

**WESTMONT
SCHOOL**

**PARENT/STUDENT HANDBOOK
2008-2009**

PARENT/STUDENT HANDBOOK

WESTMONT SCHOOL

8251 Heil Avenue
Westminster, CA 92683
(714) 847-3561
Principal - Dr. Kristine White

BOARD OF TRUSTEES

Debbie Cotton	President
Norm Westwell	Clerk
John Briscoe	Member
George Clemens	Member
Tracy Pellman	Member

ADMINISTRATION

Alan Rasmussen, Ed.D.	District Superintendent
Beverly M. Hempstead	Deputy Superintendent
Christine Harrison	Director, Educational Support Services
Anne Silavs	Director, Instruction
Liz Williams	Director, Special Education/Student Services
Linda Collacott	Coordinator, Categorical Programs
William V. Loose, Ed. D.	Assistant Superintendent, Administrative Services
Bob Lee	Director, Classified Personnel

WELCOME TO WESTMONT ELEMENTARY SCHOOL
“A California Distinguished School”

The Westmont Staff is committed to educating students to their potential and helping them on their way to becoming productive members of society. Westmont students will participate in a standards-based comprehensive program that meets their individual needs in a positive, child-centered, cooperative environment fostered by parent involvement, a dedicated, caring staff and a supportive community. Westmont students will become:

- ! Self-actualized learners who have mastered a challenging core curriculum and believe themselves to be capable, significant, and able to mold their future as they reflect on their personal accomplishments and direct their own thinking.
- ! Skillful communicators who are able to readily acquire and effectively express information, ideas, and emotions through reading, writing, speaking, listening, and the use of technology.
- ! Problem solvers who are able to generate practical and innovative solutions to complex intellectual and social problems using critical and creative problem-solving skills.
- ! Socially conscientious citizens, who are responsible for their own behaviors, are able to work collaboratively, and demonstrate honesty, empathy, fairness, and respect for others as contributing citizens in their ever-enlarging world.

We hope you and your child are excited about the many and varied learning experiences that will take place this year and in the years to follow at Westmont. Our students are an outstanding group of individuals who take pride in themselves, their accomplishments, and their school. They maintain high standards of citizenship and scholarships with guidance from staff and parents as all strive toward the common goal of educational excellence and school success.

This handbook will help to answer questions for parents and students about Westmont Elementary policies and procedures. We encourage active participation and input and look forward to many enjoyable years of educational growth and accomplishments with your child.

Sincerely,

Dr. Kristine A. White
Principal

MISSION STATEMENT

The Westmont Staff is committed to recognizing and developing the strengths of each child, challenging their abilities and nourishing their curiosities. Each child will be involved in an enriched, supportive environment where student learning will be maximized.

Our mission is to ensure that each child develop productive habits of the mind, person and citizenship in order to fully participate in an increasingly diverse and technological society.

WESTMONT SCHOOL
PARENT/STUDENT HANDBOOK

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**WESTMONT SCHOOL
CERTIFICATED STAFF
2008-2009**

Dr. Kristine White	Principal
Mrs. Katie Batterman	Full-Day Kgn
Mrs. Eunice Tanga	Kgn-Preppie
Mrs. Pam Nordin	Kgn (A.M.)
Mrs. Jessica Wyman	Full-Day Kgn
Mrs. Cindy Sugimura	1st
Mrs. Patricia Morgan /Mrs. Allison Eadie	1st
Mrs. Francesca Ligman/Mrs. Traci Grace	1 st
Mrs. Dawn Lutz	2 nd
Mrs. Gina Haugh/Mrs. Alicia Waldschmidt	2 nd
Mrs. Elisa Harper	3 rd
Mrs. Deanna Lawson	3 rd
Mrs. Rachel Partida	3 rd /4 th
Mrs. Marsha Sipkovich	4 th
Mrs. Becky Murphy	4 th
Mrs. Dolores Smith	5 th
Mrs. Shannon Mudry	5 th
Mrs. Ginny Taylor	Pre-1 DHH
Mrs. Jennifer Gamal	2-5 DHH
Mrs. Madhu Nair	1-3 Special Day
Ms. Denise Gribbin	3-5 Special Day
Mrs. Michelle Wall	PreK - K Special Day
Mrs. Barbara Davis	Title I Learning Center
Mrs. Lin Gangemi	Resource Teacher
Mrs. Caryn Brown	Speech/Language
Ms. Michelle Howard	School Psychologist
Mrs. Lynn Strong	Title I Teacher
Mrs. Judy Acocello	District/School Nurse

**WESTMONT
SUPPORT STAFF
2008-2009**

Mrs. Mary Gaustad	School Office Manager
Mrs. Julie Guite	School Office Clerk
Mrs. Dina Rose	Health Technician
Mr. Mike Lopez	Head Custodian
Mr. Santos Salas	Night Custodian
Mr. Juan Cruz	Night Custodian
Mrs. Maureen Mirjahangir	Library Assistant
Mrs. Carmela Valinsky	Instructional Aide
Mrs. Laurie Melcer	Instructional Aide
Mrs. Robbyn Moore	Instructional Aide
Mrs. Ginger Byrne	Instructional Aide
Mrs. Christina Patron	Instructional Aide
Ms. Buu Nguyen	B/L Instructional Aide
Mrs. Silvia Beck	B/L Instructional Aide
Mrs. Carmen Sanchez	B/L Instructional Aide
Mrs. Anna Cordasco	B/L Instructional Aide
Mrs. Marla Berger	Instructional Aide ESL
Mrs. Jan Winch	HI Instructional Aide
Mrs. Felicia Razo	HI Instructional Aide
Mrs. Gayle Hoeker	Food Services
Mrs. Talin Atachian	Food Services
Mrs. Yvonne Rothstein	Food Services
Ms. Megan Jensen	P.E.
Mrs. Hong Huyng	Noon Duty Supervisor
Mrs. Juan-Tapia	Noon Duty Supervisor
Mrs. Barbara Van Dyke	Noon Duty Supervisor

