

# Francis Hopkinson Elementary School

*"Learning together in a partnership of cooperation, communication and caring."*



*A Tradition of Excellence*

## Parent /Student Handbook

2022 – 2023

Francis Hopkinson Elementary School  
*A Gold Ribbon, National Blue Ribbon School, &  
California Distinguished School*  
12582 Kensington Road ♦ Los Alamitos, CA 90720  
(562) 799-4500

**Los Alamitos Unified School District**  
10293 Bloomfield Street ♦ Los Alamitos, CA 90720-2264  
(562 ) 799-4700



*The mission of the Los Alamitos Unified School District is to educate all students to their highest level of achievement in all areas of learning so that they become responsible, productive citizens who engage in the pursuit of lifelong learning and practice democratic values.*

### **Administration**

Andrew Pulver, Ed.D. Superintendent  
Ondrea Reed, M.Ed. Deputy Superintendent  
Joe Fraiser, Ed.D. Assistant Superintendent, Human Resources  
Elvia Galicia, Assistant Superintendent, Business Services  
Melissa Davis, Director of Assessment and Accountability  
Grace Delk, Ed.D. Director of Student Services  
John Spiratos, Director of Information Technology  
Jerry Friedman, Director of Safety and Student Services  
CJ Knowland, Director of Maintenance & Operations

### **Board of Education**

Marlys Davidson, President  
Diana Hill, Clerk  
Meg Cutuli, Board Member  
Chris Forehan, Board Member  
Scott Fayette, Board Member

Board of Education meetings are *usually* scheduled on the second and fourth Tuesday of each month. The public is encouraged to attend.

## **Hopkinson Staff Directory ♦ (562) 799-4500**

**Principal,** Jason Farvour, [jfarvour@losal.org](mailto:jfarvour@losal.org) ext. 71203

**School Office Coordinator:** Jenny Wampler, [jwampler@losal.org](mailto:jwampler@losal.org), ext. 71000

**Health Clerk:** Toulia Nivanh, [tnivanh@losal.org](mailto:tnivanh@losal.org), ext. 71204

**Media Center:** Tiffany Taggart, [ttaggart@losal.org](mailto:ttaggart@losal.org), ext. 71206

**Music:** Suzanne McElderry, [smcelderry@losal.org](mailto:smcelderry@losal.org), ext. 71113

**Resource Specialists:** Amanda Lenhart, [alenhart@losal.org](mailto:alenhart@losal.org) and Marisa Torrez-Chavez, [mtorrezchavez@losal.org](mailto:mtorrezchavez@losal.org), ext. 71115

**Speech Therapists:** Jeanne Ruiz, [jruiz@losal.org](mailto:jruiz@losal.org), 71223 and Destiney Miller, [dmiller@losal.org](mailto:dmiller@losal.org), 71123

**Psychologist:** James Foot, [jfoot@losal.org](mailto:jfoot@losal.org), 71215

**CDC-Preschool:** TBD, ext. 71101

**Multi-Age Classroom:** Sarah Lee, [slee@losal.org](mailto:slee@losal.org), ext. 71118

**Kids Korner:** Nicole Cowan, [ncowan@losal.org](mailto:ncowan@losal.org), ext. 71114

### **TRANSITIONAL KINDERGARTEN**

Dawn Caires (UTK), [dcaires@losal.org](mailto:dcaires@losal.org), ext. 71102

Judith Marino (UTK), [jmarino@losal.org](mailto:jmarino@losal.org), ext. 71103

### **KINDERGARTEN**

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Livia Flynn, [LFlynn@losal.org](mailto:LFlynn@losal.org), ext. 71104

Kimberly Hattabaugh, [khattabaugh@losal.org](mailto:khattabaugh@losal.org), ext. 71105

### **FIRST GRADE**

Sarah Perry, [sperry@losal.org](mailto:sperry@losal.org), ext. 71112

Suzanne Ybarra, [sybarra@losal.org](mailto:sybarra@losal.org), ext. 71132

Sara Carinchi, [scarinchi@losal.org](mailto:scarinchi@losal.org), ext. 71111

### **SECOND GRADE**

Traci Rynski, [trynski@losal.org](mailto:trynski@losal.org), ext. 71107

Rachel Metcalfe, [rmetcalfe@losal.org](mailto:rmetcalfe@losal.org) and Erica Chung, [echung@losal.org](mailto:echung@losal.org), ext. 71111

Laura Plunkett, [lplunkett@losal.org](mailto:lplunkett@losal.org), ext. 71110

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Jenny Stuart, [jstuart@losal.org](mailto:jstuart@losal.org), ext. 71120

Noreen Curry ([ncurry@losal.org](mailto:ncurry@losal.org)) & Paula Pugh ([ppugh@losal.org](mailto:ppugh@losal.org)), ext. 71118

Kelly Hairrell, [khairrell@losal.org](mailto:khairrell@losal.org), ext. 71117

### **FOURTH GRADE**

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Amanda Shelley, [ashelley@losal.org](mailto:ashelley@losal.org), ext. 71126

Chelsea Moore, [cmoore@losal.org](mailto:cmoore@losal.org), ext. 71127

Kristie Kuehnast, [kkuehnast@losal.org](mailto:kkuehnast@losal.org), ext. 71124

### **FIFTH GRADE**

Laurinda Clark, [lclark@losal.org](mailto:lclark@losal.org), ext. 71128

Brent Thomas, [bthomas@losal.org](mailto:bthomas@losal.org), ext. 71129

Jill Shafer, [jshafer@losal.org](mailto:jshafer@losal.org), ext. 71130



## ***Welcome to the 2022-2023 school year at Francis Hopkinson Elementary School!***

Hopkinson Elementary, a **Gold Ribbon, National Blue Ribbon** and **California Distinguished School**, has earned an enviable reputation of being a top ranked school in the state and the nation, with high expectations and high standards for all students. The staff at Hopkinson believes ALL children can learn. The high quality of work displayed in every classroom, the commitment of our parents, and commitment of our students to do their very best is what makes Hopkinson among the top in the nation. Hopkinson Elementary School has a strong reputation and sense of pride for its passionate pursuit of excellence for each learner, its dedication and compassion to every student, and its responsiveness to the Hopkinson community. We welcome you to join us in our commitment and passion to the Hopkinson family and its shared vision!

We are committed to putting this theme into practice by providing the best learning environment and opportunities for your child. It is our goal to see that each child be provided with ample opportunities to reach their fullest academic, social, and emotional potential. We need your support to ensure this will happen. Join with us as we work hard this year to create meaningful learning memories.

This parent/student handbook will help you become acquainted with policies and procedures important to the operation of Hopkinson Elementary, as well as schedules and events for the 2021-2022 school year. Keep it in a handy place so you can refer to it throughout the year. We are proud of the programs we provide and encourage your participation and involvement in the wide variety of opportunities available to you and your child!

If you are not already involved with our outstanding and hard-working PTA or Friends of Hopkinson we urge you to become involved by emailing PTA president Connie Bambadji [cbambadji@gmail.com](mailto:cbambadji@gmail.com) or our Friends of Hopkinson President, Allison Isle at [FriendsofHopkinson@gmail.com](mailto:FriendsofHopkinson@gmail.com). We would love to have you join our volunteer team in the classrooms, Media Center, social events, and parent meetings. Research links parental involvement to student achievement and success. Your time will be an investment that could change a life!

Thanks for partnering with us along this important endeavor. We are looking forward to the 2021-2022 school year. We hope to see all of you actively involved in our Hopkinson Family! Please check our school website as [www.losal.org/hopkinson](http://www.losal.org/hopkinson) for current school news, information about programming, after school activities and the school calendar.

