

Alcott Elementary School

2020-2021

Parent and Student Handbook



4680 Hidalgo Avenue
San Diego, CA 92117
(619) 605-1200

Mission Statement of San Diego Unified School District

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

Mission Statement of Alcott Elementary School

The mission of Alcott Elementary School and the Infant/Toddler Program is to give each student the opportunity to learn according to his/her ability and to create a school environment attentive to each student's academic, physical, social, and emotional needs.

Principal's Message

Dear Alcott Elementary School Community,

It is an honor to introduce myself as the principal of Alcott Elementary School and to join this extraordinary school community. I can assure you that I share in this school community's commitment to caring for your children each and every day while providing them a world-class learning environment where school culture and relationships matter!

I arrive to Alcott as an experienced administrator, but in addition to my role as an educator, I am first and foremost a father and husband. After graduating from SDSU, I journeyed to Germany, Mexico and Guatemala. It was in Guatemala where I met my wife and was able to lead a bilingual school as the Executive Director/Principal. We were married in Ciudad Vieja, Guatemala and moved to Sacramento, CA in 1996 to further my work as an educator, administrator and to raise our children.

Today our two boys are in college and my wife and I are excited to be back in San Diego. Education is the single greatest factor in ensuring a stronger tomorrow and although I have always felt at home in the classroom, it is my position as an elementary school principal where I have felt most fulfilled. It is in this role that I can work collaboratively with staff and families to ensure the conditions for learning that truly impact our students.

You will see me in classrooms, on the yard, at school events and at the crosswalk. Our school community means everything to me, and I promise to be a principal who will listen and understand the needs of our staff, students and families.

I firmly believe that every child can excel and that the partnership between home and school builds confidence in students to use their powers to shape their future and the future of our community. Our Alcott Owls will be the future leaders and scholars who will make a positive and powerful impact tomorrow.

I will be meeting with parents, students, and staff throughout the year to identify goals in the areas of student achievement, school climate, and parent communication. Your voice as stakeholders is critical as we strive to be the best school possible in San Diego.

My door is always open to you. I welcome your conversation and positive input throughout the year. Let us always keep our students the primary focus for our work at Alcott. I look forward to celebrating our collective successes here at Alcott Elementary School.

Sincerely,

Stephen Lewis, Principal

Keep up with Mr.Lewis on Instagram and Twitter



Elementary School Telephone Directory

<u>Title</u>	<u>Name</u>	<u>Rm.</u>	<u>Ext.</u>
Principal	Steve Lewis	Office	3001
Trans. Kinder/4 years	Raul Neri	Rm. 3	2303
	Stacy Hemingway	Rm. 3	2303
Kinder	Sonya Haugen	Rm. 4	2304
Kinder/First Grade	Cara Graham	Rm. 5	2205
First Grade	Emily Smith	Rm. 6	2206
Second Grade	Erin Summers	Rm. 20	2220
Second/Third Grade	Ellen Brakespear	Rm. B3	3049
Third Grade	Tammy Payton	Rm. 8	2108
Fourth Grade	Jena Beane	Rm. 21	2221
Fifth Grade	Heather Bennett	Rm. 22	2222
Education Specialist	Lisa Morgan	Rm. 19	2119
Education Specialist	Alexandra Scardino	Rm. 19	2119
Aide-SEA	Carol Lathrop		
Aide-SEA	Sandy Groves		
Aide-SEA	Miriam Torres		
Aide-SEBT	Melissa Rivera		
Aide-SEBT	Jennifer Ryan		
Aide-SET	Suzanne Saunders		
Early Child. Spec. Ed. Pre. K	Kimberly Verdin	Rm. 18	2118
Aide-SET	Janessa Colmenares		
Aide-SET	Tracy Valentine		
3 year old Blended Pre-K	Elaine Cahill	Rm. 14	2514
and Spec. Ed.	Trisha Costelow	Rm. 15	2515
Aide-Pre-K	Janice Boyd		
Aide-SET	Martha Rivera		
Aide-SET	Jennifer Williams		
Physical Education	Ashlei Lathrop	Rm. B4	2004
Adapted PE	Leigh Wood	Rm. B4	2004
Speech Therapist	Callie Nobriga	Rm. 1	3032
	Nima Stadler	Rm. 1	3032
School Psych.	Sarah Sweeney	Rm. 2	3023
School Couns.	Darlene Kanzler	Rm. 2	3023
Occ. Therapist	Susie Kara	Rm. B4	2004
Phys. Therapist	Joyce Schultz	Rm. B4	2004
Library Tech	Femina Mildh	Library	3070
Elem. School Assistant	Cheryl Kerns	Office	3020
School Clerk	Maru Pulido	Office	3021
Building Services Sup.	Christian Austria	Supply Rm.	3071
Custodian (PM)	Enrique Garcia	Supply Rm.	3071
Cafeteria Manager		Cafeteria	3060
School Nurse	Kristin Gormican	Office	3050
Health Tech	Judith Rosales Hernandez	Office	3050

General Information

Alcott Elementary School
4680 Hidalgo Ave.
San Diego, CA 92117
(619) 605-1200

(858) 581-6429 – Elementary, ECSE Preschool Early Learning Part
Day Blended Preschool **FAX**

(858 581-2269) – ECSE Infant-Toddler **FAX**

School Office Hours

Monday – Friday
8 a.m. – 2 p.m.

A telephone voice mail system will record messages when calling outside of office hours or when phone lines are busy.

Class Times (When in-person instruction resumes)

Elementary Grades, Transitional Kinder/4 yr. - 5th grade

Mon., Tues., Thurs., and Fri. 8:15 a.m. - 2:45 p.m.

Wed. 8:15 a.m. - 12:45 p.m.

ECSE Preschool (Mon - Fri)

AM 8:15 - 11:15 a.m.