CHILD CARE PROGRAM

Dianna Larraway	Facilitator
Sandra Cerda	Child Care Attendant
Harmony Chavez	Child Care Attendant
Theresa Crockett	Child Care Attendant
Erin Harkin	Child Care Attendant
Diane Knaack	Child Care Attendant
Holly Thompson	Child Care Attendant
Lisa Zmuda	Child Care Attendant

PIU
2008-2009

President	Jenifer Hoyer
Co-Vice Presidents	Kandis Carlson Elvia Tarelo
Treasurer	Stacey Mullin
Secretary	Monica DeKany
Box Tops	Stacey Mullin
Spiritwear	Sally Guzman

script map

**WESTMONT SCHOOL
CALENDAR
2008-2009**

Back to School Night	September 17, 2008
School Pictures (Cantrell Photography)	September 19, 2008
Open House	May 20, 2009
Parent Conferences - Fall	October 13-17, 2008
Parent Conferences - Spring	March 9-13, 2009
Book Fair (P.T.O.)	October 13-17, 2008 May 11-15, 2009
Report Cards Go Home	December 12, 2008 March 9-13 (Parent Conferences) June 17, 2009
Teacher Staff Development Day -	Monday, November 10, 2008
<u>Skating Parties:</u>	
October 8, 6:00 - 8:00 p.m.	March 4, 4:00 - 6:00 p.m.
November 5, 4:00 - 6:00 p.m.	April 1, 6:00 - 8:00 p.m.
December 4, 6:00 - 8:00 p.m.	May 6, 6:00 - 8:00 p.m.
January 14, 6:00 - 8:00 p.m.	June 4, 6:00 - 8:00 p.m.
February 11, 6:00 - 8:00 p.m.	

**WESTMONT
2008-2009 HOLIDAYS**

Labor Day (Monday)	September 1, 2008
Staff Development Day (Student Free Day)	November 10, 2008
Veteran's Day (Tuesday)	November 11, 2008
Thanksgiving Recess (Monday - Friday)	November 24 - 28, 2008
Winter Recess (10 Days)	Dec. 22 - Jan. 2, 2009
Dr. Martin Luther King Day (Monday)	January 19, 2009
Lincoln's Birthday (Monday)	February 09, 2009
Washington's Birthday (Monday)	February 16, 2009
Spring Recess (5 days)	April 6 - 10, 2009
Memorial Day (Monday)	May 25, 2009
Closing Day - Students & Teachers (Min. Day)	June 17, 2009

WESTMONT SCHOOL
BELL SCHEDULE
2008-2009

ARRIVAL: NO STUDENTS BELONG ON CAMPUS BEFORE 8:00 A.M.

AM KINDERGARTEN & PREPPIE K 8:30 - 11:50

FULL-DAY K & GRADES 1-2-3 8:30 - 2:20

8:30 - 10:15
10:15 - 10:30 RECESS
10:30 - 11:50
11:50 - 12:30 LUNCH Full Day K
12:00 - 12:40 LUNCH GRADES 1 & 2
12:05 - 12:45 LUNCH GRADE 3
- 2:20 DISMISSAL

GRADES 4-5 8:30 - 3:20

8:30 - 10:15
10:15 - 10:30 RECESS
10:30 - 12:30
12:20 - 1:00 LUNCH
- 3:20 DISMISSAL

WEDNESDAY - MODIFIED DAY GRADES 1-5

DISMISSAL ON WEDNESDAYS AT 12:50 - GRADES 1-5

Kindergarten AM & Preppie K 8:30 - 11:50

Full-Day K & Grades 1-3 8:30 - 12:50

8:30 - 10:50
10:50 - 11:10 BREAK
11:10 - 12:50

Grades 4-5 8:30 - 12:50

8:30 - 11:15
11:15 - 11:35 BREAK
11:35 - 12:50

II. SCHOOL AND OFFICE PROCEDURES

MODIFIED DAY - EACH WEDNESDAY, 8:30-12:50

Full-Day Kindergarten & 1st through 5th grade children attend school on Wednesday each week for a shorter day so that teachers have time for program planning and staff development. The total instructional time for the week remains the same because the schedule the other four days is somewhat longer. The children have a 20 minute snack break each Wednesday. A lunch may be purchased at school or a snack may be brought from home.

ATTENDANCE

When a student is absent, we ask that parents call the school office between 7:30 a.m. and 4:00 p.m. to let us know the nature of the absence..**OR** you may send a note verifying the student's absence. You may also call our **Absence Hotline at 596-7094**.

If a student is late to school, he/she must check in at the office with a note stating the reason.

Types of Absences (There are two types of absences):

An **EXCUSED ABSENCE**: Illness, health care or dental appointment (please bring your child to school following the appointment with a note from the health care office); religious purposes; student court appearances; funeral of an immediate family member(1 days excused for in-state services; 3 days excused for out-of-state)(Ed. Code 48260). After 14 days of excused absences for illness, additional absences for illness will require a doctor's note (AR 5113).

An **UNEXCUSED ABSENCE**: Medication issues, headaches, extended vacations, conflicts with other students, missed bus, car broke down, babysitting, asthma, head lice beyond three (3 days), or being "tired." It is **the parent's responsibility** to clear the child's absence **within 5 days** or it will be marked unexcused.

California Education Code 48260 states:

1. Your child is legally a *truant* with 3 unexcused absences; a *repeated truant* with 4 unexcused absences and a *habitual truant* with 5 unexcused absences.
2. **Missing more than thirty (30) minutes of instruction during the school day (AM or PM) without a valid excuse is considered a truancy.** (See Excused Absences above)

It is the Parent's Responsibility to clear all unverified absences within 5 days whether excused or unexcused.

Tardiness

Tardiness is an absence for any part of the day. It is important that students learn to be on time. Student tardiness is disruptive to the entire classroom and we urge you to help see that your child arrives at school between 8:15 and 8:25.