Warmly,  
The Hopkinson Staff

# SCHOOL HOURS

## **REGULAR SCHOOL HOURS**

Kindergarten 8:00 A.M.-1:25 P.M.

Grades 1-5 8:00 A.M.-2:25 P.M.

## **MODIFIED DAY SCHOOL HOURS**

Grades K - 5 Each Wed. 8:00 A.M.-1:25 P.M.

## **MINIMUM DAY SCHOOL HOURS**

Grades K - 5 8:00 A.M.-12:30 P.M.

## **ARRIVAL AND DEPARTURE**

The school playground is supervised 15 minutes prior to the beginning of school. Students may **not** arrive prior to 7:45am. Please see that your child does not leave home earlier than necessary. Students arriving late must check in at the office before being admitted to their classroom.

Once at school, children will not be dismissed early unless a parent or person authorized by the parent comes to the office to check them out. When children are dismissed at the end of the school day, they are to depart for home immediately. Arrangements to ensure prompt pick-up after school must be made.

If you drive your child to school, please drop off at the white curb area reserved for loading and unloading only. **If you plan to stop, you must use street parking.** The parking lot in the front of the school is closed to parents from 7:15 a.m. until 3:00 p.m. This parking lot is for staff only between these hours to ensure that Hopkinson staff members have an accessible parking spot when they arrive at school. All staff vehicles will display the appropriate parking pass and vehicles without a parking pass may be towed away at the owner's expense. The only parking exceptions will be those vehicles with a visible DMV handicapped placard and those four parents who are the 2021-2022 parking spot auction winners. There are a few VISITOR stalls in the lot, which are clearly labeled, that maybe used for parent volunteers or early pick-ups or late arrivals, but if these are not available, street parking must be used.

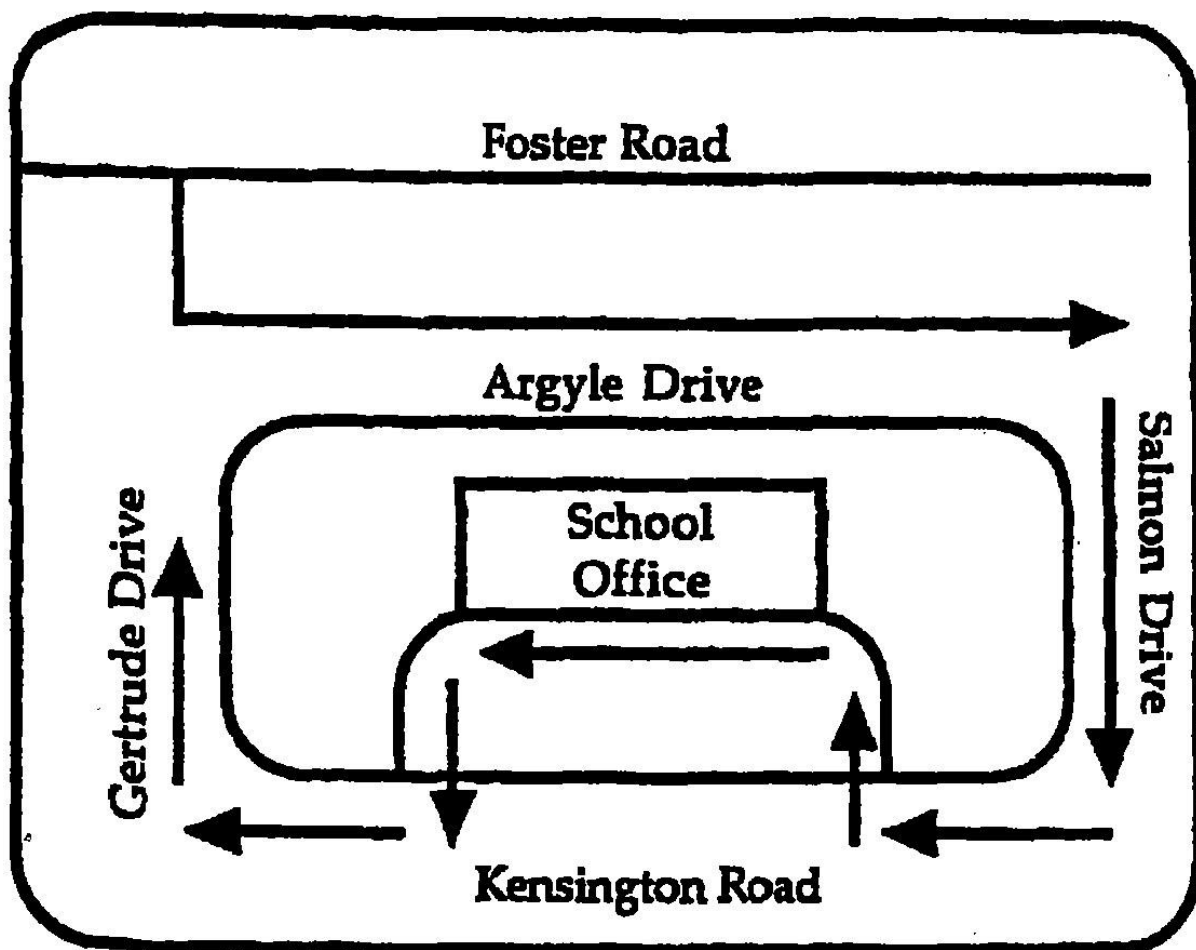
If you drive to pick your child up at the end of the day, park your car and meet your child on the sidewalk. Walk with your child across the parking lot. If you must remain in your car, instruct your child to wait for you to pull up to the curb area after the buses have departed. Do not park in front of the school office or along the red or white curbs at arrival or dismissal times. The red curb is reserved for buses and daycare vans only. The white curb is strictly for loading and unloading. There is to be NO parking along the curbs in the school parking lot, please use the assigned parking spaces.

## ARRIVAL AND DEPARTURE (continued)

If students are dropped off on Salmon Drive, follow the directions of the supervising teacher. For the safety of our students, drop off only on the school side of the street. Do not have students cross Salmon. Also note that the curb is painted for loading and unloading only. No Parking is allowed adjacent to the entrance to school. Please for the sake of our students and neighbors, drive slowly approaching our school!

Please follow the directional arrows indicated on the map below when driving to school. Parents of upper-grade students may park on Gertrude Drive on the school side of the street to wait for students. Students should not cross Gertrude to meet parents in parked cars.

In addition, students may be dropped off and picked up in the drop off lane in the front office parking lot. All drivers MUST remain in the car when using the drop off lane as pull forward as vehicles move forward. All vehicles must make a RIGHT from Kensington into the school parking lot to access the drop off lane.



## **PARENT & COMMUNITY SUPPORT**

**PTA-** Hopkinson Elementary School has a very active and dedicated Parent-Teacher Association under the direction of Connie Bambadji and her Board. All parents and interested citizens are encouraged and invited to join and support the Hopkinson PTA. This group is committed to promote the welfare of children; to develop between educators and the general public, a united effort that allows every child the highest advantages in physical, mental, social and emotional education.

In addition to serving our schools in many ways, day and evening events are scheduled to provide an opportunity for parents and teachers to become acquainted. Weekly newsletters and notices of meetings are sent home to provide information on school activities and events sponsored by the PTA.

The Hopkinson School PTA has an important place reserved for YOU. For more information on how you can get involved contact **Amanda Drukker** <[amldrukker@gmail.com](mailto:amldrukker@gmail.com)>.

