduced meal benefits are available online at [www.myschoolapps.com](http://www.myschoolapps.com) . If you do not have access to the internet please come to the main office for a paper application, or someone will assist you with accessing an online application. Alternatively, a paper copy was sent to each home. Meal applications must be completed regardless of eligibility or family income, and need to be completed by

every single family. Without the meal applications we are at risk of losing critical funding from the federal government; please remember that the information you provide is confidential. Only one application per family is required.

Last year's meal benefit status is valid through the month of September. If you do not know your eligibility, please send a sack lunch, or money (\$2.75 for full priced lunch for K-5 and \$3.00 for 6<sup>th</sup> grade; 0.40 for reduced price lunch), until your eligibility status is determined. Every effort is made to process meal applications within 24 to 48 hours. Families may purchase meals in advance for reduced price or full price meals to avoid having students carry cash daily. This can be done electronically at [www.cafe-la.lausd.net](http://www.cafe-la.lausd.net), or the cafeteria manager will assist you in adding money to your child's meal account before school. All outstanding balances must be paid at the beginning of the school year.

Also, **all food allergies must be on file with the school. Come to office for appropriate form.**

### ***Breakfast in the Classroom (BIC)***

Eagle Rock Elementary provides Breakfast in the Classroom (BIC). All students will have the option to eat a breakfast in class when they arrive on time, regardless of meal eligibility. The free breakfast is served during the first 15 minutes of class and it is optional.

### ***Nutrition***

Children may bring snacks from home to be eaten under the pavilion during recess, and there are a few healthy snack choices for purchase from cafeteria. When packing food for your child's snack and/or lunch, please consider food that is nutritious and supports healthy brain function. Protein is great brain food and keeps energy levels consistent (string cheese; peanut butter; turkey; yogurt; etc). Children with lunchboxes filled with sugary snacks and drinks tend to have low energy, mood swings, and struggle to focus. If you purchase candy and/or Hot Cheetos, and/or Hot Takis; please save those as snacks for home. Every child is expected to eat something healthy during lunchtime.

If you have any questions about our meal program, please call the Cafeteria Manager at (323) 255-8273.

## **Safety Polices**

### ***Behavior and Discipline Policy***

See Student Code of Conduct and the Student Dress Code in the LAUSD Parent Handbook. Also refer to the LAUSD Parent/Student handbook for specific policies, guidelines, and regulations. Teachers also provide specific classroom management information in their introductory letters.

### ***Behavior Documentation***

We will be transitioning into the electronic platform to document interventions used and referrals made to support positive discipline efforts.

### ***Cell Phones and Electronic Devices***

Mobile phones and electronic devices are not allowed during class time or at recess and lunch. Electronic devices will be confiscated when seen by an adult during school hours and turned in to the Principal where a parent must retrieve them. Repeat offenses will result in longer wait periods with parents being required to pick up the devices. Students are allowed to bring cell phones to school but they must be turned off as soon as the student enters campus and turned back on once the bell rings signaling the end of the day. Additionally, cell phones and electronic gaming devices are not to be used recreationally before and after school. If a call needs to be made after school, check in with After School Supervisor and s/he will give you permission to make emergency call from designated area.

### ***Dress Code***

- Dress appropriate for weather
- Clean and comfortable clothing
- Rubber-soled shoes that are closed
- Caps/hats encouraged as sun safety while outside; hoods, beanies, etc. not for indoors.
- Wear safe jewelry and accessories

### ***Birthday Parties (\*NEW)***

After careful consideration we will no longer be allowing birthday celebrations at the end of the day. Previously we allowed cupcakes during the last 10 minutes, however numerous concerns forced us to reconsider. Some problems included: severe allergic reactions to non-listed ingredients; conflicts with special diets; excessive treats; feelings of inequity when all families did not celebrate with equal fanfare; and more. Thank you for reserving your birthday celebrations to home, and understanding this decision made with the whole faculty.

### ***Playground Safety & Playground Cleanliness***

Our biggest accidents happen on our playground. We review school and playground safety with children in the classroom and during assemblies. The transition between when the bell signals the end of recess/lunch play and needing to line up for class has often resulted in accidents and disputes. As a safety measure, and as a way to support mindfulness when transitioning from one activity to another, students are expected to strike an “Eagle Pose” when the recess and lunch bell rings. These poses are: Soaring Eagle; Perching Eagle; or Resting Eagle. Eagle poses and their purpose are taught at the beginning of the year, and students are released from their poses by adults on the yard within moments of showing they have stopped their play activity.

