

# **K.L. Carver School Handbook**

## **General Rules, Information, and Discipline Procedures**

**2010 - 2011**

3100 Huntington Drive  
San Marino, California 91108  
(626) 299-7080  
FAX (626) 299-7086  
Office Hours: 8:00 a.m. - 4:00 p.m.

Principal  
Administrative Assistant  
Secretary  
PTA President

Mrs. Elizabeth Hollingsworth  
Mrs. Nancy Lomer  
  
Mrs. Sally Fadley

### **SCHOOL HOURS**

Preschool SDC	8:05 A.M. to 11:30 A.M.
Kindergarten – Morning session	8:05 A.M. to 11:30 A.M.
Kindergarten – Afternoon session	11:00 A.M. to 2:25 P.M.
Grades 1 - 3	8:30 A.M. to 2:30 P.M.
Grades 4 & 5	8:30 A.M. to 2:50 P.M.

### **MINIMUM DAY SCHEDULE**

Grades 1- 5	8:30 A.M. to 12:30 P.M.
Kindergarten – Morning session	8:05 A.M. to 10:45 A.M.
Kindergarten – Afternoon session	10:00 A.M. to 12:40 P.M.

### **LUNCH SCHEDULE**

Lunch schedule is subject to change due to rainy days, field trips, and special events.

Grade 1 & 2	Lunch	11:45 A.M.- 12:00 P.M.
	Recess	12:00 P.M. - 12:30 P.M.
Grade 3	Lunch	12:00 P.M. - 12:15 P.M.
	Recess	12:15 P.M. - 12:45 P.M.
Grades 4 & 5	Lunch	12:15 A.M. - 12:30 P.M.
	Recess	12:30 P.M. - 1:00 P.M.

## ARRIVALS AND DEPARTURES

**School begins at 8:30 a.m.:** Children should NOT arrive before 8:15 a.m. because there is no adult supervision provided before that time. All students shall proceed to the lunchcourt at 8:15am. (The San Marino Recreation Department and the YMCA offer before school daycare programs for a fee.)

**Arriving late:** If a child is late (arrives at school after 8:30 a.m.), please have him/her report to the office to receive a tardy slip before being admitted to class.

**Dismissals:** Students should leave the school grounds promptly when dismissed from class. **Children may not wait on campus for older siblings to be dismissed** unless prior arrangements have been made with the office. (The San Marino Recreation Department and the YMCA offer after school child care. Please contact them for details.) **Supervision is provided only until 3:00 p.m.**

**Irregular Departures:** Any irregular departure from school requires notification from the parent. The notification should be given to the child's teacher before the school day begins. The principal alone is authorized to approve a student's dismissal. The student must be picked up at the office, and must check in through the office upon return to school.

**Releases:** Children are released **ONLY** from school to those people listed on their emergency forms. If there are changes or additions, please notify the school office in writing. In the primary grades, when a child is going to someone else's home after school, it is advisable to inform the teacher of any changes in the normal procedure.

**Rainy Day Schedules:** When students arrive at school between 8:15 and 8:30 a.m., they should proceed directly to the lunchcourt. There is no change in the length of the school day. Let your child know how he/she will get home. Please carpool to help reduce traffic congestion.

**Students should be on campus only during school hours:** Children should be in the corridors **ONLY** during school hours and on the playground **ONLY** during supervised times. School grounds are dangerous areas for children to be when there is no supervision. Children may not return to school after 4:00 p.m. or on weekends unless accompanied by an adult.

## ABSENCES

Please make every effort for your child to be in school each day. Our state funding is based upon students' actual daily attendance. The school loses money every day your child is absent for any reason including illness. If you are planning a short trip, please consider reimbursing the lost funding of \$30.00 per child per day.

If your child is ill, please phone the office between 7:00 a.m. and 9:00 a.m. and indicate the reason for the absence. The school should be informed of all cases of communicable diseases.

**Homework:** Make-up work may be obtained after the student's third day of absence. Kindly give the teacher 24 hours notice that you wish to pick up homework at the end of the school day.

**Home Teacher:** A home teacher is available if your child will be absent for more than ten consecutive days with a non-contagious illness. A doctor's note is required at the time of application for a Home Teacher.