**FRIENDS OF HOPKINSON (FOH)** - In addition to the PTA, Hopkinson Elementary has a site foundation, a non-profit fundraising entity, whose sole function is to support Hopkinson Elementary. FOH has two major fundraisers, one in the fall and one in the spring. Look for information in our weekly PAW PRINT as events occur. The annual Spring fundraiser is the Hopkinson Hukilau. It is an adult evening of dinner, dancing and lots of bidding. The annual auction and dinner dance has been very successful in past years.

Last year, over \$60,000 was raised by the efforts of FOH. This money is used by our school to provide and support programs that directly benefit our children. To learn more about the Friends of Hopkinson or get involved in making a difference contact President **Allison Isle** at **FriendsOfHopkinson@gmail.com** or log-onto the FOH website at **[www.friendsofhopkinson.org](http://www.friendsofhopkinson.org)**.

**PARENT VOLUNTEER PROGRAM** - Volunteers are very important to the Hopkinson School Program. The parent volunteer program at Hopkinson includes volunteers working as instructional aides, tutors, and clerical aides, as well as assisting in the preparation of instructional materials. Volunteers work in classrooms with students individually or in small groups under the direction of the teacher. Volunteers work in the Media Center, as chaperones on field trips, and in various special capacities.

Watch for information about ways you can become involved. A strong volunteer program will ensure an even stronger program for students as well as afford you the opportunity to give and experience personal growth.

## **SPECIAL INSTRUCTIONAL PROGRAMS**

Hopkinson Elementary has a carefully developed, well-rounded program of instruction, extending from kindergarten through fifth grade. It is designed to challenge each child to develop his or her full potential. While our instructional programs focus on high academic standards, each child has opportunities to develop qualities of leadership, initiative, responsibility, creative expression, self-discipline, and positive self-esteem.

**CGI (Cognitively Guided Instruction)** - Hopkinson's core math program is the Houghton Mifflin Series. In addition, Cognitively Guided Instruction (CGI) problem solving is incorporated throughout our math instruction. CGI is an educational philosophy that capitalizes on over 20 years of research showing that students come to school with rich informal systems of mathematical knowledge and problem-solving strategies that serve as a basis for learning mathematics. CGI differs from rote instruction in that it puts the focus on students' mathematical thinking. Teachers learning to use CGI strategies experience intensive professional learning about how to engage students in mathematical dialogue. As a result of CGI, students are empowered to explain their reasoning, justify their solution strategies, and thus build a deeper collective mathematical understanding.

**GIFTED AND TALENTED (GATE)** - All third grade students, with parental consent, are screened and assessed for eligibility for the GATE program. GATE identification begins in fourth grade, however students can be re-screened annually for eligibility for the GATE program. The Los Alamitos Unified School District uses a multiple measures form to determine student eligibility. The Otis Lennon School Ability Test (OLSAT) is administered as part of the GATE screening process. The OLSAT is given annually on all elementary campuses during the Universal District OLSAT Window, January 28 – February 18, 2019. Gifted and high achieving students are provided with opportunities to develop skills in inquiry and creative expression as well as to develop basic skills at a rate and extent appropriate to their abilities. Students plan with their teachers to develop goals and parents also provide input during conferences. Although, the OLSAT is only offered to all students in third grade parents can request their child to be screened for the GATE program annually after third grade. Please contact your child's teacher or Mrs. Garcia during Fall conferences if you wish for your child to be screened for GATE.

**INTERVENTION PROGRAMS** – All Hopkinson teachers are trained in providing differentiated instruction for students of all abilities. This instruction takes place in the form of small group instruction and differentiated assignments geared to the students' needs. Students requiring further assistance can be referred to a variety of intervention programs available at Hopkinson. At-risk kindergarten students may be referred to after-school tutoring provided by our kindergarten staff, which typically begins in January. Students in grades one through five may be referred to intervention during and after school or the district Reading Clinic.

**M.I.N.D.—** All students participate in a program developed through the M.I.N.D. RESEARCH Institute (Music, Intelligence, Neural Development). This innovative self-paced visual approach utilizes a learner's spatial temporal reasoning abilities to explain, understand, and solve multi-step math problems aligned to state standards. The language barrier to learning math is eliminated, while the program has proven to be uniquely engaging and effective with students at every level of math and language proficiency. MIND's use of Jiji the penguin through a game metaphor engages students who have struggled with conventional approaches in math and learning. The innovative games train



students in multi-step problem solving. Students fall in love with Jiji as Jiji helps them master critical thinking and reasoning skills in math. Our goal is to have every student achieve at least 75% completion of the program by the start of testing in May. MIND is an individualized instructional math program used for instruction. As always, academic honesty is expected at Hopkinson; students are not allowed to share accounts, answer Jiji questions or help each other without teacher permission. ***Thank you to the PTA for their support of MIND software license!***

**MIND-ST MATH FLUENCY** – ST Math Fluency was developed by the MIND Research Institute focusing on helping students build math fluency – defined by the National Math Panel as accurate, quick, and effortless retrieval of basic math facts. The use of animated virtual manipulatives enables an intuitive process of learning that makes basic math fact recall effortless. This automaticity frees students' working memory for problem solving. Key to the success of all MIND Research programs is the depth of research that informs its instructional design. Research points to the need to free up working memory in order to allow students to avoid getting slowed down by basic calculations when learning and applying mathematics at a later stage. MIND's unique visual approach ensures that students memorize their basic addition, subtraction, multiplication and division facts while gaining a solid conceptual understanding of the operations.

**BRAINPOP** - BrainPop and BrainPop Jr. creates animated, curriculum-based content that engages students, supports educators, and bolsters achievement. BrainPOP is used in numerous ways, from introducing a new lesson or topic to illustrating complex subject matter to reviewing before a test. Content is aligned to state standards and easily searchable with their online *State Standards Tool*. BrainPOP was conceived by Dr. Avraham Kadar, M.D., an immunologist and pediatrician, as a creative way to explain difficult concepts to his young patients. Teachers use BrainPop videos as a powerful instructional tool to help introduce or reinforce concepts across every subject.

**MEDIA CENTER** – The media center is truly a cornerstone at Hopkinson Elementary and houses the school library and instructional materials where all students can thrive and actively engage in their learning. As an extension of the classroom, students learn to gather and use information to develop research skills. The Media Center is staffed with two instructional assistants who help teachers and children find information. Valuable parent volunteers assist with clerical tasks. It features one computer lab, a computerized card catalog and book circulation system, Accelerated Reader, Education City, electronic encyclopedias for student research, interactive CD ROM programs, and access to Internet research. Student use of the Internet is strictly limited to programs approved by the teacher and additional programs are prevented from access through special firewalls. All students using the Internet must have written permission on file from the parents. Instruction in the media center includes 1) group instruction in library and research skills, 2) computer instruction, which includes keyboarding, Microsoft Office, PowerPoint, word processing, desktop publishing, hypermedia, GEO Skills and other software to extend classroom content learning.

**MUSIC AND ART** – Beginning in first grade, students receive music instruction by a credentialed music teacher. Performances during the school year demonstrate achievement in vocal music and dramatic play. Students are provided opportunities to study many types of music and to play several instruments. After-school classes are offered to students to take lessons on a wind or string instrument with a qualified teacher for a small fee. All students in Kindergarten through fifth grades receive quality art instruction through Meet the Masters. Students learn a variety of art techniques

and have many opportunities for creativity and self-expression in the art lab as well as in the classroom. In this program they learn the visual art standards, art vocabulary and techniques, as well as about numerous famous artists each year. The PTA also provides additional opportunities for art appreciation through the Reflections Contest.

