

WELCOME TO ARNOLD SCHOOL

Welcome to Arnold. It is our goal to provide a safe and orderly learning environment for all students. In order for us to achieve this goal, we need your help. Listed below are some important school policies and procedures. Please read and review these with your student to be sure that he/she understands them. Your ongoing support of these policies will help keep Arnold School a great place to learn!

BEFORE AND AFTER SCHOOL

Supervision is provided in the morning starting at 7:50 a.m. Students are not to arrive before this time. After school, students are expected to be picked up, or walk home immediately, as no after school supervision is provided. No students should remain on campus after 2:45 p.m. unless they are receiving assistance in the classroom or are attending an authorized after school activity.

It is extremely important that you communicate in the morning with your child about what they are to do after school (walk home, wait for you, etc.) We cannot interrupt classrooms to deliver messages to students, unless it is an emergency. Even then, we cannot guarantee that a message will be delivered to your child before dismissal. Therefore, be sure your child knows the plan each morning.

PICKING UP/DROPPING OFF STUDENTS

If you plan to drive your child to and from school, please enter the parking lot safely and observe directional signs. Parking is allowed in marked stalls only. While we know that parents are often in a hurry, it is necessary to follow the school plan for loading and unloading of students to ensure that all students are safe. We appreciate your support of these policies, as student safety is our primary concern.

Upon drop off in the morning, students are to wait in the area marked by yellow lines in front of the office. At 7:50 a.m., students are moved to the blacktop area. Students are not to be on the playground or blacktop area prior to this time. After school, students are to wait in front of the office/driveway area. Students are not allowed to stay on the school grounds and play, as there is no supervision.

ATTENDANCE

Students who are the most successful have good attendance. When students are absent or tardy, they miss out on valuable instruction. We appreciate your assistance in helping your child develop good attendance habits. If your child is going to be absent, please phone the school at (714) 220-6965 and press "1" when prompted. Provide your child's name, grade level, teacher's name, and reason for absence. Please note that only absences due to illness, and/or required court appearance are considered excused. Please note that per Education Code section 48260.5, any student who has three or more unexcused absences, and/or three or more unexcused tardies of more than 30 minutes, is considered truant, and shall be reported to the attendance supervisor for the school district.

TARDIES

Please help your child to arrive on time each day. **Students are marked tardy when they arrive after the 8:00 bell rings.** Students who arrive between 8:00 and 8:15 should

report immediately to class. The teacher will mark them tardy. After 8:15, students must report to the office to obtain a pass before they can enter class. Please note that students who are tardy to class are disruptive to the learning of others. In addition they miss out on important information and instruction at the start of the school day. If your child is late to school, please send a note explaining the reason for the tardy. If your child is late due to a medical appointment, please bring a school excuse from the doctor's office. We can only consider it an excused tardy with the doctor's note.

HOMEWORK REQUESTS/INDEPENDENT STUDY

If you wish to request homework for your child, you must make your request prior to 10:00 a.m. in order for it to be ready by 2:30 p.m. the same day.

If your child will need to miss *five or more* consecutive days of school, due to an emergency or extended family travel, you may request an Independent Study Contract. Independent Study must be requested at least 3 full school days prior to the absence. Please note that this is an agreement that your child will complete the required work during his/her absences and that all work will be submitted to the school immediately upon the child's return to school. Please notify the school office if you anticipate the need for an Independent Study Contract.

PICKING UP STUDENTS EARLY FROM SCHOOL

If it is necessary to pick your child up before the end of the school day, you must report to the office first and sign your child out. Please note that students can only be released to those persons listed on their emergency card.

MEDICATION

Medications, including cough drops, throat lozenges, nose spray, aspirin, etc. may NOT be brought to school by students. If it is necessary for a pupil to receive medication at school, the following procedure must be followed:

1. A permission form must be on file. These may be obtained in the office and must be completed by the parent and physician. Medication must be in original bottle/container, labeled with student's name, dosage, etc. Please provide a medicine spoon/dropper if liquid medication is to be administered.
2. Medication must be kept in the school office.

SCHOOL ATTIRE

All students are expected to come to school neatly groomed and dressed appropriately for school. Please remember that students are *not* to wear short shorts or short skirts. Shirts that expose the stomach or back are not allowed. Clothing that contains inappropriate language or depicts violence, drugs, tobacco, alcohol, or anything else that is inappropriate for the school environment will not be allowed. Pants must fit in the waist and may not be oversized or sagging. No chains are allowed. For safety reasons, platform shoes, shoes with skates built in, and shoes without closed toes or heels are not allowed at school. **Hats and scarves are not allowed with the exception of sun protection, which may be worn during outdoor activities only.**

BICYCLES/SKATES/ROLLER BLADES/SCOOTERS

Please remember that all students who ride a bicycle to school are required to wear a helmet and individually lock their bicycle in the bike rack area. The only way to be sure

that bicycles are secure is to individually lock them up. Students must walk their bikes when on campus. Students may not ride skateboards or scooters to school as there is no storage area available for them. For safety reasons, shoes that can be transformed into skates or roller blades are also not allowed.

LUNCH PROCEDURES

Proper nutrition is important to student success. Lunchtime is provided each day with the intent that *all* students will eat a nutritious lunch. Hot school lunches are available or students may bring their own lunch. If your student brings a lunch to school, please remember that no glass bottles are allowed. For health reasons, *students may not share food* with other students.

