



El Marino

Language School

PARENT/GUARDIAN/STUDENT HANDBOOK

2019-2020

El Marino Language School
11450 Port Road
Culver City, CA 90230
(310) 842-4241

Culver City Unified School District
4034 Irving Place
Culver City, CA 90230
(310) 842-4220

Updated August 2019

Dear Parents,

Welcome to El Marino Language School! Here at El Marino, we take pride in providing our students with an enriched education through quality language immersion. Few students have the opportunity to learn the California state standards through two languages, and we hope that you are excited by the gift that you have given your student by choosing this instructional model.

In this handbook, we have gathered the information we want you to have, as well as information required by the district and state. The Table of Contents will help you find the information you need. The handbook is also posted on our website. Go to the Culver City USD website, <http://www.ccusd.org>, follow the link for "Schools," and click on the "El Marino" link. Our website can also be accessed directly at <http://elmarino.ccusd.org>. The website also has other resources for parents, so be sure to check often for updated information. For general information about the school's test scores, staffing, attendance and discipline, please see our School Accountability Report Card [SARC] at http://elmarino.ccusd.org/apps/pages/index.jsp?uREC_ID=43697&type=d&rn=2521540.

In addition to this handbook, you will receive weekly updates from the school that includes updated information from the school and from our PTA and ALLEM groups. Be sure to sign up for the El Marino Dolphin Splash through your student's Room Parent.

Again, welcome! We look forward to working with you this year.

Sincerely,

Mina Shiratori
Principal

MISSION STATEMENT

The El Marino Language School staff and community are committed to the principle that all students can progress toward becoming bilingual and biliterate during the elementary school years, while participating in a balanced educational program which promotes academic, social, physical and psychological growth. The school will foster and support creativity, inquiry, intrinsic rewards, individuality, self-discipline, a sense of personal worth, mutual respect, and an appreciation of different cultures.

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DOLPHIN SCHOOL PARTNERS

Principal	Mina Shiratori
School Secretary	Dorothy Bellante
Attendance Clerk	Emma Andrade
Office Clerk	Mika Yanase
Health Office	Jessica Parel (Nurse) Ericka Williams (LVN) Denise Enoch (Health Tech)
School Counselor	Amy Madigan-Dauble
Day Custodian	Rodolfo (Rudy) Ibarra
Night Custodian	Edwin Orellena Curtis Anderson
Food Services	Belenda Lopez Takako Ishiguro
Library	Linda Bosc
Technology Technicians	Ana Maria (Dolly) Kowalski Linda Germain
MakerSpace	Jesse Sprung
Visual Art	Margaret Alarcon
Instrumental Music	Andy Pascoe
Vocal Music	Kimberly Gallagher
Physical Education	Steve Siegel Chrystal Alvarez

CAMPUS ACCESS

SCHOOL HOURS

Monday, Tuesday, Thursday and Friday:	Wednesday Early Dismissal Schedule (Every Wednesday, Targeted Parent Conference Days, Parent Conference Days, Friday before a long break)
TK – 5: 8:45 a.m. – 3:15 p.m.	TK – 5: 8:45 a.m. – 1:45 p.m.

ARRIVALS AND DEPARTURE

ARRIVALS:

TK and Kindergarten students: Under the supervision of their parent/guardian, students may wait on the kindergarten playground. Teachers will pick up students from the K yard after the 8:40 line-up bell.

Grades 1 – 5: In the morning, students in grades 1 – 5 may begin entering the school yard at 8:20 a.m., when playground supervision begins. Students are to remain on the play school yard and not in the hallways. Parent/guardians may stay with your student until the bell rings to start class, or you may choose to drop off your student at the gate. Parents are encouraged to allow your student to walk independently to class with the teacher. Please be aware that there is no supervision before 8:20 a.m., so it is very important to make appropriate arrangements for student safety and well-being. School gates are closed by 8:50 am. After this time, entry and exit on to campus is through the front office after this time.