Truancy

According to California Education Code, every child between the ages of six and sixteen must attend school full time unless exempt under State law. A child is considered truant when he/she has been absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year. When a student is truant, it will be brought to the attention of the principal. If student attendance does not immediately improve, official referral may be made to the Student Attendance Review Board (SARB).

STUDENT ATTENDANCE REVIEW BOARD (S.A.R.B.)

Truancy is our problem as well as yours and we would like to assist you in maintaining a good school attendance record.

Before referring a child to the School Attendance Review Board the following steps will be taken:

1. The teacher becomes aware of a severe problem of attendance or behavior and makes contact with parent. Conference is held with student. Teacher completes Student Attendance Referral Form. (S.A.R.B.)
2. Letter Number One mailed.
3. A team approach will be used to identify and attempt to solve the problems.
 - a. Confer with staff and utilize all school resources including but not limited to: (counselor, school nurse, psychologist, Student Study Team, parent conferences.)
 - b. Letter Number 2 mailed.
 - c. Contact parents and pupil at home. Determine if the family is receiving public assistance or if the pupil has had any contact with law enforcement agencies or the Probation Department. Obtain input from these agencies.
4. Referral to SST.

INDEPENDENT STUDY

Are you planning a family trip during the regular school year? Do you know that the District only receives money from the State when your child is sick, not when you take them on a trip? BUT there is a way for the School District and Westmont to receive money and your child to continue his/her studies. This method is called an "Independent Study Agreement".

The process is simple:

1. Student must be absent for a minimum of five consecutive school days.
2. Notify your child's teacher at least a week in advance that you are going to be taking a trip.
3. The teacher will write up an "Independent Study" agreement for you to sign. This agreement will include a list of assignments and specific criteria for completion.
4. Completed assignments are turned in to the teacher upon your return from the trip. The teacher and principal must sign the completed agreement. *The school does not receive any money for partially completed agreements*

CURRICULUM

Retention/Promotion

Newly enacted legislation, AB 1626 and AB 1636, require school districts to retain or hold back students who are not meeting grade level standards. The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills.

Prior to this legislation, non-proficient students could be socially promoted from one grade level to the next grade level. If your child is at risk of being retained, you will be notified as early in the school year as possible. Notification may occur in the following ways:

- * Parent Conference.
- * Report Card and/or Progress Report comments.
- * Letter recommending retention.
- * A Monitor/Assistance Plan (MAP) will be developed for each student who is at risk of retention.

CLASS PARTIES

Student Birthday Recognition

The Ocean View School District guidelines, based on state and federal laws, for food served on school campuses is as follows:

1. "All foods served to students, whether for parties, meals, or other activities, must be commercially prepared and packaged."
2. "Foods offered to students at parties, classroom activities, or as rewards, should be carefully considered so as to maintain the nutritional well-being of the students." Items that should not be served include soda pop, punch, chewing gum, water ices, and candy or confections where the main ingredient is sugar.

Because of the cost involved with purchasing commercially prepared treats, the need for constant interpretation by staff of what is nutritional for birthday parties, and our strong commitment to using instructional time for your child's educational needs, Westmont School has a policy that discourages students from bringing edible treats to the classroom for birthday celebrations.

If food is to be prepared as part of a classroom activity, preparation must take place on the school campus. All ingredients must be commercially purchased and must be stored at proper temperatures on the school campus until ready to use. Teachers must take proper precautions to insure the health and sanitation of the product.

- We do realize that some parents would like to have their child's birthday recognized. (This is not mandatory.) Listed below are some suggestions that parents have already used:

- ☺ A book donated in your child's name to the class library.
- ☺ A classroom game, puzzle, video, etc.
- ☺ Individual party favors, such as pencils, erasers, sharpeners.
- ☺ Or consult with your child's teacher for other ideas.

CLASSROOM INTERRUPTIONS

Student instructional time is one of the most valuable resources offered by Westmont School. Our staff recognizes its obligation to minimize the number of classroom interruptions so that students and teachers may take full advantage of all opportunities for learning and personal enrichment in the classroom setting.

To minimize interruptions of instructional time, the staff has developed the following procedures which permit necessary communications while protecting student instructional time.

Parents needing to leave urgent messages for their children may do so by contacting the School Office Manager. Any article to be delivered to children should be left in the office, **not** taken to classrooms, - money, lunches, books, etc.

All parents and visitors are to check in at the office before going to the classroom. If it is necessary during the school day to pick up a child from school, the parent should go to the school office and the child will be called to the office.

CLOSED CAMPUS

Westmont has a "closed campus" which means that all parents, visitors, maintenance, and delivery persons must first report to the office when they arrive on campus. The purpose of this policy is to provide the greatest safety and protection for our students. Classroom volunteers are to stop in the office to sign in and pick up their "Westmont Volunteer" sticker.

BREAKFAST/LUNCH PROCEDURES

All children in grades 1 through 5 have a 40 minute supervised lunch period. Generally, children spend about 15 to 20 minutes of this time eating lunch and the other half in supervised recreation. Children may bring a lunch from home or the Ocean View School District provides a hot lunch for students to purchase. Milk and some snacks are also available for those students bringing a lunch. All eating will be confined to the lunch area.

Trash cans are provided for the disposal of paper and waste.

If a lunch is needed, students may call a parent or share a lunch with a friend. The school does not loan money, however, parents may prepay for several lunches to prevent students from losing their lunch money. Applications for free or reduced price lunches are available in the school office. Lunch permits are available in the school office. A hot breakfast will be available for ninety cents beginning at 8:00-8:15 A.M. Each day the meal must be consumed before the 8:30 bell rings, and food may not be taken from the lunch benches. Students participating in the free/reduced program are also eligible for breakfast.

The following rules govern students who petition for a lunch permit:

- The student must go directly to his/her own home and return to school in the same manner.
- Adult supervision must be provided at the home.
- The student must return to school on time.
- All walking and bicycle riding safety rules must be observed.
- All trips taken during the lunch period must be in the company of a parent or an authorized adult.
- Students who fail to abide by these rules will lose the privilege of a lunch permit.