PM 11:45 a.m. - 2:45 p.m.

Early Learning Part Day

Blended Preschool (Mon - Fri)

AM 8:15 - 11:15 a.m.

PM 11:45 a.m. - 2:45 p.m.

School gates are locked at 8:30 every morning and will be opened at dismissal time. Please enter the school grounds through the office whenever gates are locked.

ALCOTT ELEMENTARY SCHOOL

SCHOOL HOLIDAYS AND OTHER IMPORTANT DATES

August 31, 2020	First Day of School
September 7, 2020	Labor Day – No School
October 8, 2020	Clairemont Community of Schools Meeting, Marston Middle Library
October 23-31, 2020	Red Ribbon Week
November 6, 2020	End of 1 st Report Card Period
November 1, 2020	Daylight Savings Time Ends (turn your clocks back 1 hour)
November 11, 2020	Veteran’s Day Holiday – No School
November 16-20, 2020	Parent Conference Days (Minimum Day Schedule)
November 23-27, 2020	Thanksgiving Vacation – No School
December 21 -January 1	Winter Break
January 4, 2021	School Resumes
January 7, 2021	Clairemont Community of Schools Meeting, Marston Middle Library
January 18, 2021	Dr. Martin Luther King Jr.’s Birthday Observed – No School
February 10 – March 19	5 th Grade FitnessGram Testing
February 12, 2021	Lincoln’s Birthday Observed – No School
February 15, 2021	Washington’s Birthday Observed – No School
February 26, 2021	End of 2 nd Report Card Period
March 8-April 9, 2020	Mathematics Readiness Assessment, Grade 5
March 4, 2021	Clairemont Community of Schools Meeting, Marston Middle Library
March 14, 2021	Daylight Savings Time Begins (turn your clocks forward 1 hour)
March 24-26, 2021	Parent Conference Days (Minimum Day Schedule)
March 29 – April 2, 2021	Spring Break – No School
April 12 -June 15, 2021	Smarter Balanced Assessments (Literacy and Math), Grades 3-5 California Science Test, Grade 5
May 3-7, 2021	Teacher/ School Nurse Week
May 6, 2021	Clairemont Community of Schools Meeting, Marston Middle Library
May 28, 2021	Memorial Day Holiday – No School
May 31, 2021	Memorial Day Holiday – No School
June 14, 2021	5 th Grade Promotion, 11:00 AM
June 15, 2021	Last Day of Student Attendance End of 3 rd Report Card Period

Attendance Policy

Students learn best when they attend school regularly. It is extremely important that students arrive at school on time every day, ready to learn. You can help your child to be successful at school by encouraging regular attendance. According to state law, your child's daily attendance is required each day that he/she is physically able. The school receives funding for your child ONLY when your child is present at school.

Absences

Parents or guardians are responsible for their child's school attendance and must notify the school if their child is not in school and why. If your child is ill, please call the school at (619) 605-1200 ext. 3021 before 9:00 AM to report their absence. If you are unable to reach a live person, please leave a voicemail message. The office will need the following information:

- The child's name
- Their room number or Teacher's name
- A reason for the absence (please be specific in stating the nature of the illness such as cold, fever, etc.)

If it is not possible for the absence to be reported on the first day, the student must bring a written excuse to school giving the student's full name, room number, date(s) and reason for absence, with a parent or guardian signature.

All unreported absences must be verified by the school. If an absence is unverified after five days it is reported as an unexcused absence.

Valid absences are absences that are "excused" according to the following reasons:

Personal Illness or Injury	Court appearances
Professional services (i.e. Dr. Appt)	Religious holidays or ceremonies
Funeral services for an immediate family member	Some family emergencies

Personal time greater than 1 day and less than 5 days must be reported to the school office prior to the absence(s). In order to be considered excused, classroom work must be assigned by the teacher and turned in upon your child's return to school.

Unexcused:

Vacations taken without a Contract of Independent Study (CIS)	Over sleeping alarm
Out of town without prior notice and school work	Parent preference or personal days

A student is classified as a truant if he/she has been absent from school without a valid excuse for three (3) full days in a school year or has tardiness of more than 30 minutes without a valid excuse on each of three (3) times in one school year. (Ed. Code Section 48260)

Attendance Recognition

Perfect attendance is defined as being in school for the full day, each and every day of the school month and/or year. Students with perfect attendance are recognized throughout the year by Mr. Lewis at all-school assemblies. Mr. Lewis also meets with those students having perfect attendance and provides them with a treat at least twice each school year.

Tardiness



Children are expected to arrive at school promptly every day. Those who arrive late will miss valuable learning time. Children who arrive late should report to the office first. The following may result if students are chronically tardy:

- School Counselor to work with students who are habitually late
- A parent conference with the teacher or principal
- A home visit by a school official

Contract for Independent Study (CIS)

Families who need their child to be away for multiple days (a minimum of 5 days and a maximum of 20) must make arrangements in the front office one week prior to taking the time away from school. All assigned work must be completed, turned in within 2 days of your student's return, and of satisfactory quality for all the days of the absence to be considered "excused". *Failure to complete a contract will result in unexcused absences and the loss of ADA money for the site.*

Release of Students

Students are expected to remain at school during school hours. If your child needs to be dismissed early from school, you must come to the office to sign a release form. A student must not be permitted to leave the school grounds without approval of his/her parent or guardian. (Dist. Procedure 6155) A photo ID will be required to release your student. In case of a person acting for a parent, there must be a written request from the parent before the student may be released to this adult. In case of an emergency and we are unable to reach a parent/guardian, emergency contacts listed on the registration card will be contacted.

