

# Holly Avenue Elementary Parent/Student Handbook



**Imagine, Inquire, Inspire**

**Aim High, Dive Deep!**

Office: 7:30 a.m. - 4:00 p.m.

Principal: Mrs. Teresa Oakland

Office Supervisor: Mrs. Maita Frame

School Office Assistant: Mrs. Vanessa Escobedo

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## I. Regular School Hours

	Beginning Time	Ending Time
Monday, Wednesday, Thursday and Friday	8:20	2:35

## Tuesday Early Dismissal

	Beginning Time	Ending Time
Tuesday Early Dismissal	8:20	1:20

## Minimum Days

	Beginning Time	Ending Time
All Students	8:20	12:35
<b>**NOTE-Hot lunches are <i>not</i> served on minimum days. Sack lunches can be ordered to take home.**</b>		

## District Collaboration Minimum Days

	Beginning Time	Ending Time
ALL Students	8:20	11:40
<b>**NOTE-Hot lunches are <i>not</i> served on minimum days. Sack lunches can be ordered to take home.**</b>		

## II. Arrival & Dismissal

### Arrival

- School begins PROMPTLY at 8:20. Parents should make every effort to have their children arrive at school on time. Please make allowances for traffic and inclement weather.
- Children may NOT arrive at school prior to 8:00 a.m. There is NO adult supervision before this time.
  - Right at School provides early morning day supervision for a fee. Contact (855) 287-2466 or visit [rightatschool.com](http://rightatschool.com) for more information.
- Starting at 8:00 a.m. students are expected to wait in the grade level assigned area on the basketball courts. TK and kindergarten students wait in the kindergarten yard.
- At 8:15, a warning bell rings and students are dismissed to walk independently, by grade level to their classroom lines.
- Students arriving for Bagged Breakfast (7:45-8:10 a.m.) are to walk directly to the cafeteria and remain there until the 8:15 bell.
- The playground is closed/off limits before school.

### Bikes/Skateboards/Scooters

- Children in grades 3-5 may ride bicycles to school (in accordance with the age recommendation of the Arcadia Police and the California Highway Patrol).
- Children **must** wear helmets. Bike racks are provided next to the auditorium/dolphin mural and behind room 4 (next to room 9). All bicycles must be locked.
- The school assumes no responsibility for lost or stolen bicycles.
- Skateboards, skates, scooters or shoes with wheels may **not** be brought to school.

## Dismissal

- Parents should make every effort to have their children picked up at the appropriate time. Review the school calendar for dismissal times and make allowances for traffic and inclement weather.
- **For the safety of our students, parents must wait for their students outside the school gates and NOT in the building hallways.**
  - All students and their families must leave campus upon dismissal.
  - The playground is restricted to Recreation/Right at School use.
  - Children not enrolled at Holly Avenue are not allowed to be on the climbing structures, swings, or in the wood chips area. State Education Codes established this expectation. This is for the safety and security of all Arcadia school campuses.

## On Campus After School Care

- After school activities on campus are for Holly Avenue students.
- Information regarding these programs is available by contacting Right at School (855) 287-2466 or Arcadia Recreation Program (626) 574-5113.

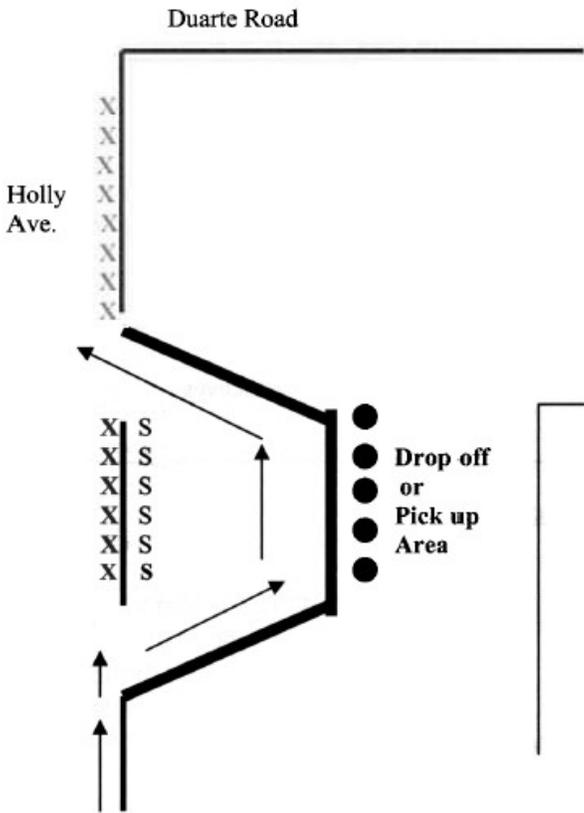
## Drop Off/ Pick-up Expectations

- Parking on campus is reserved for staff only.
- Parent parking is available on adjacent streets and at The Church of the Good Shepherd's main lot.
- Parents are expected to use the drive thru areas for student drop off and pick up. **Parking in the drive thru is prohibited.**