Noon Duty Supervisors

During lunch time, students are under the supervision of our noon-duty supervisors. According to State law, these adults have the same authority as teachers regarding enforcement of school regulations for safety, cleanliness, and courtesy. They are to be shown the same courtesy and respect as that shown to other staff members. Students who are disruptive at lunch will receive a "Campus Discipline Slip" indicating the nature of the problem. Appropriate follow-up will be taken by the classroom teacher.

LOST AND FOUND

The Lost and Found is located in the school MPR room. To insure recovery of lost items, we urge parents to put the child's initials on articles worn or brought to school, such as jackets, sweaters, lunch pails, book bags, etc.

PERSONAL PROPERTY OF STUDENTS

For safety reasons students should NOT bring their personal property to school. The school assumes no responsibility for personal property. Students are not to bring radios, tape recorders, electronic games, animals (pets), excessive amounts of money, skateboards, rollerblades, or unauthorized sports equipment/games/cards. Specific

items for classroom sharing may be brought for that purpose and then left on the teacher's desk for safekeeping until dismissal.

PROHIBITION AGAINST STUDENTS VENDING ON CAMPUS

Students are not allowed to sell food, merchandise, or other items to other students on campus. Similarly, buying or trading such items from another student is prohibited.

RELEASE OF STUDENTS TO PARENTS

There will be occasions during the school year when it is necessary for parents to take their children from school for part of the day. When this occurs, please do the following:

The parent should stop in the office and indicate the name of the child, the room or teacher, and the reason for being taken from school. The office manager will call the classroom and have the child sent to the office. We ask that you do not go to your child's classroom.

The parent will then fill out and sign the student checkout sheet.

A child will not be released to anyone other than those adults listed on the emergency card.

RESPONSIBILITY FOR SCHOOL PROPERTY

We are proud of our school, and all students may show their respect for the facility by keeping the buildings and campus in the very best condition. Here are a few student responsibilities:

- Deposit all trash in trash cans
- Do not mark on school property
- Keep your feet off furniture, walls, and cabinets
- Take care of all school equipment/property
- Keep desk neat and organized

Any pupil who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to the school district, is liable for suspension or expulsion and the parent or guardian shall be liable for all damage caused by the pupil. (California Education Code)

TELEPHONE USE

Parents needing to leave urgent messages for their children may do so by contacting the School Office Manager. Children are not allowed to use the office phone for personal/social reasons or forgotten school work.

WITHDRAWAL OR TRANSFER OF STUDENTS

The parent of a student withdrawing or transferring should contact the school office to state where the student is moving, the last attendance date, and if known, the school the student will attend. A clearance sheet must be signed by the student's teachers and the librarian, and returned to the office prior to leaving school. Please note that lost textbooks and library books must be paid for at this time.

FIELD TRIPS

Field trips are a valuable component to your child's educational experience. In order for students to participate in field trips there must be a signed and completed permission slip for each trip your child takes. Phone permission is not acceptable. When field trips are planned, your child's teacher will send home notification with your child at least one week prior to the excursion. Please sign the permission slip and return it to the teacher immediately.

III. REGISTRATION

General

All children new to the Ocean View School District are required to provide the following when registering:

- a. An immunization record must be presented for polio, DPT, mumps, measles, and rubella, test within the previous 18 months for kindergarten, first graders, and students new to Orange County Schools. Previous school verification is acceptable. Information regarding local clinics is available in each school office.
- b. Residency Verification – Two types of evidence are required such as a gas, electricity, water bill and/or rent/mortgage receipt. We do not accept telephone, cable, or credit card statements.

Kindergarten

1. **Age** - a kindergarten child must be four years and nine months of age as of September 2nd of the year in which he/she requests entrance (or, 5 years on or before December 2nd of year of entrance.)
2. Proof of birth is required - birth certificate, baptism certificate, passport, etc.
3. A physical examination is required for school entry. State law requires each child have a physical examination 18 months prior to entering first grade, or within 90 days after starting first grade.

First Grade

1. A child entering first grade in the Ocean View School District is required to be five years and nine months of age as of September 2nd of the year of entrance (or, 6 years on or before December 2nd of year of entrance.)
2. Same proof of birth as required for kindergarten registration if child did not attend kindergarten.
3. A physical examination is required for school entry. State law requires each child have a physical examination 18 months prior to entering first grade, or within 90 days after starting first grade.
4. Two verifications of residency such as gas/utility bill and rent/mortgage receipt.

Open Enrollment

The month of APRIL (unless special circumstances necessitate a change for a specific year) is designated for parents who may wish to enroll their child in an Ocean View school other than that of their attendance area. Some schools do not participate or are restricted in the Open Enrollment option based on space available and ethnic balance. The following procedures are required:

- Parents must make arrangements during the Open Enrollment period. Open enrollment is possible only at this time; there are no exceptions. Students are expected to remain at that school for the following years.
- Parents must provide transportation to and from the school chosen which is outside their normal boundary if bus transportation is not already provided
- Students must maintain satisfactory citizenship, scholarship, and attendance to remain at Westmont School
- The Open Enrollment form need be completed only one time; it remains in effect as long as the child is not transferred out of the open enrollment school

Inter-District Transfer

The parent of a child who lives outside of the Ocean View School District may enroll his/her child in an Ocean View school if the following conditions are met:

- District of attendance gives written approval.
- Space is available at the school requested.

- Parent provides transportation to and from the school that is chosen that is outside their normal school district boundary or arrangements have been made with day care provider.
- Students must maintain satisfactory citizenship, scholarship, and attendance to remain at Westmont School.
- Inter-district transfer forms must be completed annually.

IV. EMERGENCY PROCEDURES

Emergency Cards

Parents are asked to fill out an emergency card for each child in their family enrolled in school. It is very important for the safety of the child that this card is completely filled out and kept up-to-date. The card is kept in the office and used in the event of an illness or an emergency.