Student Arrival and Dismissal (when students return to school)

Alcott has a Meet and Greet procedure for students who are dropped off on Hidalgo Ave. in front of the Alcott Cafeteria from 8:00 to 8:15 AM, Staff member(s) will be posted on the sidewalk to open car doors and help children out of the car. Please do not block the crosswalk across Hidalgo. Please do not park in this area to take your child into the school. **U-Turns are not allowed in front of the school or at Jemez Ave. or Idlewild Way.**



Children may arrive at school at 7:45 AM to take advantage of the breakfast program. Supervision is provided in the cafeteria until 8:00 AM when children are released to supervision on the blacktop. When children are released to the blacktop, they may line up in their classroom line or run/walk the field for Cardio club. No unsupervised children will be allowed in the courtyard, even to put away their backpacks.

A school initiated dismissal procedure is in place at Alcott to provide a safe, calm, and orderly dismissal. Students are walked to Prime Time, and the flagpole by their teachers for pick-up by parents or other responsible adults. The school gates will remain closed until the dismissal bell rings at 2:45 PM on regular day schedule or 12:45 PM on minimum day schedule.

Children must be picked up on time every day. There is no supervision for students after school unless they are enrolled in an after-school program. Students left in the office after school may be released to a police officer if a parent cannot be reached.

Prime Time at Alcott

The Prime Time Extended Day Program provides elementary students with a fun and engaging learning environment during the hours most parents/guardians are working. Parents/guardians can feel comfortable knowing their children are not only receiving professional academic support, but are also interacting with peers in a physically and emotionally safe environment. Students can "get in the Zone" in the Prime Time environment by participating in structured activities with their friends. Arts, music, athletics, and cooperative team-building games, are just a few of the invigorating activities children will participate in during the prime part of the day San Diego Unified School District and Social Advocates for Youth (SAY) sponsor the before- and after-school program at Alcott. Space is limited and participation in this program is a privilege. Students are expected to demonstrate good behavior at all times. Applications are available in the Alcott Office.

Breakfast and Lunch Programs



The **Breakfast Program** is available to all Alcott TK-5 students. Breakfast will be served from 7:45 to 8:10 a.m. Students eating breakfast should not arrive at school prior to 7:45 a.m., as there will be **no** adult supervision.

Lunch time for primary students (rooms 3, 4, 5, 6 and 20) is 12:20–12:50; for upper grade students (rooms 8, 21 and 22) is 12:30–1:00. On minimum days, lunch for rooms 5, 6 and 20 are 10:45–11:05, and for rooms 8, 21 and 22 lunch are 11:00–11:20. TK and Kindergarten lunch is 11:00–11:30.

Students may bring a lunch from home or purchase lunch at school. Meals may be purchased on a daily basis, or in advance for several meals in the school office using cash or personal checks made payable to Alcott. Please send payment in a sealed envelope with your child’s complete name, grade and classroom number on the outside of the envelope. Parents may also use PayPAMS, which is an online service available 24 hours a day, 7 days a week. This service allows you to make payments to your child’s cafeteria account using a credit or debit card. This service has additional features that allow you to receive email reminders when your child’s account is getting low or to set up automated payments. Deposits made on PayPAMS can take up to three (3) school days to process. For more information on PayPAMS, please go to PayPAMS.com.

The cost of purchasing meals is as follows (subject to change):

	<u>Breakfast</u>	<u>Lunch</u>
Full priced	\$1.25	\$2.50
Free & Reduced Price	\$0.00	\$0.00

Students who qualify for FREE or REDUCED PRICE BREAKFAST/LUNCH **MUST APPLY** as soon as possible for the breakfast/lunch program for the new school year. A 2020-2021 application is included in the First Day Packet. One new application for each family must be filled out and submitted as soon as possible to one of the family’s school sites. Lunch applications can now be completed online at <https://www.myschoolapps.com/Application>. All Alcott families are encouraged to apply.

More information about the School Lunch program, applications, and menus can be found at <https://www.sandi.net/staff/food-services/food-and-nutrition-services>.

Food in the Classroom including Birthday Celebrations:

Food brought on campus by parents/guardians, volunteers or school staff for student celebrations must be store-bought and commercially prepackaged with a label listing ingredients so that students with food allergies and other health concerns are informed. Food items must be listed on the San Diego Unified School District Approved Food List – Smart Snacks. The list is found on the San Diego Unified School District Food and Nutrition Services website at:

https://www.sandiegounified.org/sites/default/files_link/district/files/dept/food_and_nutrition_services/SDUSD%20List%20of%20Approved%20Snacks_0.pdf. No home-prepared foods are allowed to be served to students so as to minimize the risk of foodborne illnesses and food allergy reactions. Any questions, please call the District's Food & Nutrition Services Department at 858-836-8067.

School Library



Alcott's library is available for children to extend their reading and library skills. There are over 8,000 books available for student checkout, plus numerous reference books and materials for classroom use. A permission letter with more information about library use is sent home with your child on the first day of school. Students must return their book(s) to be eligible to check out a new book(s). Parents are responsible for the cost of lost library books.

Lost and Found

Please mark all sweaters, coats, and lunch pails with your child's name and room number. Children or parents are invited to check the "Lost and Found" in the lunch arbor for lost articles. All unclaimed articles remaining at the end of each month will be donated to a charitable organization.

Policies

Homework

Primary (Gr. K-3) students are expected to spend approximately 30 minutes nightly doing homework, plus home reading. The level of difficulty, and time required to do homework will increase as the student progresses through the grades. At grades 4 and 5, homework should take about 45-60 minutes, in addition to home reading.

Phone Calls

- Phone calls will not be transferred to classrooms during instructional time to minimize disruptions to teaching. Phone calls may be transferred to the classroom during recess, lunch time, and after school. At other times messages can be left in a teacher's voice mailbox.
- The office phone is to be used by students in emergencies only.

Cell Phone



Board of Education Policy H-6980 allows that:

- Student possession and use of cellular phones, pagers, and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein.