DEPARTURES:

At the end of the school day, students need to be picked up immediately or go to a place where they will be supervised, such as an after-school program. Students in TK, kindergarten, first and second grades will remain at the classroom door with their teacher until they are picked up, unless you inform the teacher of other arrangements. Students in higher grades may go to an approved meeting point, pick up a younger sibling, etc. Please be sure that your student and your student’s teacher know exactly what your student is to do after school, and please keep us informed of any changes. If your student walks or takes the bus, please teach him/her how to do this safely.

AFTERSCHOOL SUPERVISION

At El Marino, the Parks & Recreation Department operates a childcare program by enrollment only. The Culver City After-School Program (CCARP) at El Marino Park is designed to provide supervision for students in grades K-5. Park supervisors pick up only those students who are registered through the Parks and Recreation Department and provide direct supervision at the park. These park personnel are located adjacent to the school in the hut area of El Marino Park, not on the school playground. Therefore, they do not provide supervision on school property.

On the school site, CCUSD offers before- and after-school childcare, operated by the Office of Student Development. The OCD bungalows (KIK and SACC), as well as certain El Marino classrooms, are used during these times. This year, the before-care program is located in the OCD bungalows and Rooms 27 and 28; the after-care programs will be in Rooms KIK/SACC, 13, 15, 26, 27 and 28. The OCD and El Marino staff members work closely together to bridge the gap between home and school and assure that students make a safe transition. The OCD teachers escort the younger students to and from the before- and after-care programs. Should you have any questions please contact the principal or the OCD offices at (310) 842-4230.

Under the Joint Use arrangement between Culver City Unified School District and the Culver City Parks and Recreation Department, the main school playground becomes part of the park and is open to the public following school dismissal. However, El Marino kindergarten playground and the main playground is used by the OCD after-school program. Teachers in this program supervise and are responsible ONLY for the students enrolled in their program; they DO NOT provide general playground supervision. The after-school teachers, the school and district are not responsible or liable for injury to children who are playing on the playground outside of the instructional day without supervision.

Children must be picked up promptly at dismissal time, unless you have chosen to enroll them in after-school care. You are welcome to stay and actively supervise your student on the main playground or at El Marino Park next door. If one sibling has an after-school class or meeting, other siblings should be picked up at their dismissal time; they should not wait on the playground for the sibling who is in class without supervision. Our main concern is to assure that every student is properly supervised during these transitional times between home and school.

PARKING AND DROP ZONE

For those parents who drive to El Marino, your best option is to drop off your student by using the Drop Zone on Coolidge Avenue. The Drop Zone is available beginning at 8:20 a.m. on all school days. You will follow the signals of the parent volunteers and pull up to the curb, where a volunteer will open your car door and assist your student. From the Drop Zone, students walk directly onto the playground where there is supervision until it is time for them to line up for class. Please drive around the campus to approach the Drop Zone from Diller Avenue at the rear of the school.

If you wish to park and walk your student to class, please allow extra time and park in a legal parking space. There is parking on Diller Avenue and Coolidge Avenue, as well as near the freeway underpass on Port Road. Do not double-park in the street or use the faculty parking

lots, loading zones or driveways. We suggest that you park on the same side of the street as the school, so that your student does not have to cross the street. If you have to park on the other side of the street, please escort your student across the street. Observe the 'no parking' days as posted on the signs. Street sweeping is done between 10 a.m. and 1 p.m. on most surrounding streets. Please do not move our neighbors' trash bins if they have been left out for pickup.

CAMPUS SECURITY

During the school day, El Marino Language School is a closed campus.