Playground litter is an ongoing battle. There is to be no eating in any area of the playground other than under the pavilion at any time of the day. A clean campus shows pride and respect of our school and of the people that work to keep it clean. Maintaining its beauty is our collective responsibility. We encourage children and adults to spontaneously help with litter collection, and our staff are often seen stopping to pick up trash that has been left behind. **Please help us teach and model respecting our environment, and help us eradicate litter from our campus!**

### ***Pets***

Pets are NOT ALLOWED on school grounds under any circumstances.

### ***Dangerous Items***

Hazardous items (glue, paint, sharp scissors, laser pointers etc.) must remain at home. The above items will be taken away and NOT RETURNED unless a parent speaks with the teacher. Any student who brings a weapon to school, including a gun, knife, or replica will be suspended from school and expulsion will be considered. Threats are taken seriously and could result in suspension. Other reasons for possible suspension include: causing physical injury, damaging school property, habitual profanity, and/or inappropriate touching. Students need to take responsibility for their actions.

### ***Medication/Medical***

A student who needs to take medication during school hours must have the required forms on file, these are available from the school nurse or office staff. Medication is kept in the Health Office. Students that self-medicate (e.g. asthma inhalers) must also have appropriate forms on file in the school. School nurses do not prescribe or give advice regarding medication or other care beyond first aid.

Any student who arrives to school with a cast, ace bandages, crutches, etc. must submit a doctor's note to the office explaining restrictions/limitations. Once cleared by the doctor for regular activities, please bring a copy to the office as well.

### ***Bathroom Accidents***

We understand that accidents happen. When a child has a bathroom accident the office staff or the nurse will call you to let you know the situation. For your child's health and safety reasons, the office will not change or clean your child. You or a designated adult must come to the nurse's office to clean and or change your child's clothing. We will do our best to keep the child in a safe and clean environment. Please let us know in advance if your child has any health concerns. We will do our best to assist you.

### ***Emergency Information***

For the protection of your child, please complete the emergency card fully and neatly and return it no later than the third day of school. Cards must have all items completed. Be sure to list cell phone numbers and a list of people who can reach you in the event of an emergency. Each child in your family needs a separate card. If you should change your address or phone number during the school year, it is your responsibility to inform the OFFICE of the change (NOT THE TEACHER). You need to provide proof of the change such as gas or DWP bill for address changes.

### ***Phone Calls/Messages***

Please be aware that students may not receive telephone calls in the office. Only in an emergency situation will a message be delivered to a child. Make arrangements with your child in the morning regarding pick up, after school activities, etc.

### ***Classroom Visitations***

Anyone visiting the classroom must sign in as a guest in the main office and wear a visitor's badge on campus. Classroom visitors must have approval of the principal.

### ***Parent Volunteers***

We welcome volunteers! A parent volunteer meeting will be scheduled soon. Your volunteer application and results of your TB test must be on file in the Parent Center. Parent volunteers must sign in and out in the office so that we know you are on campus. Our Community Representative is also here to support your volunteer activities.

### ***Conferences***

Parent Conferences are scheduled two times during the school year to discuss student's progress. Please plan to attend these important meetings. If you wish to conference with your child's teacher in addition to these times, you may request an appointment via a note, or request the teacher to call you at a convenient time. Please do not expect the teacher to interrupt the instructional program for this purpose. The instructional day begins at 8:11 a.m. and ends at 2:35 p.m.

### ***Personal Deliveries After the Start of the Day (lunch, homework, instruments, projects)***

Items dropped off after the start of the day must be left in the main office for students to pick up during recess or lunch. We will not call the classroom and interrupt instruction for these drop offs. Please discuss this option with your child; remind him/her to check with office at recess/lunch if they anticipate something being dropped off.

## **Student and Parent Services**

### ***Library***

It is the responsibility of every student's family to pay for lost/damaged textbooks or library books. Please encourage your children to treat all school property with care and respect.

***Lost and Found***

Please label lunch boxes, jackets, sweaters, etc. with your child's name so that lost items can be retrieved. Sweaters and jackets left behind will be hung on the *Lost and Found Rack* across from the main office for 5 days only. Unclaimed items will eventually be donated to charity monthly.

***After School Playground***

Our after school playground sponsored by Youth Services begins immediately after school and ends at 6:00 p.m. All students must be picked-up no later than 6:00 p.m. **Students are not allowed to leave campus and return.** Please explain clearly to your children that food vendors are positioning themselves *illegally* in front of school and they have no health guidelines; students are NOT permitted to leave to buy food and then return to campus.

***School/Teacher/Parent/Student Compact***

This will be reviewed with you during your first Parent-Teacher conference.

***Parent Groups and Councils***

Eagle Rock Elementary & Magnet Center offers many opportunities for parents and guardians to get involved and support the school. The following are some of the councils and groups:

- School Site Council (SSC)
- English Learners Advisory Committee (ELAC)
- Eagle Rock Elementary Parent Teacher Association (PTA)
- Eagle Rock Elementary Education Foundation (EREEF)
- Volunteer Safety Valet Program

Please come visit these meetings and discover where you might like to get involved. We welcome every level of participation!