- All students (K-12) may use these devices on campus before school begins (8:15 AM) and after school ends.
- Students in high school, grades 9-12, may also use these devices during the lunch period.
- These devices must be *kept out of sight and turned off during the instructional program and in the classroom*. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take the device away from students if used during the times not permitted. Repeated unauthorized use of such devices may lead to disciplinary action.
- Cellular phones and other electronic devices that are confiscated will be locked in a drawer in the Main Office. Items will be released to a parent who will be required to sign for the item.

Suspensions

A student shall not be suspended from school unless that student has committed any of the following acts: (See *Administrative Procedure #6290* for more detailed information)

- Assault/Battery
- Weapon Possession
- Alcohol/Intoxicants/Controlled Substances
- Substance in Lieu of Alcohol/ Intoxicants
- Robbery/Extortion
- Damage to School or Private Property
- Theft of Property
- Tobacco or Nicotine Products
- Obscenity/Profanity/Vulgarity
- Controlled Substance Paraphernalia
- Disruption/Defiance (Grades 4 to 12)
- Sexual Harassment (Grades 4 to 12)
- Hate Violence (Grades 4 to 12)
- Threats and Intimidation
- Harassment (Grades 4 to 12)
- Hazing

Zero Tolerance

Certain serious offenses, such as causing serious harm to another person, possession of alcohol, drugs, or drug paraphernalia, will result in suspension and possible expulsion. Weapons of any kind are not allowed at school. Students bringing weapons will be suspended and may be recommended for expulsion.

Disaster Preparedness Plan

Alcott has an extensive disaster preparedness plan, which includes a practice drill for staff and students every month. Parents need to know that, should a disaster occur during school hours, we:

1. Seal off the school, locking gates to account for, protect, and provide support for our students; and
2. Direct parents to go to the north gate in the parking lot to pick up their children, waiting in a single and orderly line.

This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only.

In the event of an off-site evacuation, Alcott students will relocate to First Baptist Church of Clairemont, 3219 Clairemont Mesa Blvd. (at the corner of Clairemont Mesa Blvd. and Luna Ave.).

For a copy of the Alcott Disaster Preparedness Plan please see the Elementary School Assistant.

Safety Policy

1. Establish with your child the safest route to and from school.
2. Monitor his/her route from time to time.
3. Instruct your child to cross streets at intersections and in crosswalks (with lights, when available). Students should never cross streets in the middle of the block or between parked cars.
4. Instruct your child to walk when crossing the street.
5. Provide direction for your child if approached by strangers.
6. Establish which neighbors are home during the day and see if they are willing to provide a safe haven for children in case of emergencies.
7. Please drive with caution around the school and in the student drop off area.
8. Parents must observe parking regulations. Do not block our neighbors' driveways. Do not park in bus zones, red zones, or posted school safety zones. (Citations can be issued.)
9. Please do not park in the staff parking lot or Infant/Toddler drop-off zones. These spaces are reserved for staff members and Infant/Toddler parents only.
10. No dogs are allowed on campus.
11. Children in grades 4 and 5 who will be riding bicycles to school should be reminded that they are required to wear helmets and obey traffic laws regarding bicycle use at all times. Bicycles are to be walked to the bicycle rack from the

street and must not be ridden in the parking lot, sidewalk in front of the school or on school grounds at any time. Bicycles should be both licensed and locked.

12. Skates, skateboards, and scooters must be given to your teacher or Mr. Lewis for safekeeping during the day.



SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Nondiscrimination and Sexual Harassment Policy

NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. 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, genetic information, or immigration status; 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.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The district believes that it can resolve issues of harassment and discrimination at the school site.

TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Regulation 0410 from the school or the district's Uniform Complaint Compliance Office. Remedies available outside of the district are listed in this procedure.

2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.

3. **Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student who has a complaint of sexual harassment or discrimination shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student may contact:

Lynn A. Ryan, Title IX Coordinator

Eugene Brucker Education Center

4100 Normal St., Room 2129

San Diego, CA 92103

For questions or additional information, call 619-725-7225.

Student Behavior Standards

Alcott Standards

- Students must follow directions that are given by any faculty or staff member as well as any authorized adult on campus.
- No fighting and/or play-fighting.
- Students will be in class on time and be prepared to learn.
- A hall pass is required for students when they are out of the classroom for any reason during instructional time.
- Respect school and personal property.
- Keep the school clean by placing trash in the appropriate receptacles.
- Appropriate language will be used at all times. Rude or vulgar language will not be tolerated.
- Respect other's personal space by keeping hands, feet, and objects to yourself.
- No weapons (or any item resembling a weapon) are permitted.
- Refer to the Zero Tolerance Policy in the *Facts for Parents* handbook for a list of other safety issues.



In the Cafeteria and in the Lunch Court

- Before you walk to the lunch line, please place game balls in the bin by Room 17.
- Wash your hands prior to eating as quickly as possible.
- Wait in line quietly and politely for your turn.
- Respect & obey the staff on duty.
- Respect the Nut-Free zones.
- Remain seated while eating and use good manners. Sit on your bottoms with both of your feet under the table.
- Use one-inch voices in line and at the tables.
- Stay in the same spot the whole lunch time.
- Remember no hats in the lunch court.
- Finish eating before leaving the cafeteria or lunch court tables.
- After you finish eating, please pick up your trash and listen to the adult staff on duty.
- Return your tray to the small table after emptying scraps and trash carefully.
- Remain seated until teachers call students to line up.



In the Restrooms

- Go to the restroom before school, during morning & lunch recess, and after school.
- **Don't play in the restrooms.**
- Keep the restrooms clean. Put paper in the trash cans.

- If you have to go to the restroom during class time, ask your teacher for permission and a Hall Pass before going to the restroom.

On the Playground

The playground will be a positive, safe, and civil area where students and staff will interact with courtesy and respect.