Lunches can be brought to school or purchased from our cafeteria. You may pre-pay for lunches in the school office. An application for free and/or reduced priced lunches is included in the opening day materials, or can be picked up in the school office at any time during the school year.

LOST AND FOUND

Items left on the playground or elsewhere on campus are placed in our Lost and Found. At any given time of the year, it is overflowing with jackets, lunch boxes, etc. that are left behind. If your child is missing something, please have him/her check the Lost and Found. Periodically during the year, unclaimed items are donated to charity.

ITEMS PROHIBITED AT SCHOOL

Arnold School cannot be responsible for valuables brought to school. Students are not permitted to bring weapons, toys, games, electronic devices, sports equipment, or any other item not necessary to school. These are disruptive to the instructional program and students do not have anywhere to secure these devices.

CELL PHONE POLICY

Arnold School cannot be responsible for cell phones brought to school. Therefore, it is recommended that these are left at home. However, if your child needs to have a cell phone for before or after school, they must adhere to the guidelines below.

All cell phones must be turned off and kept in backpacks. They must not be visible. Students may not use cell phones between 7:50 a.m. and the final bell each school day. If a student uses a cell phone for any reason during the restricted time, the cell phone will be confiscated and returned only to the parent or guardian of the student. Repeat offenders may be prohibited from bringing cell phones for the remainder of the year.

BIRTHDAY CELEBRATIONS

Per Cypress School District Board Policy, and state nutritional guidelines, **no food is allowed to be brought for birthday celebrations**. Any food dropped off or sent with students will be sent back home at the end of the day. Flowers and/or balloons cannot be delivered to students, as this is disruptive to the instructional program. If you would like to honor your child's birthday in some way, you may consider donating a book or other classroom item in his/her name. While we understand that birthdays are special to many young children, celebrations should take place outside of school.

VISITORS ON CAMPUS

During school hours, *all* visitors, including parent volunteers, must check in to the main office and obtain a visitor's badge. We appreciate your cooperation with this procedure to help us ensure the safety of all students.

HOMEWORK POLICY

Homework is an integral part of our academic program. The Board of Trustees and Arnold School recognize that homework contributes toward building responsibility, self-discipline, and life-long learning habits. Time spent on homework directly impacts students' ability to meet the district's academic standards. Homework assignments vary according to grade level, the needs of the student, and the content area. Each teacher will communicate to you about his/her homework policy. Listed below are several things that parents can do to help ensure that homework is a positive part of the learning process.

1. Establish a quiet environment for homework.
2. Establish a regular time for homework.
3. Make sure necessary supplies are available.
4. Parents should check the student folder or planner daily for assignments and assist students in making sure all assignments are completed.
5. Establish consequences for not completing homework, such as limiting TV.
6. Most of all, be sure to contact your child's teacher if your child is consistently telling you that he/she does not have any homework.

The following general homework guidelines are set forth by Cypress School District policy. The actual amount of time that your child spends will vary depending on his/her needs. If your child is spending significantly more or less time on homework than what is indicated below, please contact your child's teacher to request modifications.

Kindergarten	15 minutes	3-4 days/week
Grades 1-3	15-45 minutes	3-4 days/week
Grades 4-6	30-60 minutes	3-4 days/week

READ ALOUD DAILY (RAD) PROGRAM

Research demonstrates the importance of reading to build fluency, vocabulary, and comprehension skills. Arnold School's RAD program expects all students to read daily. Students should record reading on their monthly reading log. These are collected each month and in most classrooms, are considered a required homework assignment. Please encourage your child's participation in this important activity. Our generous PTA also offers incentives to students who reach their monthly reading goals.

PARENT INVOLVEMENT

Arnold School values parent involvement and support in the educational process. There are many opportunities to become involved in our parent organization, PTA, or by helping out in your child's classroom. PTA can be contacted through our school office. If you would like to assist in your child's classroom, please coordinate with your child's teacher.

SCHOOLWIDE DISCIPLINE POLICY

Arnold School is dedicated to an educational philosophy of shared responsibility for student behavior, which includes students, parents, and school staff. We recognize each student's right to learn and each teacher's right to teach in a safe and supportive environment. We believe that all students can behave at school. It is the premise of our program that each student will be fully aware of the positive or negative consequences of his/her behavior choices.

Students exhibiting inappropriate behaviors will be provided with consequences such as a verbal or written warning, loss of free time, etc. Behavior Referrals are issued when a child continues to violate school rules or is involved in a serious offense. These may involve referral to the principal's office for more serious consequences. **Suspension and/or expulsion** may result as warranted for: repeated failure to follow school rules; defiance of valid authority; fighting; injury or threatened bodily harm; harassment; weapons; controlled substances; theft; vandalism; obscene or vulgar behavior; robbery or extortion; or other reasons as outlined in Education Code, Section 48900.

Students have many opportunities to be recognized as good citizens both in the classroom and outside of the classroom. Every adult on campus is looking to reward good citizens with Lion's Pride, or "Paw" tickets. Each month our Student of the Month awards recognize students who have demonstrated positive character at school. In addition, each trimester, students are recognized for outstanding academics and citizenship.