A change in any of the following should be reported to the school immediately:

- Home phone number and/or parent's work phone.
- Name, address, and phone number of friends/relatives to be contacted if you are not available. **The school cannot release a child to anyone whose name does not appear on the Emergency Card.** This includes other members of the immediate family.
- Babysitter's name and phone number on card (when applicable).
- Physician's name and phone number.
- Insurance information.
- Custodial restrictions (must have court documentation on file in the office)

Procedures for Fire and Earthquake

In case of a fire at Westmont School...

1. Students will vacate the building by walking quickly and quietly to a pre-determined meeting place on the blacktop at the back of the school.
2. Attendance will be taken to account for all students.
3. Principal will determine when, or if, the building is safe to re-enter.

In the event of a disaster, students will not be released from school before the regular dismissal time unless checked out by parent/guardian or designee but will be kept in a supervised and safe location.

If an earthquake occurs. . .

1. Students will immediately duck, cover, and hold if inside the building. If outside the building, students will get away from the building and then duck and cover.
2. After the earthquake, students will be directed by principal or teacher to vacate the room and to assemble at the pre-determined area of the blacktop at the back of the school.
3. Attendance will be taken to account for all students.
4. Principal will determine when, or if, the building is safe to re-enter.

In case of a major earthquake, students will not be released from school until checked out by parent/guardian or designee but will be kept in a supervised and safe location.

Earthquake drills are conducted at least twice a year per Education Code.

DISASTER PREPAREDNESS: Students Requiring Daily Medication

Please assist us regarding the medical needs of your child if a disaster occurs during the school day. If the emergency is serious and long-term, students may require shelter at school overnight or even up to a **three-day period**. Therefore, preparation is necessary to meet a student's twenty-four hour medication needs, since prescribed medicines are needed for diabetes, epilepsy, cardiac problems, and other conditions.

If your child is one who requires medication, we need to have you assist us by completing the following steps:

- Obtain the physician and parent forms from school office.
- Return the completed paperwork with appropriate signatures.
- Bring the medicine to school in a properly labeled pharmacy bottle. Medication should cover the needs of a three day period. Alert the school health office if medication changes.
- The school nurse will review all medicines received and arrange for their safe storage.

V. HEALTH AND INSURANCE

Health Services

The district nurse examines children in sight, hearing, weight, and growth progress on a scheduled basis. The nurse is available upon request to teachers, parents, and children in an advisory capacity and as a resource person in special education placements. We also have a trained health assistant on campus to assist in treatment

of ill and injured children and in maintenance of health records.

Medication Taken at School

Any medication that students are required to take at school, including over-the-counter medications, must be brought to the office by an adult and be accompanied by the following school forms:

- A signed parent permission form, and
- A signed physician's order form.
- This authorization must be renewed each year. Medications must be brought to school in a labeled pharmacy container showing the student's name and dosage (California Ed. Code #49423 and Health Safety Code #26251). The above criteria must be met in order for us to administer any medication.

Students who require medication while on a field trip should be sure arrangements are made to have it available.

Illness

If a student appears ill, has a fever, or any other symptoms of ill health, he/she should not be sent to school. If your child is checked out of school for lunch and is kept home after lunch because of illness, please call the school to inform us of the afternoon absence.

When a parent is in doubt as to a child's fitness to return, the family physician should be contacted. If a student becomes ill during school hours, his/her current teacher will issue a pass to the nurse's office. If it is necessary to send the student home, the school nurse/office manager will make the arrangements. Students are not to leave school without school and parent permission.

Report to Parents on Injuries

It is the policy of the Ocean View School District and Westmont to inform parents any time their child receives other than an apparent minor injury during the school day. At times children hurt themselves during the school day and do not at any time report their injury to a teacher. In such a case, when parents discover the injury, please call the office and advise us as to the nature and extent of the injury.

Student Insurance

At the beginning of the school year, application blanks for student insurance are sent home with each child. This insurance may be purchased at a reasonable price. The school district receives no remuneration for informing parents regarding this coverage but does so as a public service. The transaction, including claims, is handled directly with the insurance company.

VI. SCHOOL ORGANIZATION

School Site Council

Westmont's School Site Council is a joint parent-staff committee that meets together to identify priorities for our students and to develop an annual program plan for the School Based Coordination Program. Throughout the school year, the Council reviews progress made and discusses items of interest regarding the total school program. The Council meets 4 or 5 times per year, usually on the 2nd Tuesday of the month at 3:30. All parents are welcome to attend any or all of the SSC meetings.

English Language Advisory Council (ELAC)

The purpose of Westmont's ELAC is to be responsible for advising the principal and staff in the programs regarding English Language Learners. In addition, it shall be responsible for assisting in the development of the school needs assessment, language census, and ways to make parents aware of the importance of regular school attendance. Dates of these meetings will be announced.

PTO (Parent Teacher Organization)

The PTO Board would like to welcome you to the 2008-2009 school year. If you are a returning Westmont parent, it will be nice to see you again. If you are new to our school, PTO members look forward to getting to know you.

The PTO is a group of parents and teachers dedicated to enhancing our children's educational experiences. They organize and arrange various holiday events, assemblies for the students, our yearly fund-raiser project, and other contests that show Westmont spirit. Below are some of the various events that our PTO enjoys sponsoring throughout the school year. These events fill the year with exciting and fun-filled activities for the students and parents, too:

Membership Drive
Red Ribbon Week
Fund-Raisers, Book Fairs
Special Friends' Day
Holiday Gift Sale
Authors' Day

Field Days
Skating Parties
Silent Auction
Daddy/Daughter Dance
Mother/Son Picnic

Involvement with PTO offers you an excellent way to be involved with your child's education. PTO meetings provide a direct line of communication between parents and school staff concerning all aspects of school. Meetings are held every 2nd Tuesday of the month most often at 7:00 pm.

Student Council

Westmont's Student Council is composed of a boy and a girl representative from each classroom, grades 3-4-5. The Council will meet monthly to plan special activities and events for all students. The representatives will report information acquired in the meeting to their classroom.