- Students will walk with their class and teacher to the edge of the blacktop
- Students will remain in recess areas: on blacktop, appropriate grass area, snack area or penalty box.
- 1st and 2nd graders play on the blue play structure and basketball on the courts by the play structures.
- 3rd, 4th, and 5th graders play on the red play structure and basketball on the courts by the bungalows.
- Matted areas around the play structures, snack area, penalty box, blacktop, bathrooms and breezeways are walking zones.
- Healthy snacks will be consumed in the snack area. No candy, gum, chips, or other sugary snacks.
- Students will follow game and play structure rules as taught.
- If you ride the tricycles, you need to bring a helmet from home.
- When the whistle is blown to signal the end of recess, students will “stop and drop” until a second whistle is blown. At that time, they will walk to line up. There will be no drinks or bathroom after the whistle is blown.
- Students will show their pride in their school by putting their trash into garbage cans and cleaning up litter at morning recess in the snack area.
- Students will be respectful of their peers and adults by using kind and appropriate language, and maintaining personal space.
- Students will respond to a request to correct behavior respectfully and quickly. Students who repeat an inappropriate behavior will spend a minimum of 5 minutes in the penalty box.
- Students will stay away from mud and puddles.
- Students will leave rocks, sticks and other items on the ground.
- Acceptable games are soccer, kickball, running club, foursquare, tetherball, jump rope, hopscotch, basketball, climbing structures, and tricycles. No contact sport or game is allowed at any time.
- Expectations for recess games are:
 - Rock, paper, scissors for conflict resolution.
 - Everyone is allowed to join in the game or activity.
 - Stay within the designated boundaries.
 - Rules must remain the same during the game.
 - Keep hands, feet, and objects to yourself.
 - Use appropriate speed on blacktop and field.
- If you hurt another student by accident, apologize for your actions by looking at the individual and kindly saying you are sorry.
- Immediately report safety concerns or injuries to an adult on supervision.

Bullying is not allowed at Alcott Elementary School.

The District's commitment is to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed. San Diego Unified will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events or outside of school hours.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

These problems cannot be solved unless schools, students, parents and the community work together.

Remember to be a WINNER!

- W Walk Away from the Bully. Say nothing, keep walking and don't look back.
- I Ignore the comment. Ignore the bully as if he or she weren't there.
- N No Attitude. Agree with the bully! Don't say powerless words like "whatever".
- N Nice. Change the subject and say something nice to the bully.
- E Escape. Refuse to fight. Just say STOP! Attract attention with your voice.
- R Report it! If you see someone being bullied, go tell an adult. Don't get into it with the bully.

Referable Offenses

Possession/Use of Weapons, Drugs, and/or Alcohol

Physical/Mental Harassment including Fighting

Vandalism of School or Personal Property

Suspected/Proven Theft

Disrespectful/Defiant Behavior towards Staff Members

Repeated Disruption (3 Strikes) defined by offenses against classroom, playground, and/or school rules.

Consequences

Positive consequences will be used to reward appropriate student behavior. Students who do not follow the School Discipline Policy will be referred to the Principal's Office for documentation. Consequences for misbehavior may include (but are not limited to):

1. Parent Notification by telephone.
2. Parent Conference (to include the Principal, Student, and Referring Party)
3. Parent Conference and Suspension.
4. Parent Conference; School Initiated Placement, or Expulsion.

Dress Code

These items should not be worn to school

- Lipstick and/or makeup
- Inappropriate logos
- Bandanas
- Large wire, hoop, or dangling earrings
- Strapless, spaghetti tops, halter, or bare-midriff tops
- Short shorts
- Masks or any type, including those that are made from sweatshirt hoods
- Flip-flops, high heels, open-toed sandals, or roller skate shoes



Hats

Hats, visors, and sweatshirt hoods may not be worn in school buildings, classrooms, or on the lunch court.

Hats and sunglasses can only be worn on the playground for protection from the sun.

Hats may not be worn backwards or sideways at any time.

It is suggested that if your daughter is wearing a dress that you have her wear shorts under the dress so she is comfortable playing on the playground equipment or sitting on the rug.



Health and Accident Procedures

1. Children enrolling for the first time in a San Diego Unified School District must provide written evidence of Measles, Polio, Diphtheria, Pertussis, Tetanus, and Varicella immunizations. Religious and medical exemptions from the immunization requirements are permitted with signed paperwork from parents. California Vaccination laws will change effective January 1, 2016.
2. Children will be given over-the-counter non-prescription medication at school only if a signed Goldenrod consent form is on file and a school nurse is available to give the medication. These medications are supplied by the school. Children may not

bring any kind of non-prescription medication from home. A school nurse is the only person permitted to give over the counter medications.

3. Any pupil who is required to take, during the regular school day, prescribed medication requested by the parent must be assisted by the school nurse or other designated school personnel. Parents desiring medication at school for their child must complete and submit a "Physician's Recommendation for Medication" to the school and provide the medication clearly marked in the original bottle as follows: (1) name of pupil; (2) name of the prescribing physician; (3) an identification number on the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times, or specific situation at which it must be taken. No injection may be given at school except by a registered school nurse.
4. Occasionally students have the need to change their clothes due to a bathroom accident, food spill, mud, or tear. The Nurse's office has a limited amount of clothing to loan children. It is suggested that you send a change of clothes in your child's backpack to use in case of such an emergency. If your child "borrows" clothing from the Nurse's office, please wash the items and return them to school as soon as possible.
5. Accidents at school: While statistics indicate that more accidents occur away from school than at school, children nevertheless do injure themselves from time to time while at school. Staff members are trained in first aid and will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for the child. Emergency names and phone numbers of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.