**OUTDOOR SCIENCE SCHOOL** – All students in Grade 5 are encouraged to attend Outdoor Science School for one week with their classroom teachers in the San Bernardino Mountains. Hiking, studying botany and classes with a trained naturalist are a few of the exciting activities enjoyed by 5<sup>th</sup> grade students.

**PHYSICAL EDUCATION** – Students participate in a minimum of 200 minutes of physical education in a two week period. Sessions include a warm-up, an activity, and a cool-down. Instruction is provided by classroom teachers. Students are expected to wear appropriate clothing and shoes, which will enable them to participate fully in physical education activities. Students that need to be excused from P.E. must bring a written note from their parents. If they need to be excused beyond two days, they must have a doctor's note. Fifth grade students participate in the state's Physical Fitness Test (PFT), which evaluates students in six components of physical activity.

**READING PROMOTION** – All students are encouraged to read for pleasure every night through the PTA's Reading Incentive Program. This program provides students with opportunities to record their reading, and to be recognized for their efforts in the classroom. Special activities are to reward participants in this program.

**SCHOOL IMPROVEMENT** – Hopkinson School participates in the state-funded, categorical School Improvement Program. The purpose of this program is to assist schools in providing a balanced curriculum, involving parents in the educational process and improving the school learning environment. A yearly school plan is written and submitted to the state to accomplish objectives. School Improvement funds are used to purchase the services of instructional aides and educational learning materials. The School Site Council is composed of five staff members and five parent members who are elected to a two-year term. The purpose of the School Site Council (SSC) is to develop, monitor, and evaluate the School Improvement Plan and facilitate communication between the school and community. School Site Council meetings familiarize participants with curriculum and school issues. All meetings are open to parents, staff, and community members. Consult the Calendar of Events for scheduled meetings and curricular topics and instruction to be discussed.

**HUSKY LEADERSHIP COUNCIL** – Students in grade 5 are eligible to serve on the Husky Leadership Council. These students plan special events and activities; learn about teamwork and the democratic process. They plan community and school services as well as support all school efforts.

**CONFLICT MANAGERS** – The Conflict Manager Program is a vital part of Hopkinson. Husky Conflict Managers are school leaders and truly help make Hopkinson a better place. The program is run by Conflict Manager Advisors. Conflict Managers are trained to handle conflicts that may arise during the school day. The Conflict Managers are responsible for reporting to duty on time and to approach students that are having disagreements. They help the students come up with ways to solve their conflicts. Students are recommended by their teachers and peers to be a Conflict Manager. These students must be responsible role models that follow school rules and complete all assignments. It is a

must that these students are able to take initiative and solve conflicts that may arise. Being a Conflict Manager is a voluntary activity. Select students in grade 4 and 5 are eligible to participate in the wonderful program.

**STUDENT SUCCESS TEAM (SST)** – Students not working to their potential are referred to our CARE Team. This team of classroom teachers discusses these students, offer suggestions, make referrals to the Student Study Team and intervention programs, and provide classroom observations. Students requiring further assistance are referred to the Student Success Team (SST), consisting of the school psychologist, speech and language specialist, resource specialist, classroom teacher and principal. They collaborate with the student's parents to plan strategies both for school and home that help the identified student be successful.

**SPEECH & LANGUAGE PROGRAM** – The speech and language pathologist screens children based on teacher and parent referrals. Mrs. Harrison, Hopkinson's speech therapist, is on campus five days a week. Children who are eligible for speech and language services have individualized educational plans for speech improvement and language development.

**SCHOOL PSYCHOLOGICAL SERVICES** – Hopkinson has an on-site school psychologist one day each week. Teachers and/or parents can request psychological services if a child is having learning difficulties that might be alleviated through insight gained from a psychoeducational evaluation. Parental approval is required for any in-depth counseling or psychological testing.

## **POLICIES**

(In Alphabetical Order)

**ACADEMIC HONESTY CODE** – Hopkinson Elementary School believes in cultivating citizens with integrity. Character matters everyday and Hopkinson honors positive displays of character throughout the year. All students are required to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, working on educational computer programs, participating in testing situations and their daily interactions with staff and peers. Academic progress should reflect the student's own work in the fairest possible way. Academic dishonesty involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work, including work on MIND, Education City and other programs. It also includes (*not limited to*) theft, possession, or unauthorized use of any answer keys or model answers, forgery, and plagiarism. Violation of the Hopkinson Elementary School Academic Honesty Code will be subject to disciplinary action up to and including: detention, dismissal from student activities, suspension or expulsion. This policy covers all school related tests, quizzes, reports, class assignments, educational computer programs and projects, both in and out of class.

**ANIMALS AT SCHOOL** – Animals are **NOT** allowed at school at any time, as per district School Board policy. Parents are asked not to bring dogs on campus when walking children to and from school. This practice can be a problem as many students and staff members have allergies to animals, some students and family members are afraid of pets, and dogs can create a sanitation problem. **Please do not bring animals to the classroom for sharing.**

**ATTENDANCE** – The School Board is fully committed to California compulsory education laws. Under these laws, parents or guardians have the primary responsibility for keeping their child in regular attendance, recognizing that classroom attendance and punctuality are essential. There is probably no more important factor in a child's education than maintaining regular attendance. Students gain direct instruction from the teacher and can ask questions to ensure understanding. With academic standards and high stakes testing, students need valuable classroom instruction. Regular attendance and punctuality teach work habits valued in school and in the work place. The only excused absences according to California State law are illness, quarantine, medical or dental appointments, attendance at a funeral of one's immediate family, or exclusion for failing to meet immunization requirements. All other absences, whether verified or not are considered "unexcused" by the State. **ALL ABSENCES, EXCUSED OR UNEXCUSED CAUSE THE SCHOOL TO LOSE FUNDING OF APPROXIMATELY \$49 PER DAY.** Parents are urged to notify the school by phone for all student absences, as all absences must be cleared. Please call the 24 hour ATTENDANCE HOTLINE at (562) 799-4500 ext. 71201 the morning of your child's absence or feel free to email absence along with child's name and reason for being out at [cdonner@losal.org](mailto:cdonner@losal.org).

**PLEASE DO NOT SCHEDULE VACATIONS DURING SCHOOL.** Many parents are unaware that "going out of town" or "family fun days" with their children are unexcused absences. The district must report to the California Department of Education three or more unexcused absences/truancies and/or unexcused tardies in excess of 30 minutes per year and send Uniform Parent Letters. Independent Study contracts can be requested if a student is expected to be out 5 or more consecutive school days. **Parents must notify the teacher and principal in writing at least 5 days prior to the absence to request an Independent Study contract be**

developed. All work is due and expected to be completed upon return from the Independent Study contract.

**ABSENCES: *All absences cause a loss of revenue to the school district.*** Hopkinson only receives money for children who are in school. The following reasons for absence are excused: *Student Illness, Religious Holidays, Student has a Medical/Dental appointment (note required), Death of a family member/Attending Funeral, Court – If student is ordered to appear (proof required).*

**Absences for reasons other than the reasons listed above are unexcused.** . If a student is absent more than 3 days without a written excuse for the reasons mentioned above, the student is marked truant.