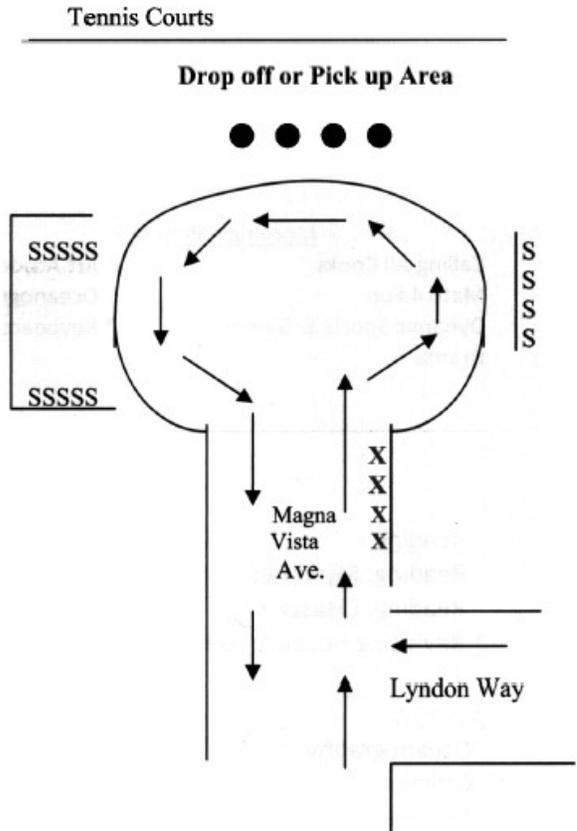
- Two areas are available for loading and unloading of students:
  - a. Holly Avenue drive thru (kindergarten area)
  - b. Magna Vista drive thru (tennis courts area)
- Do not stop, wait, or park, even temporarily, where it is illegal to do so.
- For safety reasons, STUDENTS MAY NOT BE DROPPED OFF ON DUARTE ROAD OR IN THE FRONT STAFF LOT.
- Students walking to school should enter through the Holly Avenue gate.
- Holly Avenue staff members monitor these areas. Please adhere to the traffic rules, posted signs, and staff instructions.
- When using drop off lanes, please pull forward before unloading students from the passenger side of the car.
  - a. Jaywalking and passing through moving or parked cars is prohibited.
  - b. NEVER park in the no-parking zones or in staff parking spaces.
- Drive slowly and cautiously through all school zones.
- Follow the posted traffic signs; violators are subject to ticketing.
- Cars **must** wait for crossing guard/pedestrians to completely exit the crosswalk before continuing through or to make turns.
- Pets may not be on campus.

### **III. Traffic Safety Map**

**HOLLY AVE. & DUARTE RD.  
ENTRANCE (WEST CAMPUS)**



**LYNDON WAY & MAGNA VISTA  
ENTRANCE (EAST CAMPUS)**



S = Staff Parking Only  
X = No Parking During School Hours

## IV. Tardies

- Students are tardy to school if they arrive to class after the 8:20am bell.
- Students who arrive after the 8:20 am bell must report to the office to obtain a tardy slip before going to class.
- If you know in advance that your student is going to be late, please call the office prior to school starting at (626) 821-8355.
- Excessive tardies are detrimental to your child's education and will be dealt with in the following ways:
  - Letters will be sent home to indicate a pattern of concern in regard to absences or tardies.
  - A School Attendance Review Team (SART) meeting will be held with parent, student, school personnel, and principal, to develop a plan to improve attendance habits.
  - In the case of continued excessive tardies or absences, families can be referred to the District/School Attendance and Review Board (SARB).
  - All tardies or absences affect academic progress and will be reflected in your child's report card.

## Absences

- Satisfactory school progress is dependent upon regular attendance.
- To report absences
  - call (626) 821-8355 X 5540 or
  - e-mail [mframe@ausd.net](mailto:mframe@ausd.net)
  - The email should include:

1. Child's name, ID#, classroom number/teacher
  2. Date(s) the child was absent
  3. Reason for the absence(s)
- Excused absences:
    - illness
    - medical/dental appointments
    - court appearances
    - religious/cultural holidays
    - death in the immediate family.
  - All other absences are considered unexcused.
  - **Students absent for 5 or more consecutive days are required to bring a note from a doctor.**
  - Please call/email **every day** your child is absent.
  - If the office does not receive the required explanation, you will receive an automated reminder call.
  - A parent may write a PE excuse for an ill or injured student for up to 3 days. PE excuses of 4 or more days require a note from a doctor.

## **V. Campus Environment**

We try to minimize any distractions during instructional time; however, parents are welcome to visit a child's classroom during the school year. Please contact the principal **in advance** to arrange a convenient time for your visit. **You must sign in at the office and pick up your badge so that you are identified as someone who has permission to be on campus.** Thank you for helping us to maintain a safe, focused learning environment for all students.

### **Visitors**

- **All visitors to our campus must sign in at the office.**
- Visits are limited to 30 minutes.
- Visitors will be accompanied during their visit.