Head Lice Policy

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Even though head lice and nits (eggs) are not a threat to health, they are a frustrating nuisance. Prompt treatment of students with a positive diagnosis of head lice ensures minimal disruption of their education. When a student is identified as having active, adult head lice, the student will be sent home at the end of the school day for treatment. It is the responsibility of the parent to treat and control head lice infestation. Key to success in controlling head lice, with small chance of recurrence, is in the removal of all nits after the use of the lice shampoo. After treatment at home, it is mandatory for the student to return to school the next day, via the health office, for inspection. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents are encouraged to continue removing nits until the problem is resolved. Mass screening (school-wide or whole classrooms) is not an evidence-based practice in controlling head lice infestation/reinfestation. When it is determined that one or more students in a class or school are infested with head lice, the principal may, at her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice. Parents/guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine.

Parent Support and Participation

Alcott LOVES having families involved in many ways! Communication with families is important to Alcott teachers and staff. Please check your child's backpack each Monday for teacher communications, flyers, calendars etc.. In addition, Alcott staff will use School Messenger phone and email messages to inform and remind families of upcoming events. Please be sure that your contact information is up to date. Parents may update their information in the Powerschool Parent Portal.

SCHOOL VISITS AND PARENT/TEACHER CONFERENCES

Teachers are pleased to have parents come to observe or to discuss their child's progress. Please call the school office to make advance arrangements.

Parent/Teacher conferences are scheduled for November 16-20, 2020 and March 24-26, 2021. Parent Conferences are held for all students in November and selected students in March; however, you may request a parent conference at any time. Please attend your child's conference to learn about how you can support your child's success in school.

Parents and visitors must always sign-in at the front office prior to entering the campus to receive a visitor badge.



WAYS TO PARTICIPATE AT ALCOTT ELEMENTARY SCHOOL

Parent/Teacher Association (PTA): Alcott PTA is an active organization of volunteers that strive to improve every child's performance in school and home life. PTA is made up of students' family members, staff, and members of the community. Alcott PTA sponsors many wonderful events throughout the year to enhance each student's Alcott experience. Their volunteer activities have resulted in classroom assistance, student field trips, recognition of staff and students, family events, and health and welfare activities. Monthly board meetings are held at the school in the evening. Those interested in attending may do so. By becoming a part of the Alcott PTA, you are not only making a difference in your child's life but to all the students at Alcott. If you would like more information, please contact Maru in the Alcott School office.

Volunteer Program: If you can share an hour per week, we can find a spot for you at Alcott. We have many different activities to suit your talents and interests. All volunteers (including field trip chaperones) are required to complete a short application, have a current TB test, present a government-issued photo ID and be screened at least

two (2) weeks prior to beginning to volunteer. All volunteers are asked to sign in using the PTA's Volunteer notebook and sign-in sheets. This helps Alcott PTA and staff show appreciation for your support.



Alcott Site Governance Team (SGT): The Alcott Site Governance Team meets regularly and consists of administrators, parents, teachers, other support staff, and community/partnership members. This group reviews and makes decisions about school operations and the instructional program. It is our purpose to work together in an effort to improve teaching and learning at Alcott School. This group is elected by parents and staff.

School Site Council (SSC): The School Site Council (SSC) meets regularly throughout the school year and is a representative body consisting of administrators, parents, teachers, other support staff, and community/partnership members. This group reviews and makes decisions about activities for Title I and School Improvement Programs. The SSC is elected by employee groups and parent/community members.

English Learner Advisory Committee: This group is elected by parents and meets four times a year to review and plan for the programs for English Language learners.

Alcott Parent Involvement Policy

ALCOTT ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

In the Fall, an annual meeting will be held to share with parents a description of the Title I program and its requirements.

Alcott Elementary School has developed a written Title I parent involvement policy with input from Title I parents at Mornings with Michelle Principal/Parent meetings, ELAC meetings, and School Site Council meetings.

It has distributed the policy to parents of Title I students each year in the Parent/Student Handbook.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118 (a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Alcott Elementary School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and the right of parents to be involved in the Title I

program. This meeting is held at a combined Mornings with Michelle and ELAC meeting in October.

- Alcott Elementary School offers a flexible number of meetings for Title I parents to allow for parent involvement. These monthly meetings will be scheduled by the school in a variety of language groups.
- Parental input from the parent meeting and training sessions will be shared with the School Site Council (SSC) to provide an organized, ongoing, timely way of involving parents in the planning, review, and improvement of the program.
- The school provides parents of Title I students with timely information about Title I programs in Alcott's parent letter. For special meetings, targeted language groups receive notice in their language. The parent letter is used to advertise parent meetings and training sessions offered at Alcott Elementary, the District Advisory Council's Harold J. Ballard Parent Center, and throughout the district. Every attempt is made to communicate with parents in their primary language.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Title I parents are invited to monthly Mornings with Michelle meetings to cover these and other topics including:
 - Improving communication between the school and home.
 - Providing information about school and district resources for student academic improvement.
 - Evaluating the effectiveness of the school's parent involvement policy to increase parent participation in Title I activities.
 - Conferencing with teachers.
 - Providing training programs to help parents support and work with their children at home and at school.
 - Advocating for teachers and parents.
 - Valuing cultural diversity.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. During parent meetings, opportunities will be offered for the formulation of fashion. If possible, the Principal, Steve Lewis, will investigate suggestions and respond to parents by phone or by email. Topics that are appropriate for SSC review/action will be placed on the agenda for the next regularly scheduled meeting by the school administration.

School-Parent Compact

Alcott Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved

student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Building Capacity for Involvement

Alcott Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Alcott Title I parents receive information at monthly Mornings with Michelle Principal/Parent meetings, and through the weekly Principal Letter.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievements. At the monthly Mornings with Michelle meetings the Principal provides information, materials and training to all parents. The meetings are translated to provide information in home languages.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Alcott Elementary School has very active parents who are committed to work with staff. This builds a strong bond at Alcott Elementary between parents and staff members.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Alcott is pleased to provide a Parent Center in room 17. This room is supplied with computers, books, and literature to provide parents with supports to enable parents to more fully participate in their child's education.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that parents understand. The Principal's letter and other flyers are translated to provide parents with information that they can understand. School Messenger phone calls and emails are sent in both English and Spanish to keep parents informed of Alcott School activities, as well as Clairemont Cluster and District activities.