- In the morning, students may enter through open gates located on Port Road, and two gates located on Coolidge Avenue. By 8:50 a.m., all gates are locked and after that time, access is only through the school office.
- Approximately 5 minutes before the end of the school day, the gates will be opened.
- At 5:00 p.m., all gates are locked again, except for the gate on Coolidge Avenue adjacent to KIK/SACC bungalows. This gate is open for use by parents picking up their children from the after school program. When picking up your student from childcare, be sure to sign your student out.
- Students must never leave the school grounds during the school day without permission.
- Students leaving school during the school day must be picked up and signed out at the office by a parent or adult listed on their emergency contact list, or by those with whom you've prior arrangements with that you have communicated your prior authorization with the school.
- Students will be called out of class once the parent/adult is physically present in the school office. This allows students to remain in class and continue their learning. We recommend you arrive 5-10 minutes before so that the school personnel and your student have ample time to prepare for the departure.
- All visitors to the classroom must check-in through the office. Please come prepared to check-in with a driver's license or passport. When leaving, please sign out through the office. If you already possess a volunteer badge, you may show that to our office staff and proceed with sign-in procedures.
- Volunteers, including field trip chaperones and classroom helpers, must register and sign-in first with the office before going to any classroom so that we know you are on campus and/or on the school sponsored event. All visitors must wear an assigned badge. When leaving, please sign out through the office.
- If your student forgets an item, you may bring forgotten items to the office. To minimize disruptions to the class, office staff will call the classroom at a convenient time as designated by school staff so that the student can pick up the item.

EMERGENCY EVACUATION PROCEDURES

- **Primary emergency assembly area** is the grassy area by the main playground located off of Berryman Ave. In case this area is closed off, the alternate assembly area will be posted at the front and back of the school.
- **Emergency procedures:**
 - When possible, a message to all parents will be sent as soon as possible from school pending the safety and nature of the emergency situation.
 - When possible, information and directives will be posted on the school website <http://elmarino.ccusd.org/> or on the school social media outlets.
 - **Releasing students:** Every student will be kept at school until an authorized adult who has been identified on his/her emergency card picks him/her up. We will only release students to adults who meet all of the following criteria:
 - a. The adult's name is on the Pupil Registration Form.
 - b. The adult is someone your student can identify.
 - c. The adult has a photo I.D.
 - We ask that you remain calm and patient during the student release/reunion process. Due to the detail involved in the release process, please be aware that there could be a significant wait time. Every student released must be carefully recorded for your student's safety and for accountability purposes.

ATTENDANCE PROCEDURES AND POLICY

ABSENCES

Attendance is mandated by the State of California. Parents are legally responsible for making sure that students arrive at school on time, well rested, well nourished and ready to learn each day. Parents are responsible for notifying the school of any absences. Excessive absences and/or tardies will affect student performance and achievement. Absences have a financial impact on the school district; the school district loses approximately \$40 per day in funding for any day that a student is absent, whether excused or unexcused.

1. **Excused Absences:** According to California state law, excused absences must fall into one of the following categories:
 - Due to illness or injury.
 - Due to quarantine under the direction of a county or city health officer.
 - Having medical, dental, optometry, or chiropractic services rendered.
 - Attending the funeral services of a member of the immediate family, limited to one day if in California, three days if out-of-state.
2. **Unexcused Absence:** Any absences that do not fall under the “excused absence” category are considered unexcused. The Education Code defines unexcused absences as those that are preventable. For example, reasons such as oversleeping, car trouble, “I didn’t know we were on a special schedule,” etc. are UNEXCUSED. Please note that even with advance notice, an absence that is not covered by one of the above excused categories will still be considered unexcused.
3. **Truancy:** The Education Code defines truancy as an absence or a school tardy in excess of 30 minutes without valid excuse by either the parent(s) or guardian(s). Any unexcused absence even those given with advance notice (such as a family trip) – are counted in the designation of a truancy.

IF YOUR STUDENT IS ABSENT:

1. CALL the SCHOOL OFFICE at 310-842-4241 and explain the reason for the absence EACH morning the student is out. Before or after hours you may leave a message on the voice mail system. (Note: If your student is absent, you may request homework if you call the school before 9:30 a.m.)
2. Upon return, your student must bring a written note, stating the reason for the absence and the dates absent.
3. If your student has a communicable disease, a serious injury, or for any reason might need to restrict his/her activity, please have him/her check in with the office. If your student has been under a doctor’s care and/or has restrictions upon returning to school

you MUST give the office a note from the doctor with explicit instructions. Similarly, we must receive a note from the doctor releasing the student back to normal activity.