### **Volunteers/Field Trip Chaperones/Parent Helpers**

- Volunteers interested in working in classrooms, attending a field trip or assisting with PTA events must have TB clearance or TB Risk Assessment form which must be completed within 90 days of volunteering in the classroom or working with students.
- Prior to volunteering, all volunteers must make advanced arrangements with classroom teacher.
- Chaperones attending overnight field trips must have fingerprint clearance in addition to the TB clearance.

### **Pets/Animals**

- **Pets are not allowed on campus.**

- Special consent for educational purposes must be obtained in advance from the classroom teacher and/or the school office.

### Telephone/Cell Phone Use by Students

- Students may use the school telephone when the teacher, principal or office staff feels it is necessary and appropriate.
- **It is not advised for students to bring cell phones to school.**
- Cell phones **may not** be used or turned on during the school day. All cell phones must be powered down and must remain in a backpack while on campus.
- If a cell phone rings or is used by a child during the school day, the phone will be confiscated and held in the office for parents to pick up. **The school is not responsible if a cell phone is lost, damaged, or stolen.**

### Lost & Found

- All found clothing and lunch boxes are saved inside the cabinet in the primary hallway by the media center.
- Small items (keys, jewelry, wallets, glasses, etc.) are held in the office.
- Please label all of your student's property.
- Items not claimed by the end of each month will be donated to charity.

### Access to Classrooms

- Students are expected to bring all necessary items with them to school each day. This includes musical instruments and lunches. We believe that building responsibility in our students is an important part of the educational process. You may not drop off these items. Students who forget their lunch may purchase lunch in the cafeteria and their account will be charged.

- If you need to get a message to your child, you may call the school office. The office staff will notify the classroom teacher and ask them to inform your child.
- Students are expected to take all necessary items with them as they leave the classroom at the end of the day. This policy is intended to develop the child's sense of responsibility as well as to secure unattended classrooms.
- The office staff and custodians have been instructed not to open classrooms for students and parents.

### **Make-up School Work**

- Make-up schoolwork (due to absence) may be requested from your child's teacher. Check with your child's teacher regarding their make-up work protocol.

### **Independent Study Requests**

- If your child will be absent from school due to a trip (five days or more), please contact your child's teacher and the school office to set up an Independent Study program.
- Families requesting Independent Study Work **must** complete a request form (available in the school office) at least 2 weeks prior to an extended leave of absence.
- An extended illness may qualify your child for Independent Study. Please contact the school office if it appears your child's absence will be of long duration.
- If your child will not be returning (due to vacation plans) before the end of the school year, your child will not be guaranteed Independent Study work.



## VI. Health Services

### First Aid

- First Aid is provided during the school day for injuries and illnesses.
- Please instruct your child to tell a teacher about any injury that occurs on the playground or in the classroom.
- Parents will be notified of serious injuries (such as severe sprains, fractured bones, and head injuries). Lesser injuries are given first aid (cleaned and bandaged as appropriate) and the child is returned to the classroom.

### Illness

- **Children who are not well in the morning should stay home.** This includes: a temperature of 100F or higher, has vomited or had diarrhea within the last 24 hours, or has a severe cough/cold or runny nose.
- Children with vomiting and a fever must stay home for 24 hours after the symptoms have gone **without** the aid of medication.
- Disease spreads very quickly in a classroom. If your child has been exposed to one of the highly contagious reportable diseases (i.e. strep throat, chickenpox, scarlet fever, measles, ringworm, Fifth's disease, Hand, Foot and Mouth, pink eye, lice, etc.) call the office so that we may confidentially inform the parents of other children in the class.

### Returning to School After an Illness

- The Health Aide checks any child returning to school after three or more days of illness, before returning to class.
- Student must be fever-free without medication for 24 hours before returning to

school.

### Medications

- The Arcadia Unified School District policy regarding medications at school is strictly enforced.
- **NO medication may be administered to students without a completed and signed medical form from the student's physician.** The medication form can be obtained from the school office. Medications include anything from prescriptions to over the counter medications (Tylenol, liquid cold medicine, cough drops, eye rinse, herbs, ointments, lotions, etc.)
- Parents may not send medication (including cough drops) to school with your child to take on his/her own. Medication with a physician's note must be kept in the office for the safety of all the children.

### Health Screenings

- Hearing tests are given to kindergarten, 2<sup>nd</sup>, and 5<sup>th</sup> grade students.
- Vision screenings are conducted for kindergarten, 3<sup>rd</sup> grade, and all new students.
- Yearly screenings of height and weight for 5<sup>th</sup> graders are recorded in students' health folders.

### Medical Appointments

- Children can be released from school for medical appointments. Please notify your child's teacher in advance.
  - *It is important that the child attends as much of the school day as possible.*
  - Parents picking up children for an appointment during school hours must sign the Student Release Log Book in the office. **Children will only be released**

from the office and may not leave school directly from the classroom.