- The school provides support for parental involvement activities requested by Title I parents. All parents are invited to share their ideas for activities. The principal, Instructional Leadership Team, School Site Council, and PTA take all ideas under consideration and report back to the parent about the ideas.

Accessibility

Alcott Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Alcott's campus is ADA compliant. Parents of all abilities are invited to participate in their child's classroom and in school activities. Information is translated into Spanish to provide those parents with limited English proficiency access to that information.

HOME/SCHOOL COMPACT

Alcott Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA)(participating children) agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

This Home/School Compact is in effect during the school year 2020-2021.

School Responsibilities

Alcott Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:
 - All teachers are Highly Qualified Teachers under NCLB guidelines.
 - Alcott teachers provide high quality curriculum and instruction by differentiating their classroom instruction to meet the different needs of their students. Students will read books at their level during independent reading. Alcott Superstars will have writing assignments at each grade level. Science is taught at least two times a week in Grades Transitional Kindergarten through 2. Third, Fourth and Fifth grade students have Science or Social Studies instruction with a certificated teacher daily.
 - Numerous teachers at Alcott send home weekly reports to inform parents of their student's academic and behavioral progress.
2. Hold parent-teacher conferences semi-annually during which this compact will be discussed as it relates to the individual child's achievement.
 - Parent-teacher conference dates are November 16-20, 2020 and March 24-26, 2021.

3. Provide parents with frequent reports on their child's progress.
 - Parents will receive report cards about their children's progress three (3) times a year.
 - Teachers are available to confer with parents by appointment at other times regarding their child's progress.

4. Provide parents reasonable access to staff.
 - Parent conferences, voicemail, email, before and after school in person.
 - Principal is available to meet with parents.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Alcott has an extremely active PTA.
 - PTA has monthly meetings that the principal, teachers and parents attend.
 - PTA has General Association Meetings 2-3 times a year.
 - PTA has family functions throughout the school year.
 - Parents are very active in the classroom. They volunteer their time in the classrooms and help teachers with paperwork, reading to children, helping with homework, etc.
 - Parents are able to visit classrooms at any time.
 - Parents attend field trips with their children.
 - When students publish written work, parents are invited to attend and participate in the celebrations.

Parent Responsibilities

We, as parents, will support our child's learning by:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television and computer game time my child has.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on advisory groups, such as the School Site Council (SSC), the District Advisory Council for Compensatory Education (DAC), the English Learned Advisory Committee (ELAC), or other school advisory groups.*
- *Attending Parent Conferences.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards.

- *Do my homework every day and ask for help when I need it.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

- *Complete academic work in the classroom.*
- *Read my level of books during Independent Reading.*
- *Complete writing assignments using the writing process.*
- *Do my very best on assessments.*
- *Be responsible for my own learning.*

District Title I Parent Involvement Policy

In order to assure collaborative partnerships among schools, parents, and the community, the Board, working through the administration, is committed to:

- 1. Involving parents/guardians in the joint development of San Diego Unified’s plans to create quality schools in every neighborhood with a focus on the 12 quality school indicators.**

The District’s appropriate departments will:

a. Involve parents in the development or revision of the Local Education Agency (LEA) Plan and the Local Control Accountability Plan. Parents will participate on the LCAP and LEA plan committees. Outreach to obtain parent input for this document will be to DAC, DELAC, CAC, GATE DAC, the San Diego Unified Council of PTAs, the individual cluster committees, and other stakeholders as appropriate. Timeline: February, March and April.

b. Involve parents in the Annual Evaluation of the District’s LEA Plan and the LCAP, through the District Advisory Council (DAC) for Compensatory Education.

c. Inform parents individually and through the various parent committees about each school’s progress in meeting all accountability measures (such as Adequate Yearly Progress, Academic Performance Index, and CAHSEE passage rates). This and other data such as schools benchmark data, other information from local Board of Education (BOE) reports, and reports presented at the DAC will be posted on the DAC webpage.

d. Provide school sites with training, and training materials for School Site Council (SSC) and English Learner Advisory Committee (ELAC) members.

e. Gather input from the community and parents through the various parent groups such as DAC, DELAC, CAC, GATE DAC, the San Diego Unified Council of PTAs, the individual cluster committees, and other stakeholders as appropriate.

f. A school site Title I Parent meeting will occur by the end of October at all sites receiving Title I money as required by federal law. All members of the School Site Council (SSC) shall be included in the planning of the annual mandatory Title I parent meeting.

g. Inform parents and the community when the School Accountability Report Cards are available and the school site Title I Parent meetings are held.

1. Providing the coordination, technical assistance and other support necessary in planning and implementing effective parent involvement activities to improve student academic achievement and school performance across the spectrum of student achievement levels.

The District's appropriate departments will:

- a. Provide centralized and school-site trainings on strategies to link family engagement to improving student outcomes.*
- b. Provide interpretation services and translation of materials, as appropriate at parent/community meetings for parents who have limited English Proficiency through the Translation Office.*
- c. Make available website down-loadable "do it yourself" staff development to link family engagement to student learning to boost student achievement (includes agendas, Power Points, and handouts).*
- d. Make available website down-loadable "do it yourself" parent workshops on variety of topics (includes agendas, Power Points, handouts, etc.) to provide families tools linked to student learning.*
- e. Provide links to websites offering current research, promising practices, resources, and information on ways to boost student achievement by implementing strategic parent and community involvement.*
- f. Provide centralized training to School Site Councils and English Learner Advisory Committees to learn how to conduct effective meetings; to interpret data in order to implement effective family engagement linked to student learning.*
- g. Provide technical assistance to revitalize home school compacts moving from a routine requirement to a powerful tool to communicate with families about student progress and to bridge classroom and home activities to support learning.*
- h. Assist schools with the implementation of the Family Friendly Schools strategies to help staff provide and sustain culturally responsive and*

inclusive school wide practices such as family friendly classrooms, parent centers, events, and front offices.