***Please make sure you follow up with your child... These can be found in the LAUSD Handbook.***

- Safety To and From School
- Discipline Foundation Policy and Student/School Code Of Conduct
- Office Procedures
- Student Services
- Dress Code for Students
- Visitor's Policy
- Attendance Policy
- Meal Plans
- Student Accident Insurance (optional)

***Please read, sign and return the following:***

     LAUSD Parent Handbook Acknowledgement of Receipt Form

     Emergency Information form – *may or may not with handbook depending on when handbook arrives; this will go out immediately*

     PTA/EREEF Directory Form – *may or may not with handbook depending on when handbook arrives; this will go out immediately*

     Responsible Use Policy (RUP) for District Computer Systems – *found in LAUSD handbook*

     Photo/Video Release Form – *found in LAUSD handbook*



# Eagle Rock Elementary & Magnet Centers

## Important Dates for 2016-2017 (Tentative)

### AUGUST 2016

- 8/15 Orientation/Social
- 8/16 First day of instruction for students
- 8/16-10/21 Annual CELDT Testing
- 8/23 1st day of early Tuesday dismissal (1:35 pm Dismissal)
- 8/30 EREEF General Meeting – MPR 6:30

### SEPTEMBER

- 9/2 School closed – Admissions Day
- 9/5 School closed – Labor Day
- 9/7 EREEF Friend-raiser @ CA Wine Co 6:00-9:00pm
- 9/13 Back to School Night 6:00-7:30pm (2 sessions will be offered)
- 9/21 PTA General Meeting – MPR 6:30pm
- 9/29 Family Math Night – Free!

### OCTOBER

- 10/3 Unassigned Day – No School
- 10/5 Walk to School Day
- 10/12 Unassigned Day – No School
- 10/7 Popcorn Fundraiser begins – Student Body Fundraiser
- 10/15 Annual Fall Clean Up – Volunteer
- 10/20 School pictures with “First in Class”
- 10/28 Harvest Festival – after school
- Also “Original Works” fundraiser

### NOVEMBER

- 11/5 Night of Big Dreams – EREEF fundraiser
- 11/7-11/10 Parent Teacher Conferences & Book Fair
- 11/8 No Banked Time – Dismissal at 2:35
- 11/11 Veteran’s Day Observed- School Closed
- 11/15 No Banked Time – Dismissal at 2:35
- 11/21-25 Thanksgiving Holiday-School Closed all week

### DECEMBER

- 12/1 Make-up photos for school pictures
- 12/12 Winter Program K-3? (tentative date; tentative grades participating)
- 12/19-1/6 Winter Holiday
- Also: Teacher Appreciation Luncheon TBD
- Hour of Code

### JANUARY 2016

- 1/9 First day of instruction for 2016
- 1/16 Martin Luther King, Jr. Holiday Observed-School Closed

**FEBRUARY**

2/2-5/17 5th Grade Fitness Test  
2/6-10 Flower Grams  
2/20 Presidents' Day Observed-School Closed  
2/23 Culmination photos for 6<sup>th</sup> graders  
2/27-3/3 Parent Teacher Conferences and Book Fair (Dismissal 12:45 every day)  
Also: APEX (TBD)

**MARCH**

2/27-3/3 Parent Teacher Conferences and Book Fair (Dismissal 12:45 every day)  
3/8-6/10 Smarter Balanced Assessment grades 3-6  
3/9 Panoramic photo for 6<sup>th</sup> grade  
3/30 Open House & EREEF Silent Auction  
3/31 School closed – Unassigned day  
Also: Tile fundraiser

**APRIL**

4/4 Last Banked Time; Last Tuesday with 1:35 dismissal  
4/10-14 Spring Break  
4/17-21 Testing window for 5<sup>th</sup> Grade CST Science  
4/24-5/5 Testing window for 3<sup>rd</sup>-4<sup>th</sup> Grade SBAC

**MAY**

4/24-5/5 Testing window for 3<sup>rd</sup>-4<sup>th</sup> Grade SBAC  
5/8-5/19 Testing window for 5<sup>th</sup>-6<sup>th</sup> Grade SBAC  
5/6 Family Dance: Luau - PTA  
5/19 P is for Paint – Adult Tile Night w/EREEF  
5/29 Memorial Day Holiday-School Closed  
Also: Relay for Life  
National Teacher Day (tentative)

**JUNE**

6/9 Last Day of Instruction for Students

**Please Note:**

Whenever there is a change that affects dismissal or school closure, you will receive written notification, an automated call, and an email