### Emergency Contact and Health Information

- It is critical that your child's Emergency Information be accurate and the school office be notified of any change in your address or telephone numbers at all times.
- Please provide the school with alternate relatives or friends to contact in event of illness or emergency.
- Relatives or friends listed as alternates must be aware of this responsibility and be willing to intervene should we be unable to reach you.
- The school is only able to release students to names on the Emergency Contact List or who have a Temporary Custodial Form on file. Temporary Custodial Forms can be obtained from the school office.
- If both parents are away, (a business trip or vacation) please be sure the Emergency Release List is updated or a Temporary Custodial Form is on file in the office.

Information regarding Required Immunizations is available [here](#).

## VII. Homework Policy

Homework is defined as school-related assignments that will enhance or reinforce concepts taught in the classroom and which will require time and effort outside the regular school day for successful completion.

Homework will be designed to serve specific purposes. These include assignments that are:

1. Designed to develop good study habits and promote independent learning
2. Preparation for upcoming instruction
3. Practice or review of lessons taught
4. Extension or application of concepts and skills taught in the classroom
- 5.

To be effective, homework assignments should not place an undue burden on students and families.

Properly implemented, homework will:

1. Lead to increased level of mastery of content standards
2. Be related to current classroom instruction
3. Include clearly communicated directions to students and where appropriate to parents
4. Include timely feedback to students
5. Appropriately meet the needs of the individual learner
6. Lead to the development of good study habits and promote independent learning.
- 7.

### Homework/Make-up Work

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure. Information regarding AUSD Homework Policy is available [here](#).

## VII. School Dress Code

All students are expected to come to school on a daily basis wearing clean clothes and being properly groomed.

- Uniforms are required Monday-Thursday.
- Clothing and footwear must be appropriate for participating in all physical activity including running, jumping and climbing.
- Clothing and grooming must not present a health or safety hazard.
- Clothing and footwear must be free from rips, tears and holes.
- Clothing and grooming must not cause a classroom or learning distraction.
- Plain or Holly Avenue hats may be worn for sun protection when **outside**.
- Leggings and sweatpants are NOT considered uniform pants.
- Please put your child's name on jackets, sweaters, and lunch boxes in case they are misplaced. Items left at the end of each month will be donated to a local charity.

### Uniform Standards

Pants/Shorts/Skirts/and Jumpers - free from embellishments

- Solid Color: Navy Blue , Khaki (tan) or White
- Length for Shorts: shorts must have a minimum of a 6 inch inseam
- Length for Jumpers/Skirts: Jumpers/Skirts must be at least fingertip length when arms are held down beside the student's sides
- Fabric: Twill, Cotton, Corduroy or Denim. Denim must not be faded.
- Solid colored leggings may be worn under skirts, shorts or jumpers.

Shirts/Blouses - free from embellishments

- Solid Color: Light Blue, White or Navy Blue
- Style: Holly Avenue Spirit Shirt OR Polo, Oxford, or Turtleneck
- Shirts should have collars and sleeves.

## Shoes

- Athletic or Running shoes (closed heel and toe).
  - No Crocs, sandals, flipflops, jelly or boots
  - Socks must be worn.
  - Wheeled shoes are not permitted

## Sweaters/Sweatshirts - free from embellishments

- Solid Color: White, Navy Blue
- Style: Cardigan, Crew neck, V-neck or Zippered Sweaters or Sweatshirts. A collared shirt or turtleneck should be worn under the sweater or sweatshirt.

## Jackets/Outerwear

- Appropriate for weather/climate

## Jewelry

- Earrings - non dangly - small hoops/studs are allowed.

## Free Dress Days

- Friday is FREE DRESS DAY!!!
- Shorts, jumper and skirt lengths are still enforced.
- Athletic or running shoes are still required.
- Students may not wear clothing or accessories, which are gang-related, obscene, suggestive, promote drugs, alcohol or tobacco.
- No bare midriffs, tube tops, spaghetti straps, cut-off shorts.
- If in doubt about appropriateness, you probably shouldn't wear it to school.

## IX. Behavior

At Holly Avenue Elementary School, every student has the same rights, responsibilities, and rules.

### Rights

- You have the right to be treated with respect and kindness at school.
- You have the right to have a safe and clean environment at school.
- You have the right to learn at school.
- You have the right to express yourself in a polite and honest manner.
- You have the right to tell your side of a problem.

### Responsibilities

- You will treat others with respect and kindness at all times.
- You will treat all adults with respect and follow their directions.
- Be a good citizen! Help make our school be a safe and clean place.
- Respect learning time. You are expected to allow and help others to learn at school.
- You are responsible for being at school every day and arriving at school on time.
- You are responsible for completing all assignments on time and to the best of your ability.
- You are expected to express your needs, ideas and answers to questions or problems, in a polite, appropriate, and honest manner.
- You are trusted to review all assignments and school flyers with your parent(s) or guardian.
- Be responsible for having your parent/guardian sign school forms (I Slipped, Field

Trip forms, tests...) and return them to school the following day.

- You are expected to report any dangerous situations or play on campus to any trusted staff member.