VII. SCHOOL SERVICES

Adaptive Physical Education

Adaptive Physical Education provides for individuals with exceptional needs who require developmental or corrective instruction, and who are precluded from participation in the activities of the general physical education program, modified general physical education program, or in a specially designed physical education program in a special day class. Services are scheduled as needed.

Bus Transportation

Bus transportation is provided for some of our students. A bus schedule is provided for students who ride the bus.

Gifted and Talented Education Program (G.A.T.E.)

Each year, all third grade students and all students new to Ocean View School District in grades four and five are tested with the Otis Lennon School Abilities Test (OLSAT). The OSLAT is unique because it measures each child's thinking and problem solving skills. Ocean View uses the results from the OLSAT, in combination with other data, to determine eligibility for the Gifted And Talented Education (GATE) program. The GATE program serves children whose overall assessment profile places them in the upper 2 to 5 percent of all students in the state.

Speech/Language Development Services

A Speech and Language Specialist provides services to identified students in grades K-5. The program is designed to help children overcome speech difficulties and/or to assist in the total language development of the child.

Library

Each class visits the library at least weekly. Books are checked out for two weeks. There are no fines for overdue books; however, we do insist that students pay for lost or damaged books. The PTO sponsors two Book Fairs each year at which time students may purchase their own books at a low cost.

Program Services for Students of English Language Learners (ELL)

The State-established program goals for students of limited English proficiency is to develop fluency in English in each student as effectively and efficiently as possible, promote students' positive self-concepts, promote cross-cultural understanding, and provide equal opportunity for academic achievement.

The following program support services for ELL students are provided at Westmont:

- Classroom teacher support - Training and staff development focusing on strategies for working with ELL students.
- Instructional Aides-Bilingual - To assist teachers with translation and instruction in the primary language of the ELL student.
- Instructional Assistants - ESL - To assist teachers in providing English language development skills and strategies for ELL students.
- English Language Development textbooks and instructional materials are available for use with ELL students.

Music

Classroom music is provided by our District music teacher in grades 4-5 for the year. Students in K-3 receive instruction from their regular classroom teachers and PTO sponsored music teacher. Westmont students present a musical performance once each year for families and the community.

Psychological Services

The school psychologist is an educational consultant to the principal, teachers, children and parents in special education placements and is on campus one day each week.

Resource Specialist Program

The Resource Specialist's primary responsibility is to support teachers in assisting children with learning problems so they may function successfully in a regular classroom placement. Basic academic areas of remediation include reading, math, and written language. Additional responsibilities include assisting teachers with diagnosing learning needs and prescribing appropriate activities for children not in the program. Children must meet State criteria to qualify for this program.

Student Study Team

The Student Study Team meets weekly to discuss individual students who have been referred by their teachers (through team Roundtable discussions) or parents due to academic or social concerns. The team is composed of the principal, the speech and language specialist, the resource specialist, a regular classroom teacher, and the teachers of students being referred.

Volunteers

One of the most rewarding ways of getting to know your child's educational program is by becoming actively involved in Westmont School. It delights children to know that their parents are willing to participate actively in their life at school. A volunteer can be a parent, grandparent, neighbor, etc.

There are various ways to become a volunteer, depending on your own time and interests. For example, you could be assigned to work with an individual child or small groups of children under the direction of a teacher. Volunteers also help as room parents and chaperons for field trips. There is always a need for clerical help such as shelving books in the library and making instructional aids.

We feel that it is important that all volunteers are placed where they are most comfortable.

We would like to encourage each member of the Westmont Community to contact the school, (714) 847-3561, if you wish to participate or need further information.

Volunteers must fill out a District form which requires evidence of having a T-B skin test done and read. This procedure is offered by Ocean View School District health services personnel. The School Office Manager has details on dates and times. If you are unavailable on the specified test dates with the district, you may have the test performed at a clinic or personal physician and bring the documented test results into the office.

Child Care (Kids Club)

We are pleased to be able to offer Westmont families before and after school child care on our school campus. Daily hours for this program will be 6:30 a.m. to 6:00 p.m. Monday through Friday. A registration fee is required per family and a sibling discount does not apply to Before School Care. Tuition is due on or before the first of each month.

Mrs. Dianna Larraway is the Westmont child care director and may be contacted directly at 847-7017. Please call should you have questions about our child care program and/or the monthly fees.

VIII. POLICIES, PROCEDURES AND RULES

Westmont Pledge for School Success

We believe that teachers have a right to teach and students have a right to learn. We emphasize high behavioral and academic expectations in order to ensure a learning climate which maximizes student outcome. We encourage parents to support us in our partnership for student success.

BEHAVIOR EXPECTATIONS

STUDENTS

- To respect the rights and property of others.
- To learn to accept the consequences for their judgment and/or actions.
- To learn to follow all policies, procedures, and rules of the school and community.
- To develop their abilities and interests to the fullest potential.
- To treat others as you want to be treated.

STAFF

- To accept each child as a unique individual and to respect his/her rights and property.
- To establish and maintain open communication between home and school in order to better meet each student's unique needs.
- To establish and maintain rich and varied educational experiences to maximize student learning.
- To provide an environment which will create a safe atmosphere conducive to enthusiastic learning.
- To provide a maximum number of opportunities for students to make judgments, to assume responsibilities, and to develop self-discipline.
- To provide supervision to ensure the safety of all students.

PARENTS

- To recognize that the home needs to assume the primary responsibility for each child's development.
- To maintain communication with the teacher/school and become actively involved in supporting school expectations.
- To support and reinforce classroom instruction by reinforcing student homework daily.
- To expand children's awareness of their environment by participating with them in many and varied experiences, particularly by reading to or with them nightly.

- To reinforce the policies, procedures, and rules of the school including ensuring regular school attendance, complying with arrival and dismissal times, and monitoring completion of homework assignments.

WESTMONT'S "B" ATTITUDES & BASIC SCHOOL RULES

- ✓ **Be** on time for school.
- ✓ **Be** prepared for class.
- ✓ **Be** respectful -Show respect and kindness towards others and do not make fun of a person's name, appearance, or abilities.
- ✓ **Be** responsible - Do not take, misuse, or abuse something belonging to another; keeps hands, feet and objects to yourself; "Be the owners of your behavior."
- ✓ **Be** positive.