### **REPORTING ABSENCES**

We verify all absences every day and appreciate your calling us with this information. For this reason, we prefer you call on the morning of the absence rather than sending a note. This procedure is necessary to meet state attendance requirements for all grade levels. If your child is absent, please call the attendance line before 8:00 a.m. and report the absence as well as the reason for the absence. If no reason is given for the absence or if you call in the absence after 8:00 a.m. the automated attendance will trigger a phone call home. When calling in, please state the child's name, your name, the child's classroom number or teacher, the reason for the absence, and anticipated length of absence. If you call the absence line, a note regarding the absence is not necessary. If you do not report the absence your child will be marked truant.

A pattern of excessive absences, as well as tardiness, will be referred to the School Attendance Review Board for possible legal actions. Because school ends at 2:25 p.m., parents are urged to schedule doctor and dentist appointments for after 2:30 p.m. Students with excessive excused absences and/or excessive unexcused absences and tardies may be reported to the district's School Attendance Review Board (SARB). SARB meetings are held Bi-monthly at the Los Alamitos or the Seal Beach Police Station. SARB was set up by the State of California to provide intervention measures related to attendance prior to more serious legal actions.

**ABSENCE LINE – 799-4500 Ext. 71201**

**Available 24 hours a day**

### **TARDIES**

Getting to school on time is an important responsibility of parents and students. When a student arrives late, important instruction time is lost and becomes difficult to make up. Make sure your child arrives to school on time. If your child arrives late (after 8:00 a.m.), a parent must sign the student in to get a tardy slip from the office to go to class.

Please be certain your child gets off to a good start by arriving at school **ON TIME**. Three unexcused tardies is equivalent to truancy. **Excused tardies are those that are the result of a medical appointment.** All late students must check in with the office first and get an admit slip.

Upon arriving at school, **a doctor's note must be presented to verify the appointment.** All others are unexcused.

**BACK-TO-SCHOOL NIGHT** – This is an opportunity for teachers to present an overview of their general program, homework procedures, and classroom standards. Attendance at this evening meeting will help you to better monitor your child's progress throughout the year. Please come to meet your child's teacher, parents of your child's classmates, and other staff members. Back to School Night is geared for parents, please arrange for childcare.

**BICYCLES/SCOOTERS** – Only students in grades four and five may ride their bicycle/skateboard/scooter to school without an adult, if their parents feel a safe route is available. State Law requires all students to wear a helmet in the state of California. Bicycles/Scooters may not be ridden on school grounds or in the parking lot. They must be locked individually at all times. Safe practices must be followed at all times which include one person on a bicycle/scooter wearing a helmet, two hands at all times, and following the rules of the road. For the safety of the student, the first bicycle/skateboard/scooter referral will result in a suspension of privileges for three school days. The second referral will be suspension of privileges for one month. A third infraction will result in suspension of all privileges for the remainder of the year. Heelies (skate shoes) are not permitted on campus at any time. Students endangering others by inappropriate behavior with their transportation item will have their bicycle/scooter locked up for their parents to claim.

**BIRTHDAYS** – Birthday parties are not allowed in class or at school. Goodies and food of any kind aren't allowed in classrooms to celebrate a student birthday. Please do **not** bring flowers, balloons, treats, birthday signs etc. These are a distraction in the classroom and should not be brought to school. Due to many food allergies, we ask you not bring any class treats for birthday celebrations. Please consider purchasing a birthday book plaque from the school media center and having a book dedicated to your child in the school library.

**BUS TRANSPORTATION** – All bus riders are expected to exhibit good conduct and courtesy on the bus and at the bus stop. Bus citations are issued to students not following bus rules. A citation is a warning and means that the child has neglected important responsibilities to the point where the situation becomes one of maintaining order on the bus or at the bus stop. A serious infraction or two citations could result in a suspension of riding privileges. The school principal may suspend riding privileges. Non-bus riders are not allowed to ride on an occasional basis. Children may ride the bus to another home in the attendance area only if they normally ride the bus and there is available space on the bus. A note requesting this transportation arrangement must be brought to the school office. This is a policy of the Transportation Department because of insurance liability.

**CLASS PARTIES** – Los Alamitos Unified School District Board Policy permits each class two parties during the school year. These are scheduled for the day before winter vacation and the last day of school. The Board's desire is to utilize the school day for instruction and **asks for parents' cooperation in not bringing food to school for unscheduled events such as birthday parties and special holidays.** Food should only be brought when requested by teachers for special instructional units that are planned well in advance.

**CELL PHONES** – District policy permits students to possess cell phones at school but their use, including text messages and taking photographs, is prohibited during school hours (8:00 a.m. - 2:25 p.m.) and their use is restricted to the school's perimeter and parking lots. Cell phones seen or heard during the school day will be confiscated and must be picked up by a parent, guardian or person listed on the student's emergency card.

**COMMUNICATION PROCEDURES WITH SCHOOL PERSONNEL** – The principal at Hopkinson School maintains an Open Door policy, meaning that parents are always welcome to discuss issues with which they have a concern. For the parents' convenience, it is better to call for an appointment due to the principal's busy schedule. IF THE ISSUE IS REGARDING A CLASSROOM SITUATION, PLEASE TALK WITH THE TEACHER FIRST. It is a professional courtesy to speak with the teacher prior to speaking with the principal. The teacher has first hand knowledge of the child's behavior and academic performance. Teachers cannot be interrupted while they are teaching and they have a very busy schedule of meetings, conferences, and other professional duties. If you wish to have an appointment with the teacher, or speak with him/her regarding your child, please leave message on their voice mail and your call will be returned at their earliest convenience. **We ask parents not to interrupt teachers before or after school with informal conferences. This is very important planning time for the staff. Parents may not enter the classroom after instruction begins unless volunteer activities have been previously arranged.**

**COMMUNICATION WITH YOUR CHILD** – Please remember that the school office coordinator has over 600 students and 50 employees for whom she is responsible for telephone messages. When parents call during the day to request that a message be delivered to their child, it takes away valuable time from her responsibilities in the office. **Please make advance arrangements for your child's transportation and childcare and communicate those arrangements CLEARLY to your child PRIOR to their arrival at school.** The office is more than pleased to assist in times of emergencies; however, we respectfully request that you keep those kinds of calls to emergency situations. The school office phone is a business telephone and personal calls by students are not permitted except in cases of emergency.

**DISCIPLINE** – The Hopkinson staff works to develop the whole child. As they learn curriculum, they are also taught how to work with others, take turns, and develop strong study skills and to be respectful and responsible citizens. Our most successful students are those whose parents work with the school as a team to reinforce these important concepts. It is so important that our children can see and hear that the adults in their lives hold the same high standards for their behavior.

A positive attitude toward school and self and long-term improvements in behavior are educational goals for each student at Hopkinson. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Awards, special events, spirit assemblies, and many opportunities for student recognition for positive achievement help to build school spirit and pride. The Hopkinson staff maintains high expectations for student behavior and utilizes a conflict management curriculum to teach students how to resolve problems and assist students in conflict.

**DISTRICT POLICY ON DISCIPLINE** – The Los Alamitos Unified School District is proud that most of our children fulfill their responsibilities at school. In order to develop high levels of self-

discipline, parents, children, and school personnel need to continue to communicate and cooperate effectively.

### **I. RESPONSIBILITIES OF STUDENTS**

- Respect the rights and property of others.
- Respect personal space of others and keep hands and body to self.
- Learn to accept consequences for judgments and actions.
- Learn and follow all regulations and policies of the school and community.
- Develop individual abilities, interests, and special aptitudes to the fullest potential.

### **II. RESPONSIBILITIES OF PARENTS**

- Recognize that the home needs to assume the primary responsibility for the child's development.
- Maintain communication with the school and become actively involved in formulating and supporting school and community expectations and resolving mutual problems.
- Expand the child's awareness of his environment by cooperatively participating in many and varied experiences to assist the child in maintaining optimum physical and mental health.
- Assume responsibility for the propriety of the child's appearance.