PART DAY ABSENCE

We encourage you to schedule your student's doctor and dental appointments outside school hours. If this is not possible and your student needs to be absent for part of the day, please check in to the office first. Students will be dismissed only through the office to the parent or to the emergency contacts listed on the registration form. This is for your student's protection as well as ours.

OTHER ABSENCES

Please check the Culver City Unified School District calendar for the year, and schedule family vacations during the many school holidays. Missing school for family trips may affect the student's learning. However, please inform the office staff and your student's teacher as soon as you know of any upcoming scheduled absences. Please note: School days missed for reasons other than those listed under "excused absences" above will be considered "unexcused absences".

INDEPENDENT STUDY REQUESTS

If your student will be absent from school due to a trip (five days or more), please contact the school office and your student's teacher to set up an Independent Study program. Families requesting Independent Study Work must complete a request form (available in the school office) and get signed approval from the site administration and teacher at least 2 weeks prior to an extended leave of absence. If your student will not be returning (due to vacation plans) before the end of the school year, your student will not be guaranteed Independent Study work and will be marked U for unexcused absences. Three or more unexcused absences makes your student a truant per California Ed Code.

RESTRICTED PHYSICAL EDUCATION

If a student needs to be excused from PE, they need a written note from a parent or medical provider. A note is also needed when the restriction ends.

TARDIES

A student is considered tardy if s/he arrives after the 8:45 am bell. Any student arriving after the 8:45 am bell must sign in at the office to receive their tardy slip before proceeding to class. A student entering class late not only impacts his or her own learning but also disrupts the flow of the classroom and impacts the entire community of learners. We suggest that families develop routines so that students arrive on time. Tardies are recorded on attendance sheets. The administrator will meet with families of students with persistent tardies. If the problem persists, the student will be referred to the School Attendance Review Board [SARB].

Excused tardies are those due to illness, injury, medical appointments (verified by a doctor's note), or funeral attendance.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB is a community agency made up of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. SARB acts as a resource for families and offers support in seeking solutions to habitual attendance/behavior problems.

All Culver City students are expected to maintain standards, come to school on time, and attend school. If there are excessive tardies or absences, a referral to SARB will be considered.

When referrals are made, student and parents are invited to meet with representatives of the SARB and the school to discuss areas of concern, review records and recommend a specific plan of action for the students, the family and the school. This is a confidential process designed to solve problems before a student becomes part of the Juvenile Justice System.

PERMITS

Students at El Marino are all either on an intradistrict or an interdistrict permit. Students who are attending on interdistrict permits from other districts may lose the privilege to attend El Marino if student expectations and parent requirements are not met. Please refer to page 5 of the Annual Notification of Rights and Responsibilities of Parents of Minor Pupils.

LEAVING CCUSD

If you are moving outside of CCUSD boundaries, please let us know as far in advance as possible. This will allow us to have your student's transfer slip, a copy of the immunization record, and the student's report card ready on the day he/she is to leave. If you want to continue attending El Marino Language School, a permit must be obtained from the District Office.

STUDENT EXPECTATIONS

At El Marino, students are expected to follow four rules to promote the safety and well being of themselves and of others:

We show Respect Act Responsibly Value Effort Everyone is Safe

The above expectations are meant to be practiced “everywhere and all the time.” Students are also expected to practice additional, more specific guidelines depending on specific locations or settings throughout the school. These expectations are posted and used to highlight students who are displaying the desired behaviors. Students who meet these expectations create a community where everyone can learn and be safe.

POSITIVE REINFORCEMENTS/ REDIRECTIONS

Dolphin Tickets identify students who demonstrate positive behaviors and can be awarded by any EM staff member: teachers, P.E. staff, instructional aides, office staff, custodians, noon supervisors, library clerk, computer lab assistants and after school program teachers. Students may receive dolphin tickets for any of the behaviors that show they are “Riding the W.A.V.E. to Success.” The dolphin ticket is given to the student, who then places the bottom portion in the class bucket for a weekly/monthly raffle and takes home the top portion to show to parents. Students whose names are drawn from the weekly raffle receive a small prize and a positive recognition by the principal. Students whose names are drawn in the monthly raffle are recognized with a seat at a special “VIP” lunch table for that day.