### **Basic School Rules**

- Always follow the directions and requests of school staff, proctors, custodians, traffic safeties, crossing guards, and volunteers.
- Use good common sense; if someone might get hurt, don't do it!
- Keep hands, feet, and objects to yourself.
- Stay in assigned, supervised areas.
- Use restrooms and drinking fountains at school appropriately.
- Eat quietly and politely, clean up your area, and remain seated until dismissed.
- Stop play immediately at the freeze bell. Remain quiet and still until the whistle is blown.
- Arrive at school no earlier than 8:00 a.m. and no later than 8:20 a.m. and go directly to the basketball courts if you arrive before 8:15 a.m.
- Leave all toys, collectible cards, pets, and sports equipment at home unless special permission is given by your teacher to share ONLY in the classroom.
- Chewing gum is not permitted anywhere at school. Candy is not allowed in the classrooms, at snack time, or at lunch.
- If you wear a hat or cap to school it must be removed and left in the classroom until you go outdoors at recess or home.
- Permission must be obtained from your teacher to leave the classroom.
- For your safety, run only on the grass and play in designated and supervised areas. Display good sportsmanship and follow game and equipment rules discussed in your

classroom. Fairness counts!

- Do not enter a classroom if a teacher is not present.
- Go directly home after school, unless you are involved in a regularly scheduled, supervised activity. All school rules are in effect at after-school activities on campus.
- During an assembly, you are expected to use "theater" manners. This means to show the listening position and be courteous to all performers by sitting quietly, listening attentively, and responding appropriately.
- Do not slide or play on any school stairs, banisters, or railings.

### **Toys and Valuables**

- Students should not bring anything of value to school.
  - Toys, electronic devices and trading cards are not permitted.
- If a child brings anything to school for a classroom activity, those belongings must be stored per the teacher's instructions.

### **Unacceptable Behaviors**

Consequences for the following actions will be determined at the school site and are aligned with the Arcadia Unified School District behavior matrix found [here](#).

Consequences are not shared with other parents.

- Being repeatedly tardy or unexcused absences
- Being disrespectful to adults
- Using profanity or obscene gestures
- Destroying school or personal property
- Stealing
- Fighting (real or play)

- Cheating
- Hurtful teasing, name-calling, bullying, or sexual harassment
- Physically or virtually harming or threatening another student, a staff member, visitors or other adults
- Disrupting instruction or learning
- Throwing sand, wood chips, rocks, or other objects
- Weapons, real or toy, and illegal substances are banned
- Any violation of the AUSD Student Technology User Agreement may result in loss of technology privileges.

#### **Discipline Policy** (BP 5144)

- The Governing Board believes that one of the major functions of the public schools is to support parents in the preparation of youth for responsible citizenship. To this end, the district will foster a learning environment which reinforces the concepts of self-discipline, proper behavior, good manners and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.
- The district's disciplinary policies and regulations are promulgated in order to maintain a learning environment supporting the highest quality educational program. These policies and regulations relate to student conduct by delineating acceptable behavior and providing the basis for sound, consistent disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and consistently without regard to race, creed, color or sex.
- The administration, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and

regulations. The Board shall give all reasonable support and assistance to all employees with respect to student discipline. Parents are expected to take responsibility for their child's actions and to actively cooperate with district personnel to promote increasing levels of personal responsibility on the part of their child.

- All AUSD students K-12 are subject to California State Education Code 48900 regarding Suspension and Expulsion. The AUSD Student Behavior Matrix will be used as a guideline for appropriate consequences. Forms such as an "I Slipped" or referral may be sent home for parent signature.

### **Character Education Program**

Information regarding Leader in Me Character Education Program is available [here](#).

## X. Playground Behavior Expectations and Procedures

### Goals

- To enjoy the recess time with to socialize peers.
- To encourage a positive environment.

### Rationale

- Increase safety and security of students.
- Increase pro-social interactions.
- Increase movement to stimulate students' brains.
- Increase habit 7 of "Sharpening the Saw"

### Expected Playground Behavior

- Students may play in the wood chips, on the blacktop, and on the field (west of the field restrooms).
- Snacks may be eaten in designated, supervised areas. All trash must be thrown away before playing.
- Students must follow playground safety guidelines (walk on the blacktop; do not throw wood chips; use equipment appropriately; no play fighting).
- When the bell rings to signal the end of recess, students are to Freeze and wait for the whistle to excuse them to WALK to their designated line up area.
- Students should wait quietly in line for their teacher.
- Classroom teachers will pick up their students at the prearranged spot.
- Students need to remain on the playground during recess unless given permission by the on duty teacher.
- Breakfast - For safety, may not walk through the parking lot to access the

cafeteria. Students should use the path between rooms 6 and 7.

### **TK/Kindergarten Playground**

- The TK/Kindergarten playground is for the use of Holly Avenue's TK and Kindergarten students.
- The TK/Kindergarten playground is NOT open for use before or after school.
- All children will follow the rules of safety at all times.
- Blacktop area...
  - Walking is required on the black top.
  - Tricycles will be operated by one student at a time and will follow the red path in a clockwise manner.
  - Wagons will be pulled by one operator and will allow for two passengers sitting on their bottoms using the blue path in a counterclockwise manner.
- Grass area...
  - You may run on the grass area.
  - Kicking of balls is permitted on the grass
- Woodchips...
  - Walking is required on the wood chips.
  - Throwing wood chips is prohibited.
- Swings...
  - Each swing may hold one student at a time.
  - Students are to face the kindergarten classroom while sitting on their bottom.