- i. Provide staff training and/or materials for developing effective parent involvement activities to improve student academic achievement.*
- j. SSC, ELAC, and other pertinent trainings will be made available online. The use of online, web based multimedia training will reduce the existence of barriers to parent involvement such as transportation, child care, and other considerations.*
- k. All school sites will have a parent center. At a minimum, the parent center will make available to parents access to the sandi.net website with easy access to meeting and training calendars, and school site specific information shall include student textbooks, classroom assignments and syllabi, and volunteer information. The Parent Center will be designed so as to address the needs of the parent population which includes but is not limited to English Learners, Low Income families, and those with disabilities.*

1. Building the capacity of schools, staff, and parents/guardians for strong, effective, and ongoing parent involvement in the education of their children to improve and sustain achievement levels.

The District's appropriate departments will:

- a. Provide leadership classes to help parents assume leadership roles at schools and to work as equal partners in the development and implementation of the Single Plan for Student Achievement (SPSA).*
- b. Provide various trainings to help parents interpret student data in order to plan and construct their school's Single Plan for Student Achievement (SPSA) and/or LCAP.*
- c. Provide classes and trainings that will bolster parent involvement. Classes will be offered at various hours to meet the needs of parents and to reach as many as possible. Classes shall be recorded and posted to sandi.net.*
- d. Train school staff how to design and conduct workshops, including literacy, math and parenting classes so schools can offer their own site-specific workshop for parents.*
- e. Provide training for District Advisory Council (DAC) members on all Title and Compensatory Education matters at the monthly meetings.*

- f. Provide opportunities for administrators to receive information and training on how to implement effective parent involvement programs at schools.*
- g. Work with community agencies and nonprofit groups to provide community educational forums, events, and other activities to engage families.*
- h. Provide school sites materials to train new SSC and ELAC members how to be effective members of a team and understand the legal requirements and responsibilities of each committee.*

4. Coordinating and integrating parent involvement strategies under various programs.

The District's appropriate departments will:

- a. Encourage District and community programs to collaborate in order to provide the most effective services to families and avoid duplication of services.*
- b. Make available and/or distribute information about the California Department of Education's Clearinghouse for Multilingual documents so all SDUSD schools can locate, access, and share parental notification documents that have been translated into languages other than English.*
- c. Work collaboratively with the Office of Language Acquisition to coordinate parent involvement services.*
- d. Work collaboratively with the Early Childhood Development Departments to coordinate parent involvement services.*
- e. Work collaboratively with Gifted and Talented Education (GATE) to coordinate parent involvement services.*
- f. Work collaboratively with the Special Education Department to coordinate parent involvement services.*

1. Conducting, with parent/guardian involvement, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools, including:

- Identifying and overcoming barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, and are of any racial or ethnic minority background.
- Using evaluation findings to design strategies for more effective parent involvement.

- If necessary, revising the district and school parent involvement policies.

The District's appropriate departments will:

- Collaborate with parents in planning the annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of all schools. Provide translation services, as appropriate, at parent/community meetings.*
- Participate in the annual evaluation of the District Parent Involvement Policy; coordinate the collection and reporting of all district advisory group evaluations by the District Advisory Council (DAC) for Compensatory Education Programs.*
- Conduct a review by the District Advisory Council (DAC) for Compensatory Education programs in the district's Consolidated Application with input for budget consideration.*
- Ensure meaningful two-way communication; regarding the annual evaluation is provided in a timely and regular basis at both the school site and District level, as outlined in District Procedures 9060 and 9062.*

1. Involving parents/guardians in the activities/strategies of schools.

The District's appropriate departments will ensure:

- The appropriate allocation for program improvement activities is distributed to school sites and included in the schools' SPSA.*
- Meaningful two-way communication is provided to parents in a timely and regular basis at both the site level and District level, as outlined in district procedures 9060 and 9062.*
- Parents are notified and provided a variety of opportunities to be involved in their student's education as indicated in each school's Single Plan for Student Achievement and the site Parent Involvement Policy. All Title I schools will receive an allocation for parent involvement activities.*
- Schools conduct an annual survey to identify topics of interest to parents in order to plan family engagement activities that support and are aligned to the goals in the SPSA.*
- Meetings are conducted at times appropriate to parents to ensure and promote their participation.*
- Parents are informed when schools are identified as Program Improvement, and advised about the choices/services students are eligible for under the Program*

Improvement choice option and/or Supplemental Educational Services (SES).

g. That parent groups will be noticed by the Board of Education as agenda items relevant to their group are placed on an agenda-draft or final.

Student Fees

The following are specific exceptions to the prohibition on fees, charges and deposits at the Transitional Kindergarten through 12th grade level. These fees, charges and deposits are legally permissible because they are specifically permitted by law.

- 1) Charges for optional attendance as a spectator at a school or District sponsored activity.
- 2) Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in the law.
- 3) Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- 4) Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- 5) Medical or hospital insurance for field trips that is made available by the school district.
- 6) Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- 7) Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
- 8) Charging for the parking of vehicles on school grounds.
- 9) Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- 10) Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.

- 11) Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- 12) Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and provided there is a waiver provision based on financial need.
- 13) Fees for transportation of pupils to places of summer employment.
- 14) Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- 15) Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- 16) Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- 17) Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- 18) Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- 19) Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Map of Alcott Elementary