The adult who observes the behavior will counsel students who do not comply with the W.A.V.E. expectations. Depending on the circumstances, other consequences may be applied. In some cases, students will be sent to the administrator with a discipline referral.

Each teacher will inform parents of the specific rules for the classroom. The Physical Education staff, classroom teachers and noon supervisors will explain the specific rules (commonly known as “P.E. rules”) for outdoor play, which are to be followed at all times on campus, including recesses and afterschool with the OCD Aftercare Program. Students are expected to follow directions given by any staff member.

PLAYGROUND/ RECESS EXPECTATIONS:

- Use PE rules for handball courts.
- Running and tag are allowed only on the grass. When playing tag, only touch lightly, no tackling.
- Use school issued equipment only, unless given permission by teacher.
- Play standard games in their designated areas.
- Slide: Go up the stairs/ladders and down the slide. One person at a time sliding down. Slide sitting down, facing forward, and feet first.
- Swings: Sit facing toward the school building. Step off the swings when the swing has slowed down, low enough for feet to touch. .
- On spinning equipment, feet must be off the ground and both feet must be touching the

spinning equipment. Use your own body weight to spin equipment; other students are not to spin the equipment.

- Eat snacks only while seated in designated area and dispose of trash properly. Snacks should be eaten at recess only. At lunch, all food is to be eaten in the cafeteria area.
- Recess is over when the bell rings. Students are to freeze when the bell rings, wait for whistle to be blown, then walk to lines.

Ride the W.A.V.E.	Classroom	Assemblies/ Auditorium	Library	MakerSpace
We Show Respect	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Follow directions first time given. 	<ul style="list-style-type: none"> • Use kind and appropriate language. • Follow directions first time given. • Be engaged. • Eyes on speaker. • Hats off our heads. 	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Follow directions first time given. • Use whisper voice. • Line up quietly. • Place books correctly on shelves. • Arrive/ leave on time. • Hand librarian any books from the floor. 	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Use inside voices. • Follow directions. • Be willing to share materials and tools. • Offer help to your classmates.
Act Responsibly	<ul style="list-style-type: none"> • Follow classroom expectations. • Be on task. • Be honest. • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Use quiet/no voice when entering and exiting. • Sit on your bottom. • Sit in two rows. • Use appropriate audience participation and voice volume. 	<ul style="list-style-type: none"> • Return books on time. • Throw trash away. • Use shelf markers on shelves. • Use markers appropriately. • Use computers appropriately 	<ul style="list-style-type: none"> • Follow all MakerSpace rules and expectations. • Clean up after yourself. • Return tools and supplies to their proper place.
Value Effort	<ul style="list-style-type: none"> • Do your best work. • Take a risk. • Ask for help. • Persevere • Appreciate and encourage others. • Speak, learn & write in the Target Language & English. 	<ul style="list-style-type: none"> • Be positive. • Use good listening skills. • Appreciate and encourage others. 	<ul style="list-style-type: none"> • Ask for help in finding a book. • Use good listening skills. • Check book for correct reading & interest level before check out. 	<ul style="list-style-type: none"> • Do your best work. • Don't be afraid to try. • Think outside the box. • Be confident and creative. • Persevere • Collaborate
Everyone is Safe	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Use kind words. • Push chairs in. • Use walking feet. • Report incidents to an adult. • Keep inappropriate items at home. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Stay with your class. • Look to your teacher for dismissal. • Walk in and out of the auditorium quietly while staying in line. • Report incidents to an adult. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Walk. • Push chairs in. • Report incidents to an adult. 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Use walking feet. • Hold scissors away from your body when walking. • Push in chairs. • Wear Safety goggles • Report incidents to an adult.