**Independent Study Program:** An independent study program is available for students who know in advance that they will be out of town for several days or longer. Independent study program contracts are subject to the principal's approval. Please contact the school office for details.

**Parental Absences:** Parents should notify the office when they will be out of town. Please include the dates of absence and the name of the person responsible for the student while you are gone.

## **SCHOOL SAFETY**

**Bicycle Safety:** Bicycle safety is of great concern for all of us. Bicycles may be used as a means of transportation to and from school by 3rd, 4th, and 5th grade students only. A “Bicycle Safety Rodeo” will be held in September and detailed instructions will be given to students and parents regarding bicycle rules for our campus. Students must have a San Marino City Bike License (available at the Fire Department or through the “Bicycle Safety Rodeo”) and a bike lock. Bicycles must be parked in the appropriate area. Bicycles may not be ridden in the school corridors, in the parking lot, or on the playground. No bicycling is permitted on the sidewalks in the business district. All students must wear helmets when riding bicycles.

**“Razor” Scooters:** Scooterboards may be ridden to and from school, but **never** on the school grounds. They must be either stored in a backpack or locked to the bike rack during the school day. They may not be stored in classrooms. Only the person to whom the board belongs may use it for transportation. Students are strongly encouraged to wear protective gear (especially helmets), as serious injury is quite possible. Boards used in an unsafe manner or contrary to school rules will be confiscated and will be returned only to the parents.

**Skateboards, Roller Blades, and “heelies”:** Skateboards, Roller Blades, and “heelies” may not be brought to school at any time.

**Pedestrian Safety:** When walking to school, children should walk on the sidewalk, use the crosswalks, and look both ways when crossing the street. The city provides crossing guards at the intersections of Huntington Drive and Palomar Road, and at Huntington Drive and San Gabriel Blvd. The guards are on duty 1/2 hour before and after school. The crossing guards are not on duty mid-morning for kindergarten arrival and dismissal.

**Appropriate School Dress:** Students are expected to dress in a safe, healthy and non-distracting manner. Shoes must be worn at all times. Tennis shoes and other closed shoes are appropriate for school. Thong sandals, backless sandals, and shoes that roll may not be worn to school. All other sandals and fragile shoes are hazardous for playground activities and may not be worn to PE. Long dresses, bare midriffs, short shorts and tank tops with narrow straps are inappropriate. No hats are allowed in the classroom. T-shirts with advertisements about cigarettes, beer, alcohol or other substances are inappropriate school attire.

**Drop-off and Pick-up Areas:** The drop-off and pick-up lane by the auditorium steps is to be used by children arriving or departing by car.

**Policy Regarding Dogs on School District Property:** The Board of Educations asks for your help in communicating with parents, coaches, neighbors, and students that dogs are not allowed on District property, in particular our fields and facilities. Lacy Park is intended for community use, and residents are fortunate to have many nice neighborhoods in which they may walk dogs. If you could help us in communicating this message to everyone, the Board would be very appreciative. This policy applies to all District fields and facilities. For everyone’s safety and security and for sanitation purposes we must enforce this policy.

## TRAFFIC SAFETY

- Drop off ALL students (gr. 1-5) in the appointed area OR park in a visitor space OR in the west parking lot, and walk with your children onto the campus.
- Comply with the requests made by traffic volunteers and supervisors. They are there to ensure the safety of all students. Although there may be some inconvenience or waiting, our emphasis is the safety of all children.
- DO NOT allow children to exit from your vehicle by the playground gates, food services driveway, or in the red zone on San Gabriel Boulevard.
- DO NOT allow children to exit from your vehicle in areas other than the marked drop-off zone, including the bus loading zone, or handicapped parking places.
- "**Staff Parking**" spaces are reserved for teachers from 7:00 a.m. - 2:00 p.m. Please do not park in "Staff Parking" places during these hours.
- Observe all "rules of the road" including no-parking areas and speed limits.
- Consider alternatives such as walking, carpooling, bike riding (gr. 3-5), or arriving at school between 8:15 -8:20. Remember that supervision begins on the playground at 8:15.