- Students are limited to 20 full swings when others are waiting for a turn.
- Students are to come to a complete stop before exiting of the swing. No jumping off the swing when the swing is in motion.
- Climbing Structure with slide...
  - Students may slide down the slide on their bottoms.
  - Students make climb up the back ladder one at a time.

Games not permitted on the TK/Kindergarten playground...

- Tag
- Play fighting
- Baseball
- Redrover
- Army
- Dodgeball

## **XI. Lunch and Food Services Information**

We care deeply about the health and welfare of every child. Arcadia Unified School District Food Services provides a variety of healthy, hot lunch selections each day. The food selections served at school must meet specific nutritional guidelines. The guidelines assure your children are eating a healthy meal that will provide the energy they need to grow, learn and play. School lunch menus are sent home monthly to plan whether or not children will buy or bring a lunch from home.

Information regarding Lunch and Food Services Information is available [here](#).

### **Breakfast**

A variety of low cost breakfast selections are offered to all students each day during their morning recess in the cafeteria. Breakfast typically includes a selection of juice, milk, cold cereal, bagels, a hot entree or pastries. Children purchase breakfast using a point of sale system.

### **Lunch**

Students must either purchase their lunch at school through the school's cafeteria or bring a sack lunch with them in the morning. Children purchase meals using a point of sale system.

If students forget their lunch, students will purchase a lunch from the cafeteria.

### **Depositing Money in Your Child's Account**

Parents can deposit funds in the child's account and it will be debited as the child uses

it. There are two ways to deposit money in a child's account.

- Please put funds in an envelope labeled with:
  - Child's Name
  - Room Number
  - Student Identification Number
  - Check/cash amount on the outside of the envelope
  - Turn in to the front office.

**OR**

- Parents can also use an online system for charging student meals from the Holly Avenue website [www.ha.ausd.net](http://www.ha.ausd.net) (click on "Lunch Menu")

### **Free-Reduced Lunch Assistance Program**

Families experiencing financial hardship may apply for free or reduced lunches. This is a confidential program. Applications are available at the front office.

Information regarding Free-Reduced Lunch Assistance Program Online Application and Information is available [here](#).

### **Important Guidelines About Nutrition at School**

- Do not bring fast food to school for your child as it violates the food guidelines set by the State of California for healthy meals at school.
- No gum, candy, or soda.
- Do not send foods that require refrigeration or microwaving, as these are not available to students.
- Children may not share food with others. Many children are allergic to some foods or have dietary restrictions. We cannot control the safety of our children if food

is shared. Also, children are encouraged to eat what was provided for them to help parents monitor their own children's diet.

- Birthday parties are not permitted at school.
- Lunch is an important time for children to develop social skills. It's one of the few times during the day when children can talk, get to know one another, and build friendships.
- District adult supervision is provided during breakfast and lunch.
- Parents are not permitted to visit children at lunch except during school-supported activities.

## XII. Parental Involvement

### PTA

Families are encouraged to join the Parent Teacher Association (PTA). Holly Avenue's PTA activities strongly support the school. Each fall, the PTA holds an annual membership drive. Information is sent home in the Back to School Packets. On the first day of school, PTA sponsors a Welcome Back coffee to meet the PTA officers, principal, and to learn how you can further support Holly Avenue.

### Classroom Volunteers

Volunteers are critical to maintaining the high quality education that Holly Avenue children deserve. Some parents are able to donate time during the school day or from home, helping teachers prepare materials for class projects and lessons. Others work with students as needed by the individual teacher or help with field trips. **Volunteers who work directly with children (including chaperoning field trips) must have a TB Clearance or TB Risk Assessment form completed within 90 days of volunteering in the classroom or working with students.**

Information regarding TB Risk Assessment and Certificate of Completion is available [here](#).

Parents coming to school to volunteer should sign the Volunteer Log located in the office and pick up a badge. For the safety of our students, this identifies you as someone who has permission to be on campus.

### Room Parents

Room parents play an important role at Holly Avenue. They act as hosts/hostesses for the two PTA sponsored classroom parties during the school year. Room parents maintain a list of all the children in a classroom to be used to contact other parents for contributing to the party. These lists are never used for commercial purposes. Please contact the PTA or your child's teacher if you would be willing to serve in this capacity.

### **Classroom Parties & Birthday Policy**

The Arcadia Unified School District policy limits each classroom to **two** room parties each year: one prior to Winter Holiday Break and the other on Valentine's Day. Your cooperation is appreciated in adhering to this policy because when one room has an additional party, through the thoughtfulness of a parent/guardian, other classes feel disappointed their class is not doing the same. The same is true if parents recognize their child's birthday by sending gifts, special lunches, or "goodies" to school. Do not send "goodie bags or treats" to school as we are unable to distribute these items. If sent, they will be returned home. If you would like to send something to school to honor your child's birthday, a book for the class library or school supplies (glue sticks, reams of paper, etc) would be an acceptable donation. In addition, party invitations for an activity off campus, which are addressed to less than the total class membership, **may not** be distributed at school.