### **III. RESPONSIBILITIES OF THE SCHOOL STAFF**

- Accept each child as a unique individual and respect rights and property.
- Establish and maintain open communication between student, parent, and staff in diagnosing, planning, implementing, and evaluating learning experiences to meet each child's needs.
- Establish and maintain an educational program and environment, creating a safe atmosphere conducive to enthusiastic learning.
- Provide a maximum of opportunities for each child to make judgments, assume responsibility, and develop self-discipline.
- Provide supervision to ensure the safety of all students.

### **LEGAL RESPONSIBILITIES**

To insure the rights of all persons, the State Education Code has identified specific student responsibilities:

Students shall cooperate with school personnel. (Sec. 10602)

Students shall avoid profanity or vulgarity. (Sec. 10602)

Students shall not use or possess tobacco. (Sec. 10602)

Students shall not use or possess narcotics. (Sec. 10603)

Students shall not use or possess alcohol. (Sec. 25608)

Students shall respect public and private property. (Sec. 10606)

**DRESS CODE** – Students are expected to come to school dressed appropriately. The Hopkinson Elementary School Standards of Dress and Grooming has been created to provide students with the opportunity to choose clothing that helps support a positive learning environment. The goal of the dress standards is to offer choice of dress as well as make sure students wear clothing that is appropriate, functional and that does not cause a distraction. Clothing should be worn that will allow



students to participate in all school activities, including physical education. Clothing should be neat and clean and not distract from the educational program. Unsuitable clothing includes: halter-tops, spaghetti straps, bare midriff, short shorts (including board shorts), open-toed or open heeled shoes and flip flop sandals, pajamas, slippers and skate shoes (heelies, etc.). Shoes should have a backing on them for safety concerns. Underwear style tank tops and clothing, which allows undergarments to be exposed and is considered too tight or too loose by school personnel is also not allowed. Hats are not allowed in the classroom and caps need to be worn correctly. Any type of clothing, extreme hairstyle or accessory that is deemed unsafe, disrupts the learning environment, advertises or advocates alcohol, tobacco, drugs, gangs, profanity, weapons, violence, illegal activities, degrades cultures, genders, races, religions or ethnic values may not worn to school any time. Students wearing such clothing will be sent to the office to change.

Hopkinson School t-shirts and sweatshirts can be purchased at the beginning of the school year or by contacting the PTA during the school year. Students wear their Hopkinson shirts on Fridays and for assemblies and field trips.

**EARLY RELEASE** – In the event it is necessary for you to take your child out of school before the regular dismissal time, please come to the office to sign the release form. Your child will be released from the office and not from the classroom. Students will be released **ONLY** to those persons listed on the emergency card. There is **NO** exception. This is for your child's protection. Please make doctor and dentist appointments after 2:25 p.m. or 1:25 p.m. on Wednesdays. Leaving early does affect attendance and as such is documented. ***Perfect attendance certificates will not be given to students who arrive late or leave early.***

**ELECTRONIC PAW PRINT** – In an effort to coordinate communications from Hopkinson, emails to parents will be electronically sent home on Mondays. Parents need to check their child's backpacks for important notices and newsletters that occasionally come home as a hard copy. Remind your child of the importance of bringing notices home from school.

**EMERGENCY AND CIVIL DEFENSE INFORMATION** – School officials have a legal as well as a moral responsibility to plan for the maximum safety and welfare of students and staff during the school hours. The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense authority. Fire and disaster drills are an integral part of the school program. In the event of a real emergency, children will be kept at school and supervised by the school staff until parents or other authorized persons pick them up. In the event of an earthquake or other emergency, students will gather on the black top area of the primary play yard. Classroom numbers are painted on the primary play yard for all classrooms to assemble during an emergency. Students will be checked out at the tables on the primary playground. All parents, those who work at home and outside the home, should make arrangements with friends who can pick up and care for their child in the event that the parents are detained or injured. **It is critical that parents keep emergency information current at all times. Report all changes in address, home and work phone numbers, day care providers and emergency contacts as soon as changes occur.** If you move outside the attendance area, a permit must be obtained as soon as possible. Falsifying or withholding information regarding residence can result in the student being immediately dropped.

**FOOD ALLERGIES** – Please be aware we have several students with life-threatening food allergies. We have peanut and fish free tables in the lunch areas. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. Parents **may not** bring treats to classrooms. We appreciate your cooperation in our endeavor to keep all students safe.

**HEALTH** – Students who appear ill or have a rash should not be sent to school. If a child has had a fever, they should be kept home for at least 24 hours after the temperature has returned to normal. Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if they have a fever while at school. In case of accident or illness at school, a qualified person will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health office staff cannot treat chronic or severe injuries. If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick up the child from school as soon as possible. In the case of long-term medical problems, a credentialed school nurse (CSN) is available to coordinate the support of students with chronic or long-term health issues. The CSN also arranges for hearing and vision screening necessary for the health of all children. These state mandated screenings are scheduled periodically throughout the year for designated grade levels. The credentialed school nurse also serves as a consultant to parents, teachers and administrators in regards to the health needs of the children.

**MEDICATION** – The following information related to the administration of medication in the Los Alamitos Unified School District in accordance with California Education Code (Sec. 49423). Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours, and where it is not possible for the parent to administer it to their child. Consequently, the parent is urged, with the help of the physician, to work out a schedule of giving medication outside school hours. The school nurse serves all the district schools and is not available every day to administer medication to every child who must receive it. Therefore, the school office staff (clerks, secretary, or principal) might be the person to administer it. They cannot be expected to assume this responsibility unless it is necessary.

**\*\*\*All medications must be kept in the Health Office. This includes over-the-counter medication such as aspirin and cough drops. No medication will be dispensed without proper release forms that can be obtained from the office.**

In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by your child's physician on the "Physician's Request for Administration of Medication" form which is available at the school or on-line. This request must clearly specify the name of the medication, the reason for the medication, dose to be given, and the time it is to be administered. Whenever the medication, the dosage, or the time to administer is changed, a new form is required. Additionally, a signed agreement from the parent section (at the top of the page) is also required.

You are strongly advised to teach your child to assume responsibility for coming to the health office to receive the medication at the appropriate time. Medication should be delivered to the school and taken home by the parent or responsible adult. Medication must be in an original prescription container, properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, time or administration, and route (such as oral, topical or other site for administration). You may request two containers from the pharmacist, one for school and one for home. If a child gets more than one type of medication, each type must be in a separately labeled container. We cannot accept envelopes, zip-lock bags or other types of containers. The parent is responsible for cutting pills in half. Children may not carry their own medications on campus. Please do not send pills, cough syrup, or any other medicine in your child's lunch.

**LICE** – Head lice do not transmit disease, but they are a nuisance. Parents can find it upsetting to learn that their child or a classmate has become infested with lice, but having head lice is a fairly common problem and has nothing to do with hygiene or good parenting. In fact, good health and hygiene habits or a clean house or school, have nothing to do with getting head lice. If you or your child has head lice, it is important to treat right away. If you discover that your child has head lice, please notify the school health office. If your child has live lice, please do not send them to school. Treat their hair with a pediculicide (products like RID, NIX or Ovide) and notify the school. Your student may attend school after being treated. Ongoing daily nit removal at home is expected. Home treatment guidelines and resources can be obtained on the California Department of Public Health website [Click Here](#) or from your school health office. Please call the health office if you have any questions or concerns. The Health office will discretely monitor students with a recent case for 1-2 weeks following and until occurrence has cleared.