## EMERGENCY PROCEDURES AND STUDENT RELEASE PLAN

### DURING SCHOOL HOURS:

- A. Regardless of whether it is an alert or actual disaster, all students will be held at school (except as stated in "B") until the school principal is notified by the Chief of Civil Defense, the Superintendent of Schools or other proper authority to release students.
- B. Until notification is received to send students home, primary students will be released only to their parents, or an adult listed on the child's emergency form, from the classroom by the teacher.
- C. Students remaining at school will be released to return home on foot or by their own transportation when official notice to do so is received.
- D. It is recommended that parents give careful consideration to the arrangements made for their son/daughter to be picked up by designated persons or to go to a neighbor's home in case parents are away. **Make sure names on emergency forms are up to date.**
- E. EARLY SCHOOL CLOSURE may occur due to an earthquake or other emergency. Parents will check-in by our entry sign and then move to the Masonic Lodge Parking Lot. Staff will communicate with the Command Post by radio; then parents will be sent to the Command Post area to sign-out their children. Authorized adults will be required to sign a release form at the command post. All children will be gathered on the tennis courts under the supervision of staff members. Children will **ONLY BE RELEASED TO INDIVIDUALS ON THE EMERGENCY RELEASE FORM.** The person picking up the child **MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION.** Keep in mind that these procedures are necessary to ensure the safety of all of our precious children. There will be many anxious adults and children. Your patience and compliance with these directions will help us maintain a calm environment for our students.

### BEFORE OR AFTER SCHOOL HOURS:

Keep your son/daughter at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone or other media or communication.

## **DISCIPLINE POLICY**

The goal of our discipline program is to promote responsible decision making, respect for self and others, respect for property, and pride in appropriate behavior. One of our primary responsibilities is to promote a safe, productive learning environment. It is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

Teachers will present basic rules and regulations for the classrooms and playground. Generally, our rules involve creating a safe and orderly working environment for all and will include the following: treat others with respect and as you would wish to be treated; play safely with no rough play, fighting or play fighting at any time; and use language that is appropriate to the school setting. There is to be no profanity or demeaning name-calling.

**ZERO TOLERANCE: Parents and students need to be aware that according to California law and the San Marino School District discipline policy, there are certain actions which require immediate suspension and may lead to expulsion. Such actions include:**

- Causing, attempting to cause or threatening physical injury to another person. In any physical confrontation, all students may be suspect to suspension.
- Possessing, selling or otherwise furnishing of any gun, knife, explosive, or other dangerous object or any **facsimile** of any of these objects at school or at any school activity (i.e. firearms, knives of any kind including pocket and Boy Scout knives, firecrackers, lighters, matches, or toy replicas of such items).
- Possession, use, sale, furnishing or being under the influence of any controlled substances (i.e. tobacco, drugs, alcohol or intoxicants).
- Offering, arranging or negotiating unlawful sales of any controlled substances.

According to state law, students may be suspended or expelled for the following reasons:

- Committing robbery or extortion
- Stealing or attempting to steal school property or private property.
- Committing an obscene act or using habitual profanity/vulgarity.
- Offering or negotiating sale of drug paraphernalia.
- Disrupting school activities; defying authority.
- Causing, attempting to cause, or threatening to cause "hate" violence.
- Intentional engagement in harassment, threats or intimidation.
- Possession of electronic devices (i.e. beepers)

Students may be suspended/expelled if any of the preceding acts are committed under any of the following situations:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether or not on campus.
- During, or while going to or coming from, a school sponsored activity.

Working as a team with parents and teachers, administrative representatives will generally follow one or more of the following procedures:

- Discuss the incident and counsel the student.
- Detain the student during the school day.
- Inform the parent of the nature of the problem, seek parental input, and communicate any consequences applied due to the misbehavior.
- Conference with the parent(s). Students may be included in these conferences.
- Suspend the child for a period of 1-5 days. In extreme cases, expulsion may be required.

Parents and students will be required to sign a statement that they read, discussed, and understood the discipline information and procedures.