The above mentioned attitudes and rules have been developed to insure the safety and welfare of all Westmont students. These rules apply before, during, and after school, as well as anywhere on campus or during any kind of school function.

We expect students to obey all adults responsible for their supervision.

In addition to these general school rules, all classroom teachers set behavior standards within each classroom.

PLAYGROUND RULES

Swings

Students should remain seated in the swings.

Students should remain seated until swing completely stops.

Students should swing/pump themselves.

Students should not twist around with the swing.

Slides

Students should slide down in sitting position, feet first.

Climbing Ladder

Students should climb on ladder rungs and slide down poles.

Students should not jump off climbing ladder.

Monkey Bars and Rainbow

Students should swing on bars using their hands.

Students should not sit or stand on top.

Students should not do "death drops."

Students should not jump off.

Parallel Bars and Horizontal Bars

Students should hang from the bars, not upside down.

Students should do chin-ups and pull-ups.

Students should not sit on top of bars.

Students should not do "toothpick" or "death drops."

Students should not jump off.

Rings

Students should swing from ring to ring.

Students should not sit with legs through the rings.

Students should not do the "twister."

Students should not throw rings.

Blacktop Area

No tag or ball tag on the blacktop.

All students are allowed to play in games.

Rubber balls may be thrown only against walls without windows.

Tetherball

Only 2 players at a time.

No sitting or swinging on the ball.

No kicking the ball.

No grabbing or throwing by the rope.

Handball

Ball must be thrown rather than kicked.

Ball must not be thrown hard enough to hurt anyone.

Ball must not be thrown at another person.

Field Area

No tackle football.

1st, 2nd, & 3rd graders only are allowed on the grass and blacktop area of the primary playground.

Activities which MUST have adult supervision:

- Football for all grades
- Baseball for all grades
- Soccer for all grades

BICYCLE PERMIT AND SAFETY RULES

NO STUDENT BELOW GRADE 4 MAY RIDE HIS/HER BIKE TO SCHOOL

Students in grades four and five must have a signed bike pass on file in the office. Permits may be obtained in the school office and must be signed by both student and parent.

Students riding a bike to school must wear a state-approved helmet. Bikes must have a valid registration and must be locked while at school. Bikes must be walked while on campus.

The school will not be responsible for any loss or theft.

SKATEBOARDS, SKATES, ROLLER BLADES AND SCOOTERS

Skateboards, skates, roller blades, razors, scooters and heelys are prohibited on school grounds.

STANDARDS OF DRESS AND GROOMING

Parents are encouraged to ensure the children are dressed appropriately for all on campus and off campus school activities.

The Ocean View School District Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational

process.

Clothing

Clothing should be neat and clean. Brief garments such as jogging shorts, exercise tights, halter tops, crop, tent, tube and tank tops, bathing suits, see through, strapless or backless garments are not acceptable. Pants are to be worn at the waist and all snaps, buttons, etc. must be fastened securely. Garments which contain words/pictures that are suggestive or have double meanings of lewdness, obscenity, violence or vulgarity are not to be worn. Garments with slogans, logos, or pictures promoting the use of drugs, alcohol, or other illegal substance will not be allowed.

Footwear

Appropriate footwear must be worn at all times. A substantial sole is required and enclosed toe and heel on footwear are highly encouraged. Thongs, certain types of sandals, or bedroom slippers are not permitted due to the high possibility of injury to the top or bottom of the foot.

Sun Protective Clothing

Sunglasses and hats are permitted pursuant to state law (E.C. 3513.5) for sun protection. All hats must reflect the school's colors with a brim that provides sun protection to cover the ears, nose and back of neck. Hats will be made available, for a minimal cost, through the school. All hats must meet the requirements of the law and may be worn during recess, lunch, or Physical Education. Any hats determined by the District or school site found to be gang related or inappropriate are prohibited. Hats and sunglasses shall not be worn indoors.

Hair

Hair should be neat and clean; hair nets, bandannas, hair rollers, clippies, or other grooming aids are not acceptable in the classroom. Hairspray is not to be used.

Cosmetics

Makeup is considered inappropriate except for special occasions such as a musical or dramatic presentation, Halloween, or other special event.

Other

Sunglasses are not permitted inside buildings unless they are prescribed by a doctor. Clothing, jewelry, make-up, or hair styles that disrupt the instructional program are not allowed except on school dress-up days.

SUBSTANCE ABUSE POLICY AND PROCEDURES

STUDENT-PARENT INFORMATION CONCERNING OCEAN VIEW SCHOOL DISTRICT SUBSTANCE ABUSE POLICY AND PROCEDURES

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety, and creating a disciplined environment conducive to learning.

The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

The Board expects staff to conduct themselves in accordance with the district's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

Instruction for prenatal substance use prevention education will be provided in the eighth grade science class.

Intervention, Referral and Recovering Student Support

The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parents/guardians shall be informed about signs and symptoms which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with the law, Board policy and administrative regulations.

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, board policy and administrative regulations. Such students also may be referred to an appropriate rehabilitation programs.

ZERO WEAPONS TOLERANCE

In mid-October of 1993, our state legislature enacted Assembly Bill 342 (Boland). This bill, now law, requires that school principals immediately suspend and recommend for expulsion any pupil found to be in possession of a firearm, knife of no reasonable use to the pupil, or explosive at school. The law further requires that the governing board expel the pupil.

This law in effect mandates a "zero tolerance" policy for weapons in our schools. Students are prohibited from bringing a firearm (or look-alike), knife (any size), explosive or any other dangerous object onto a school campus. School officials will confiscate any weapon and deal with violators decisively. The following actions will occur:

1. The student will be immediately suspended for five days and will be referred by the school principal to the Expulsion Hearing Panel for an expulsion hearing.
2. The Expulsion Hearing Panel composed of three district administrators will conduct a hearing and make a recommendation to the Board of Trustees. Only the Board of Trustees can expel a student. The Ocean View School Board of Trustees has taken the position that any student who brings weapons on our campuses will receive the fullest possible disciplinary action.