**ILLNESS AT SCHOOL** – Any student feeling ill should inform the teacher and ask for a pass to the office. Students feeling weak or faint will be accompanied to the office. If it appears that students are going to require longer than a 15-minute rest, the parents will be contacted and asked to come and pick up their child so they can receive proper care at home under adult supervision. No student will be allowed to remain in school with a fever or any contagious disease. If your student shows symptoms of illness during the night, please keep him/her home from school. Students who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness, it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced.

Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. Your child should not be sent to school or will be sent home if the following are present:

1. A temperature of 100° or above (orally) or 99° or above (under the arm) within the last 24 hours.
2. Vomiting (2 or more times in a 24-hour period, or with associated fever and illness).
3. Diarrhea when unable to contain watery stools in the toilet until condition resolves. If child wears a diaper must not be in school with watery stools, increased frequency and when associated with fever and behavior changes that indicate illness.
4. Red eyes with purulent (whitish/yellow mucus) eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-

infectious or that treatment has begun.

5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even after treatment.
6. Head lice. Request [“Parent Guidelines for Treating Head Lice”](#) from the office . Parents are expected to treat their child’s head the same day, and students will be checked the following day and monitored for 1-2 weeks following or until occurrence has cleared.  
If your child complains of feeling ill or seems “not themselves,” please keep them home.  
You can observe your child and contact your family physician if the symptoms do not subside.

**INJURY OR ACCIDENT AT SCHOOL** – Every effort is made to provide for your child’s safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, extremely important that current Emergency Contact phone numbers are up-to-date in Aeries and/or on file in the school office. Please update the school office if this information changes mid-school year. If parents are unavailable in the event of an emergency paramedics will be called.

**COMMUNICABLE DISEASE CONTROL** – Parents are urged to adhere to the California Health and Safety Codes. IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL IMMEDIATELY WHEN A COMMUNICABLE DISEASE IS SUSPECTED OR DIAGNOSED. This is an important step in the control of disease. Examples of infectious conditions, which should be reported immediately, are head lice, chicken pox, measles, mumps, pertussis and impetigo.

**READMISSION FOLLOWING COMMUNICABLE ILLNESS** – The school office must clear children before being allowed to re-enter the classroom.

**HEALTH SERVICES** – The Health Services Department for the Los Alamitos Unified School District consists of two credentialed school nurses (CSN) who share responsibility for all students in the district, and part-time school-based licensed and unlicensed health office staff members. The CSNs oversee the operation of the Health Offices at each school site and work to standardize health practices in the district. They serve as consultants to parents, teachers and administrators concerning the health needs of all students and coordinate state mandated screenings of Hearing and Vision. The screenings are scheduled periodically throughout the year for designated grade levels.

Health office clerks and LVNs maintain current training in CPR and first aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or the front office staff, will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

**HOMEWORK** – Homework supplements, compliments, and reinforces classroom teaching and learning. Homework may or may not be a daily occurrence. Homework will reflect pupil and instructional needs. It will be given only when it will benefit the student, rather than simply occupy their time. Assignments should be clearly understood and completed within an hour.

**HOMEWORK POLICY:**

- If a student needs time complete class work not finished during the school day, homework times may be longer.
- Grades K-1 homework will average 10 minutes per day (Monday-Thursday) and may consist of 3 to 4 assignments per week.
- Grade 2 homework will average 20 minutes per day (Monday-Thursday) and may consist of 4 to 5 assignments per week.
- Grade 3 homework will average 30 minutes per day (Monday-Thursday) and may consist of 4-5 assignments per week.
- Grade 4 homework will average 40 minutes per day (Monday-Thursday).
- Grade 5 homework will average 50 minutes per day (Monday-Thursday).

**HOMEWORK RESPONSIBILITY OF THE STUDENT:**

- Write down homework assignments and due date before leaving class.
- Make sure to fully understand the assignment and the concepts to be practiced. Ask your teacher to explain it again if you are not sure or if you have questions.
- Organize your materials. Take home the assignment and any necessary books or supplies.
- Do your homework away from distractions (i.e. T.V., friends). Stay on task.
- Demonstrate good study habits by budgeting the necessary time to complete the assignment.
- Demonstrate responsibility by neatly finishing your homework and by placing the completed work in a spot where you will see it before you leave for school each morning.
- Turn your homework in on time.

**HOMEWORK RESPONSIBILITY OF THE PARENTS:**

- Demonstrate that homework is a priority in your family by establishing regular time to study. Encourage your child to utilize this quiet time for pleasure reading even if there is no homework assignment.
- Do not allow your child to simply tell you that their assignments are completed. Ask for them to show you each assignment and check it.
- Avoid family arguments or power struggles over homework. If a conflict occurs please send a note to the teacher with the incomplete assignment. If you are not satisfied after the teacher has spoken with the student, schedule a conference with the teacher.
- Arrange a quiet environment for homework that is in a private, personal area. Provide a table or desk, chair, and lighting.
- Be available to assist the child with homework, but remain a “consultant” and not a “completer.” Parents who do the homework for their child are not only taking away from the learning that is intended, but more importantly are modeling dishonesty and enabling dependency. Encourage, be available for questions, and support your child with participation only when requested by the teacher.

- Encourage your child to read for pleasure. Either read to your child or provide a time every day for pleasure reading.
- Recognize that homework assignments are differentiated for students and refrain from comparing teachers.

#### **HOMEWORK RESPONSIBILITY OF THE TEACHER:**

- Provide assignments that are appropriately related to the instructional level and content of the classroom learning.
- Give clear, concise direction and check for understanding on all homework assignments.
- Provide regular and specific feedback to students regarding their progress in all academic and behavior areas.
- Conduct occasional checks to ensure that most students are able to complete their homework within one hour.

**STATE ASSESSMENTS** – Hopkinson School’s students participate in California State Assessments in the spring of their 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade year. These assessments demonstrate student achievement and are tools that teachers use to customize and modify instruction to best meet the needs of all students. Parents may opt out of a state assessment by submitting a request in writing to the school. In California, assessment results are linked to high school graduation, college access and career readiness.

**KIDS KORNER (EXTENDED DAY CARE)** – Parent-paid childcare services are available for students currently enrolled at Hopkinson. Hours are 6:30 A.M. to 6:00 P.M. Experienced personnel provide supervised homework, outdoor games, quiet indoor activities and crafts. For information about registration and availability, call Mrs. Nicole Cowan at (562) 799-4500 ext. 71114.

**LOST AND FOUND** – Lost clothing is stored and displayed in the D Wing near rooms 9-15. In Dec, March, and June all unclaimed articles are sent to an organization for the needy. Parents are requested to mark names on all sweaters, jackets, backpacks, lunch pails and sacks, and to urge their children to check the lost and found area periodically. **It is particularly important to mark names on clothing and items brought to school.**

**LUNCH** – Students may bring their lunches from home or get them at school. Students **may not** go home for lunch unless the parent signs them out at the main office. Los Alamitos Unified School District will continue to participate in the Seamless Summer Option (SSO) of the National School Lunch & Breakfast Program that serves meals at **NO CHARGE** to all students. Since meals are **no charge**, we will not be sending meal applications to families. However, the District will need to establish eligibilities for **student supplemental funds** through alternative means – **HOUSEHOLD INCOME FORM**. This information is private and not shared with the site.

- Breakfast meals are available 30 minutes before school starts at the cafeteria.