## **HEALTH POLICY**

**Health Cards:** A health card is kept on file for each child. Parents are asked to keep information current and to see that all immunizations are up-to-date. Parents should be especially careful when choosing persons to be contacted in the event of an emergency or if the student becomes ill at school and the parents cannot be reached. It is important that at least one person on the emergency form be able to speak English. Please also note on the card if the student goes to a babysitter or other regular childcare after school. If your child has any health restrictions regarding P.E., please include this information.

**Medication Policy:** The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. If your child has a medical condition that may require medication, limitation of activity or and special care during the course of the school day, notify the principal in writing immediately. If medication is required, please provide specific written instructions from your child's physician about the administration of medicine (see #4 below). This is particularly important if your child has asthma, diabetes, a severe allergy, or other condition that may require immediate intervention.
3. All medications for students must be kept in the administrative or school nurse's office. Students may not carry medication on their person or keep it in their desks or backpacks without written consent from parents and the principal.
4. A written statement shall be required and must include:
  - The prescribing physician, who shall indicate the necessity for the medication being given to the student during school hours, and the method, amount, and schedules for medication.
  - The parent shall request and authorize, in writing, the designated school personnel to give said medication in the dosage so prescribed by the physician.
5. All medications sent to the office to be administered to a student shall be sent in the original, labeled bottle with the name and telephone number of the pharmacy, the student's identification, name of the physician, and the dosage of the medication to be given.
6. Form letters for parents and physicians designed to facilitate these procedures are available in the school office.
7. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained at the school in the administrative or school nurse's office. The list will be reviewed and updated periodically by the school nurse.
8. Under no circumstances are school personnel to provide/administer over-the-counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
9. At the end of the school year parents must claim any medication remaining at school or it will be disposed of by school personnel.

**Smog Policy:** If a health advisory is announced, PE activities will be limited. During a smog alert, vigorous outdoor activity will be discontinued and PE classes will be moved indoors.



## **SCHOOL LUNCHES**

Students may bring their lunch from home or they may buy lunch in the cafeteria. Parents may join their child for lunch on occasion, but are discouraged from doing so on a daily basis. The school lunchtime is only for eating lunch, and it is not an appropriate time for parents to bring food items for special celebrations.

The District Food Services maintains an electronic account for each child in grades 1-5. Each student uses a PIN number to access the account at lunchtime. Checks should be taken or mailed directly to Food Services, San Marino Unified School District, 1665 West Drive, San Marino, CA 91108. Make checks payable to K.L. Carver School and include the child's name on the check. The Carver Office *will not accept cash* payments for lunch fees. If necessary, the child may debit the account for two lunches until you are able to pay into the account. Daily lunches cost \$4.00. Prepayment options may be made monthly or annually.

## **LOST AND FOUND**

Please label all clothing and other personal items so that they can be returned to your child if they are lost. If your child is missing any items, check the Lost and Found Rack outside the cafeteria. Periodically, Lost and Found items not claimed are donated to charity.

## **PARENT/SCHOOL COMMUNICATIONS**

**Classroom Interruptions:** If your child forgets his/her lunch, homework, or any other needed items, please leave them in the school office. When items are delivered directly to the classroom, the interruption can be very disruptive for the teacher and the children.

**Visiting School:** Parents are encouraged to become better acquainted with the school program by classroom visitation. Since prolonged visits are difficult for the students, it is suggested that parents limit visiting to 20-30 minutes. Calling the school secretary at least one day before you wish to come must make an appointment. Appointments for parent/teacher conferences may also be made at any time during the year.

**Notices:** Carver School's website contains a wealth of information for parents and students including our activities calendar, lunch menu, and a link to help you become a subscriber to Carver's electronic mailings. We use a secure service, Constant Contact, which is described on the website. Subscribers will receive the weekly Friday Flash, which contains information about the coming week's event. Subscribers will also receive the PTA's monthly e-newsletter, The Carverette. We urge you to become a subscriber and to review our website: [www.san-marino.k12.ca.us/~carver](http://www.san-marino.k12.ca.us/~carver)

**Parent Involvement:** The educational philosophy of Carver School considers parent involvement very important. Consequently, parents are encouraged to volunteer their time, talents, and ideas whenever possible. The Carver PTA supports many valuable programs at school and offers a means for the parents to become involved by volunteering in a wide variety of areas.