SEXUAL HARASSMENT OF STUDENTS

The Governing Board of the Ocean View School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that provides equal educational opportunity and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 - 214.

The Governing Board strongly condemns, opposes, and prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District violates Education Code Section 48900.2 and may be subject to disciplinary action up to and including expulsion.

This policy, for disciplinary purposes, shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive. Any employee who engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal in accordance with Board Policy 4119.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or his/her designee or to another District administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. The District prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned.

PROGRESSIVE DISCIPLINE OF STUDENTS

The Westmont staff will take the following steps when student behavior is inappropriate:

1. Teacher counsels student (warning).
2. Student receives consequences, which might include time out, assigned task, contract, note sent home to be signed by parents, inter-class isolation, loss of certain privileges, etc.
3. Teacher contacts parent, which may result in a conference at school. Consequences might include a day-by-day behavior contract, detention, in-house suspension, etc.
4. Parent/teacher/principal conference with additional consequences discussed, including possible suspension with continued misbehavior.

5. Student suspension; parent may be asked to attend school with child; counseling referral might be suggested.
6. Continued suspension.
7. Expulsion.

NORMAL SUSPENSION

There are situations which arise that cause the school to take action for the protection of other students. These offenses are handled through the office by the Principal or Assistant Principal in accordance with the state of California Education Code and are grounds for suspension of students from school.

- . Caused or attempted to cause damage to school or private property; or
- . Has stolen or attempted to steal school or private property; or
- . Aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended but not expelled. However a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(q); or
- . Possessed or used tobacco on school premises, except as provided in Section 48903.6; or
- . Committed an obscene act or engaged in habitual profanity or vulgarity; or
- . Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.

EXPULSION

The superintendent or designee shall immediately suspend any student from a school for not more than five consecutive school days and recommended expulsion for the following acts:

-) Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence.
-) Brandishing a knife, as defined in Education Code 48915(g), at another person.
-) Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
-) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Penal Code 243.4, 261, 266c, 286, 288, 288a or 289.
-) Possessing an explosive as defined in 18 USC 921.

SB 1411 (Wolk, D-Davis) was signed by the Governor on June 25, 2003, and became effective immediately as an urgency statute (Chapter 21/2003) so that schools can implement it for this coming school year. The

in specifies that a student who engages in, or attempts to engage in, hazing can be suspended or expelled by the superintendent or principal of the school.

his legislation defines hazing as "... any method of initiation or pre-initiation into a student organization, student body or any pastime or amusement engaged in with respect to these organizations which causes or is likely to cause, bodily danger, physical harm, or personal derogation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school, community college, college, university or other educational institution in this state. The term 'hazing' does not include customary athletic events or other similar contests or competitions."

VEHICLE TRAFFIC

NO CARS ARE ALLOWED IN THE PARKING LOT AT DISMISSAL**

Please Do:

- follow arrows that have been painted on the asphalt to direct traffic.
- park your car and meet your child at the lunch tables.

Please Do Not:

- park in the area designated "Buses Only"
- double park on Heil.
- park in the spaces marked "For Handicapped," "Principal," "S.O.M." (School Office Manager), or "V.I.F"
- leave your car unattended.
- block the food service entrance to pick up or deliver a kindergarten child.

DOING WELL IN SCHOOL

INSTRUCTION / HOMEWORK POLICY

All Westmont students can expect to have homework. Homework assists students in building a sense of responsibility, discipline and life-long learning habits. Time spent on homework directly influences student's ability to meet the district's academic standards. We expect students, parents/guardians, and staff to view homework as a routine and important part of student's daily lives.

1. Purpose of Homework

- To improve and reinforce basic skills
- To develop the student's study habits
- To develop the student's research skills
- To improve the student's confidence and motivation with academic exercise
- To develop the student's sense of responsibility to complete assigned tasks
- To prepare the student for future class activities and assignments
- To prepare the student for higher academic levels

2. Duration and Frequency of Homework

- K -- at least 15 minutes per night
- Grades 1-3 -- at least 20 minutes per night
- Grades 4-5 -- at least 30 minutes per night

- Extended special projects may require additional time; however, regular homework will be reduced when an extensive project has been assigned. Homework assignments will be monitored by the classroom teacher to assure that students do not receive an overload of homework.
- Reading nightly, either “to the child” or “independently” is considered part of each child’s homework.

3. Parents will be informed about homework expectations, how homework relates to the student’s grades, and how best to help their children through the following means:

- Classroom newsletter
- School Parent and Student Handbook
- Parent conferences, both formal and informal
- Back-to-School Night
- Telephone conferences

4. The following techniques will be taught to students to help them allocate their time wisely, meet their deadlines, and develop good personal study habits:

- Use of “Binder Reminders” in fourth and fifth grades to develop short and long term planning skills
- Use of homework folders and assignment sheets
- Positive consequences for returning homework on time and negative consequences for incomplete or late work
- Use of assignment sheets and contracts for the sequential completion of research reports, book reports, spelling assignments, and other long term assignments

Physical Education

Physical education is an important part of each student’s education and required under the California Education code. Education code Section 51223 requires: “Instruction in physical education in an elementary school maintaining any of grades 1 to 8 shall be for a total period of time of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period.” The California Education code does not provide exemptions for physical education instruction until grades 10, 11, or 12.

HONORS AND AWARDS

Positive Recognition

We value outstanding citizenship, work effort, and academic achievement. In order to maintain and focus on positive behaviors and high academics the following awards and their criteria have been established.

AWARDS AND THEIR CRITERIA:

Academic Awards

To recognize students in the areas of reading and/or mathematics to reinforce our school goals.

Citizenship

To recognize students demonstrating the character education trait for that past month.

Principal's Award

To recognize students for personal achievements/improvements in areas that the teacher would like.

Golden Eagle

To recognize the number of books or pages read by students.

District Map