**Breakfast: NO CHARGE Lunch: NO CHARGE**

**Please do not send candy or soda for snacks or food and drinks in glass containers. Please do NOT bring Fast Food items for your child.** They are not permitted at school. If your child forgets their lunch, direct them to eat a school lunch if you cannot deliver their sack lunch to the office before their scheduled lunchtime. Parents aren’t allowed to eat lunch with their student at the cafeteria tables, but may check into the school office as VISITOR and eat lunch with their child at special tables in front of the office. Only adults on a child’s emergency card may eat lunch with children during school hours. **Students with special diets requiring accommodations in the cafeteria due to life threatening**

medical conditions are required to submit a Medical Statement. For more information, please call (562) 799-4592 x81115.

**REGULAR LUNCH SCHEDULE**

Kindergarten & 1st grade	11:25 – 12:10
2nd grade & 3rd grade	11:55 – 12:40
4th grade & 5th grade	12:15 – 1:00

**MINIMUM DAY LUNCH SCHEDULE**

Kindergarten & 1st grade	11:00 – 11:30
2nd grade & 3rd grade	11:30 – 12:00
4th grade & 5th grade	11:55 – 12:25

**OPEN HOUSE** – This is a terrific opportunity for your child to share what they have done in school with parents, grandparents, and other friends and relatives.

**REPORT CARDS/CONFERENCES** – Report cards are designed to communicate progress towards standards mastery to parents. Parents receive two official reports regarding their child's school progress throughout the school year. Two will combine a parent/teacher conference with a report card. At the end of the school year, only a report card will be issued. Our student progress cards report to parents their child's developmental progress over time, showing strengths and areas to focus.

**Parent/Teacher Conferences (12:30pm Dismissal)**

**Trimester 1 – Conferences**

Minimum Days – October 18, 19, 21, 22, 25. Please note Wednesday, October 20<sup>th</sup>, is a modified day.

**Trimester 2 – Conferences**

Minimum Days – March 21, 22, 24, 25, 28. Please note Wednesday, March 23<sup>rd</sup>, is a modified day.

**SCHOOL PROPERTY AND TEXTBOOKS** – Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the equipment. Textbooks belong to the State of California. Upon issuing textbooks, each student is responsible for covering and maintaining the condition of the book all year. If textbooks are lost or damaged, students are required to pay for the loss or damage.

**SCHOOL RULES** – All students will be informed of school, playground, and classroom standards. Whenever a student is consistently violating any one of the rules, which are enforced to assure safety,



and learning for all students, parents will be notified by phone or note soliciting their cooperation in preventing further violations. Each staff member establishes classroom rules and consequences, which are on file in the office as well as the substitute teacher folder. We utilize a guidance team approach for students with special problems by brainstorming ideas and solutions and referring students to appropriate specialists or programs.

**STUDENT BEHAVIOR AND SCHOOL PROCEDURES** – All school discipline and behavioral standards are based upon the district Conflict Management curriculum. This is taught to all students and helps them develop problem-solving skills to become responsible, caring citizens. All school-wide rules, rights, and responsibilities are clearly established, as well as consequences for inappropriate behavior.

**STUDENT RECORDS** – The schools of the Los Alamitos Unified School District maintain cumulative records for each pupil as are required by law, and any additional records that would be helpful in providing maximum educational opportunities. These records are available for parents to review. You must call the school office to set up an appointment with the principal if you desire to review your child's cumulative record.

**SUSPENSIONS/EXPULSION** – In general, students have a normal desire to be successful, well liked, and conduct themselves in a proper manner. However, when student conduct becomes disruptive to the point of negatively impacting the educational opportunities of others and other means of correction fail to bring about a change in behavior, the school administrator may issue a suspension as part of the progressive discipline plan. Suspension in itself does not solve the problem, but it does give time for reflection and planning for a new approach to the problem.

The following procedures will be followed in handling suspension:

- An administrator may suspend students for various infractions of Education Codes 48900 and 48915 and misdemeanors for periods from one to five days of school.
- For each suspension, a notification will be sent home and a copy to the Superintendent/designee listing the reason(s) for suspension, period of suspension, instructions to be followed by the student during suspension, and a request for a conference with the principal.
- The administrator shall require the parents or the guardian to attend a re-entry conference with the student before re-admittance after a suspension.
- A suspended student will make-up all missed assignments or tests upon returning from suspension.

**EXPULSION** – Students who bring any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school are subject to expulsion and must be reported to the Board of Education and the School District Superintendent. In addition, causing serious physical injury to a student, robbery, extortion, and sale of any controlled substance are causes for expulsion and must be reported.

**TOYS AT SCHOOL/PERSONAL PROPERTY** – Students will not bring personal items such as toys, technological devices outside of BYOD, headsets, skateboards, roller blades, cameras, balls, electronic toys, trading cards, laser pens, etc. to school. Items for sharing are to be placed in a bag labeled with

student's name and left inside the room during recess and lunch breaks. Buying, selling and trading sports or game cards are not permitted at any time. All personal property brought to school by a student is at the risk of the student; the school is not liable for any personal property brought on campus. The school assumes NO responsibility for personal belongings. The following consequences will occur if a toy is brought to school.

1<sup>st</sup> offense - warning and toy will taken away for the day

2<sup>nd</sup> offense - parent will have to pick up the toy from the teacher/principal

*(All items not picked up at the end of the year will be donated.)*

**VISITORS AT SCHOOL** – Parents are invited to volunteer in the classroom and Media Center. Parents are welcome to observe their child at work within the classroom. One of the best ways to understand your child's classroom program is through visitation. Call ahead at least 24 hours prior to make an appointment for an appropriate time to visit. In addition to professional courtesy, classes may be involved in an assembly, special event or with another class if a visitor comes unexpectedly. We do limit classroom observation to 20 minutes in order to insure instructional continuity and limit classroom disruptions. Check in with the office prior to visiting the classroom. We ask parents not to visit on campus during lunch hours unless a specific lunch related issue is a concern and it has been communicated with the principal ahead of time. **All visitors on campus must check in with the office this includes parent volunteers. Parent volunteers are asked to leave all issues related to student discipline to Hopkinson staff members.**

**CHILD VISITORS** – Only children regularly enrolled may be in school and on campus during school hours. Visitors are permitted only under extreme circumstances with the principal's permission and prior approval.

**WORK PERMITS** – All employed minors under age 18 (including minors employed by parents) must have a Work Permit (ED.C. 49141). Work permits must be renewed at the start of each new school year or at the time the student obtains a new job. Work permits are required all year and not just when school is in session. It serves as an age certificate, verifies worker's compensation insurance, and states the maximum hours a minor may work (ED.C. 49160). Students applying for an Entertainment Work Permit must have satisfactory grades ("C" grade or better in all classes) and satisfactory attendance (no more than 10 absences during the school year). Entertainment Work Permit applications are available at the local State Department of Labor Relations Office or may be downloaded from the Internet at <http://www.dir.ca.gov/dlse/DLSEForm277.pdf>.

***District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.***

***For more information contact:***

**Nondiscrimination Coordinator:** Dr. Jerry Friedman, Director of Safety & Personnel Services, [jfriedman@losal.org](mailto:jfriedman@losal.org), (562) 799-4700 x 80414, 10293 Bloomfield Street, Los Alamitos, CA 90720.

**Section 504 Coordinator:** Grace Delk, Director, Special Education, [gdelk@losal.org](mailto:gdelk@losal.org),  
(562) 799-4700 x 80420, 10293 Bloomfield Street, Los Alamitos, CA 90720.