### **Field Trip Chaperones**

Throughout the school year your child's teacher may ask for parent volunteers to chaperone school field trips. During the field trip you will be responsible for a small group of students and upholding school behavioral standards. Students are expected to:

- Listen attentively to the teacher or adult guide
- Stay together (do not allow students to go ahead or lag behind, make a sandwich

with adults at both front and rear with kids in between...i.e. have an adult chaperone lead the group and an adult chaperone bring up the rear)

- Demonstrate good character at all times

In the event a student needs to use the restroom, as a safety precaution, please accompany them and be sure they take a buddy.

### **SCRIP**

SCRIP is sold by the Arcadia Educational Foundation (AEF) to raise funds for educational equipment and technology for our schools. Scrip is a gift certificate sold to AEF by vendors at a discount and then resold to parents at face value. In other words, it costs parents **nothing extra**, but the benefits are immense. SCRIP may be bought in the school office every day. Filled SCRIP orders may not be sent home with your child. Orders must be picked up in the school office by a parent or designated adult. Additionally, parents may support the SCRIP program by signing up for eSCRIP. The school office has additional information about this program where your supermarket, debit and credit cards may be linked to AEF and the school receives a percentage of all purchases.

### **Box Tops/Labels for Education**

Please save your Box Tops and labels for education. Each box top or label for education turned in earns money for our school.

Information regarding Box Tops for Education is available [here](#).

## **XIII. Student Progress Assessment**

### **Student-Led Conferences**

Student-Led Conferences are scheduled near the end of the first trimester. Students are expected to set goals, share examples of their work with parents, and self-assess progress. The student-led conferences are designed to encourage students to take more responsibility for their learning. Assisted by the teacher, students share their successes with their parents and indicate the areas where they must work harder in the coming weeks. Teachers will contact parents to schedule a conference time. If you have any questions in regards to your child's conference, please email, call, or send a note to the teacher.

Teachers or parents can also schedule parent-teacher meetings as the need arises. Please email, call, or send a note to the teacher to arrange an appointment.

### **Report Cards**

Standards Based Report Cards are distributed at the end of each trimester. The report card's outer envelope must be signed by a parent or guardian and returned to the teacher. Information regarding grading criteria and definitions will be discussed with you during Back-to-School Night and/or Student-Led Conferences.

### **Testing/Assessments**

Tests and other performance-based assessments are used to monitor student and school wide progress toward goals. Children in grades 3 - 5 take the SBAC (Smarter Balanced Assessment) each spring. Results of these tests are mailed to parents during the summer. The Arcadia School District also administers some curricular benchmark tests

to monitor progress and drive instructional planning. Teachers use a variety of other assessment techniques during the school year. Extensive records are maintained from year to year regarding each student's progress towards meeting the standards in language arts and mathematics.

#### **XIV. Student Success Team (SST)**

##### **Student Success Team (SST) Meetings**

SST Meetings are held when there are concerns about a child's academic, behavioral, or social/emotional progress. Below is a description of our SST process. All conversations with SST Team remain confidential. The overall goal of an SST meeting is help each child reach their potential.

The SST Team may consist of: principal, psychologist, counselor, academic program coach, ELD teacher, speech and language specialist, and/or general education teacher.

SST Protocol:

1. Teachers will discuss with the parent/parents about any concerns, and continue conversations throughout the school year.
2. Teachers will discuss with previous year's teacher/teachers regarding any concerns.
3. Teachers will brainstorm with grade level team and implement possible interventions.
4. If concerns remain, teacher will schedule a SST 1 meeting with the SST team. SST 1 meetings are held during the school day.
5. During an SST 1 meeting, a team of school based professionals meet with the

teacher to discuss an action plan to support the student.

6. Parents are informed of the action plan, and it is put into effect and student progress is monitored.
7. If needed, a letter will be sent home requesting an SST 2 meeting. The attendance of a parent or guardian is requested for the SST 2 meeting. SST 2 meetings are held after school on Wednesdays.
8. During the SST 2 meeting, a team of school based professionals, the teacher and legal guardian review the child's progress and update the original action plan to support the student further. A variety of interventions and/or strategies will be discussed to help the child be successful.

## **XV. School Support Services**

### **Title I**

Title I is a federally-funded program that provides supplemental educational and related services to children who have been identified as needing additional instruction, particularly in the areas of reading and language arts. Students who qualify for Title I Services are identified for this instruction by analyzing the results from the district language arts assessment, the STAR test scores from the previous May, SBAC results (grades 4-5) and teacher recommendations. Depending on the student's needs, they are instructed by certificated teachers in the areas where specific needs have been identified. This additional instruction is designed to help the student be more successful during the lessons that will be taught during the regular school day. Needs may be addressed during the day or during a before or after school program.

### **English Language Development (ELD)**

Specialized instruction throughout the school day is provided for students whose first language is not English. According to state law, students new to the country are tested each fall with the CELDT (California English Language Development Test) until their level of academic English proficiency is at grade level. Students who are still in the progress of acquiring English are provided instruction from Holly Avenue's ELD program and/or the classroom teacher.