## ACADEMIC INFORMATION

**Homework** is given at all grade levels and students should plan to spend, on an average:

Kindergarten	10 - 15 minutes, 1 night per week
Grade 1	10 - 15 minutes per night
Grade 2	15 - 20 minutes per night
Grade 3	20 - 25 minutes per night
Grade 4	30 - 40 minutes per night
Grade 5	50 - 60 minutes per night

The purpose of the assignments is to reinforce classroom learning as well as to encourage self-direction and good study habits. Parents can help their children toward these goals by taking an interest in what the student is doing as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good work place for the student. Parents may also check work for neatness and to see that directions have been followed. Parents should confer with the teacher if help is needed.

**Report Cards:** Report cards are issued to students in grades 1-5 at the end of each trimester. An annual Parent/Teacher conference is scheduled in November. Appointments may be made for conferences with your child's teacher anytime during the school year.

**Cumulative Records:** All academic records and student histories are kept on file. Parents may have access to such records by appointment with the Principal.

**Testing Program:** Regular testing is provided in conjunction with district and state testing programs. Parents are welcome to discuss the results with their child's teacher. The state mandated STAR Testing Program is administered in the spring to students in grades 2-5. The results may be discussed with the teacher at a scheduled conference.

**Class Grouping and Request for a Teacher:** All classes are grouped heterogeneously. Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific requests for classroom assignments are not normally considered. Each year the teachers, principal, and specialists are involved in placement of students for the following year. Countless hours are spent discussing and deciding the appropriate situation for each individual child. All aspects of each student are taken into consideration when making decisions, in order to be certain that each child has a learning environment that will meet his/her needs. Working within constraints of parent requests makes the task of preparing class lists more complicated, if not impossible. We ask that parents trust the school's decisions in placing student. We feel that we have an exceptionally gifted staff who will provide the same quality learning experience for your child. Our teachers at all levels plan cooperatively so as to maintain like instructional situations.

## ACADEMIC SUPPORT PROGRAMS

**Special Services:** Sometimes children need specialized learning experiences. Although they possess average to above average ability, they may have specific learning problems in one or more areas. San Marino Unified School District offers programs are available to assist these children. At Carver, there is a Special Day Class, taught by Mrs. Tyler. Carver School has another program for children who spend the majority of the time in the regular classroom, and meet with the Resource Specialist, Mrs. Matthiessen, for one or two periods of additional help during the school day. Children are admitted to these programs only after an Individual Educational Plan (IEP) is completed by parents and the personnel on the School Assessment Team. Our Speech Therapist is Ms. Chang-

Maiwald, and she provides services for children with identified needs of language development and/or articulation. The Elementary Guidance Counselor, Miss Karpel, will be available on an as-needed basis. The ELD teacher, Mrs. Shay, works with the students in English Language Development program. Carver also has Special Day Classes for preschool aged students, taught by Mrs. Co and Ms. D'Amato.

**Physical Education:** Mrs. Mejia is our PE instructor and schedules classes for students in grades 1-5. The program consists of participatory sports and games appropriate to the age and physical development of each class.

## **SCHOOL SUPPORT SERVICES**

**Talent Bank:** Talent Bank is a clearinghouse for the skills and interests of ALL people in the San Marino Community. It serves as an enrichment resource for our students and teachers. Anyone in the community can be listed with Talent Bank to share his/her hobby, collection, profession, and/or vocation with our children. Talent Bank also coordinates field trips. Children are either transported either by car or by bus. A minimal donation is requested for admission fees and bus costs.

**School Site Council:** The K.L. Carver School Site Council (SSC) strives to improve the quality of education at Carver School. The SSC allocates the resources of the state-funded School Improvement Program. The council plans and implements its goals in order to supplement the existing program and curriculum. The SSC is comprised of teachers, parents, and the principal.

**San Marino Schools Foundation:** The San Marino Schools Foundation is a non-profit corporation organized in 1979 by a group of concerned residents with the purpose of supporting quality activities are implemented entirely by volunteer trustees and workers without the assistance of any paid staff. The funds raised are applied directly to needs identified by the School District. All contributions are tax-deductible and may be sent to the San Marino Schools Foundation, P. O. Box 80654, San Marino, CA 91108.