### **Intervention Programs**

Arcadia Unified School District uses a Multi-tiered System of Student Support to help all students gain fundamental literacy skills throughout the school day. It is based on the English Language Arts Framework and its expectations for all students. The goal is making sure all students can access instruction and therefore improve their level of

achievement. Using focused collaboration and differentiation will develop more instructional practices that are universally designed for all students - not based on labels, but based on what our students need to learn and achieve. Students not meeting current grade level standards are grouped based on need in small general education intervention groups. These groups are flexible and change based on student needs.

## **XVI. Specialized Academic Instruction (SAI) Programs**

### **Speech and Language Program**

AUSD provides direct services to students who have difficulties with speech (articulation, voice and fluency) and/or language (various aspects of processing and verbal formulation). Students who are referred to the Language Speech Specialist (LSS) are screened and/or evaluated. Students qualify for this program according to specific state guidelines. Students enrolled in the program are seen individually, in small groups, or within the classroom setting. Based on the student's needs, an Individual Educational Program is developed. Use of the core-curriculum is emphasized in therapy so that the student's new skills can transfer into the classroom more readily. Speech/language services are offered to the identified children in the district from birth through the high school years.

### **Resource Specialist Program (RSP)**

Arcadia Unified School District provides services to students who need additional help in learning, according to specific state criteria. A thorough evaluation by the school Psychologist, Resource Specialist, Language Specialist, and other professionals as needed, is required to qualify a student for RSP services. RSP services utilize a pullout program as well as a push-in strategy when appropriate which involves on-going collaboration with regular classroom teachers. The Resource Specialist provides strategies and materials to classroom teachers to help them meet students' individual needs within the mainstream. Services within the RSP classroom are designed to provide remediation, help students develop coping strategies, organizational and study skills, and foster self-esteem.

### **Special Education (SDC - Special Day Class)**

Arcadia Unified School District provides special education services to students with specific learning disabilities according to State law, as defined by specialists and documented by an Individual Education Plan (IEP) in the least restrictive environment at all of its campuses.

### **Adapted Physical Education (APE)**

APE is a program of developmental activities, games, sports, and rhythms suited to the interests, strengths, and weaknesses of students possessing movement difficulties and qualify through an IEP to successfully participate in the regular Physical Education Program.

### **Elementary Counseling**

The elementary counselor actively assists teachers, parents, administrators, and other staff members in helping students to have the best school year possible. The elementary counseling program deals with preventive lessons as well as crisis intervention. Currently AUSD has elementary counselors available on a part time basis. Each counselor is responsible for multiple school sites.

## **XVII. Student Resources**

### **Library/Media Center**

The library at Holly Avenue provides a full selection of books and resource materials appropriate for all elementary students. Classroom teachers schedule regular visits to the Library where children have the opportunity to browse, checkout books. A part time library aide, who maintains the inventory and acquires additional literature that supports the content that each grade level is studying, staffs the library.

### **Technology - 1:1 Chromebook**

Technology is vital to the instructional program at Holly Avenue. The Arcadia Unified School District places a high priority on integrating technology into the curriculum. Students are trained in the appropriate use of computers and sign Technology Student Use Contracts. Holly Avenue is a 1:1 technology school - a chromebook for each student for use during the school day. This technology gives the students the opportunity to become 21st century thinkers, problem solvers and innovative

learners. All students have a monitored account that provides access to the Educational Google Suite. Student accounts are used for academic purposes only. Teachers regularly use technology to deliver instruction. Each classroom has an interactive whiteboard, document camera/projector, wi-fi access, and integrated sound system.

Information regarding AUSD Acceptable User Agreement is available [here](#).

### **Accelerated Reader**

Accelerated Reader is a motivational program that encourages independent reading. The Accelerated Reader Program offers children the opportunity to earn points by reading approved books at their level and then be tested on their comprehension on the computer. Students are only allowed to take tests at school during the school day.

The list of books for this program is available [here](#).

### **Instrumental Music**

Music instruction is offered by the Arcadia Unified School District to students in the 4<sup>th</sup> and 5<sup>th</sup> grade. Instruction takes place during the school day and early release, depending upon instrument choice. Students can take weekly lessons in a specific instrument and perform together at the end of the year.

### **Garden Club**

The Garden Club at Holly Avenue is an after school program. Students interested in participating may sign up at the beginning of the school year and are then invited to attend a multi week session. Children meet once a week to plant, weed, and harvest. Much of the garden consists of vegetables that the children then cook and eat. Children share

in a cooperative experience of learning about the science of the garden and the art of cooking.

### **Student Leadership Team**

Student Leadership Team provides leadership opportunities for elected 4<sup>th</sup> and 5<sup>th</sup> grade students. Elections for officers are held in the spring. Students, who meet the criteria and are elected, hold their office for the following school year. In addition, 4<sup>th</sup> and 5<sup>th</sup> grade classrooms elect two student council representatives who meet twice a month to plan school wide activities.