Ride the W.A.V.E.	Cafeteria	Walkways	Playground/ Recess	Restrooms
We Show Respect	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Follow directions first time given. • Use quiet voice. • Practice good table manners. 	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Follow adult directions first time given. • Use quiet voice. • Respect the personal space of others. 	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Follow adult directions first time given. • Be a good sport. • Be kind to others. • Wait your turn. 	<ul style="list-style-type: none"> • Respect school and personal property. • Use kind and appropriate language. • Use a quiet voice. • Respect the privacy of others.
Act Responsibly	<ul style="list-style-type: none"> • Throw away trash. • Be honest. • Take responsibility for your actions. • Clean up after yourself. 	<ul style="list-style-type: none"> • Walk directly behind the person in front of you. • Be honest. • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Follow playground/ game/ PE rules. • Use the restroom and drinking fountain before the bell rings. • Throw trash away. • Bring only healthy snacks. • Be honest. • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Use only one paper towel to dry hands. • Return to class promptly. • Throw paper towels away. • Use only what you need.
Value Effort	<ul style="list-style-type: none"> • Be positive. • Try new foods. 	<ul style="list-style-type: none"> • Use good listening skills. • Be courteous and use manners. 	<ul style="list-style-type: none"> • Be positive. • Try your best. • Take a risk. • Ask an adult for help. • Appreciate and encourage others. 	<ul style="list-style-type: none"> • Throw trash away even if it isn't yours.
Everyone is Safe	<ul style="list-style-type: none"> • Keep your hands, feet and objects to yourself. • Walk. • Eat your own food. • Remain seated until excused. • Stay in line. • Report incidents to an adult. 	<ul style="list-style-type: none"> • Keep your hands, feet and objects to yourself. • Walk. • Stay with your class. • Stay in line. • Be visible to your teacher. • Report incidents to an adult. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Running only on grass. • Use equipment properly. • Freeze when bell rings. • Walk to your line when whistle blows. • Stay out on the playground. • Report incidents to an adult. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Flush toilet after use. • Wash hands. • Report incidents to an adult.

CURRICULUM AND INSTRUCTION

STANDARDS AND CURRICULUM

The curriculum of the Culver City Unified School District is based on the Common Core State Standards. All standards are available from the California Department of Education website or from the District Office. At Back to School Night, the teacher will explain what your student will be learning during the school year.

TEXTBOOKS

All necessary textbooks are provided to students at no cost. Classroom textbooks are bar coded, checked out to each student and returned at the end of the year. If the teacher gives a homework assignment that requires the use of the textbook, it should be returned to school the next day. Lost or damaged textbooks must be paid for in the same way as lost or damaged library books.

HOMEWORK

Homework assignments are a regular and vital part of your student's education. The types of assignments, their length and frequency, will depend on the age of the student and his/her particular needs and abilities. Some homework is designed for parent participation, while other assignments are to be done independently by the student. The teachers will inform you of the standards and expectations of each assignment.

If your student is absent, you may request homework by calling the school before 9:30 a.m. After lunch, teachers may not have time to gather the assignments before 3:00 or may have a meeting after school.

The District's homework policy states recommended amount of time for homework. Generally, daily time spent on homework should be:

TK/K	15 minutes	3 rd	30 minutes
1 st /2 nd	15-20 minutes	4 th /5 th	60 minutes

In addition, a minimum of 20 minutes a night should be devoted to home reading, with a parent or independently, depending on the student's age and reading skills. In the upper grades, long-term assignments such as reports are given, and students should allow additional time to complete the assignment by the due date.

We know that students learn and work at their own pace. If your student is concentrating and focused, yet is spending significantly more than the recommended time each night on homework, please consult the teacher. On any given night you may stop your student after the appropriate time, and write a note to the teacher explaining the situation.

SCHOOL SUPPLIES

The school generally provides basic school supplies such as crayons, markers, glue, pencils, erasers and paper. With the school's limited supply budget, we appreciate your willingness to

provide these items for your student to keep at school. If you are interested in making a donation to the class, please contact the classroom teacher.

TECHNOLOGY USE

All CCUSD students are issued a CCUSD Gmail/Drive account to use for school communication and school work. The email address is the student's legal first name last name@students.ccusd.org (ie- janedoe@students.ccusd.org). The password for the email account is the student's nine digit ID number. Accounts must be used appropriately and are monitored. Students are to log out of your account when you have finished using it. Any student who accesses or uses another person's account is subject to disciplinary actions.

INDIVIDUAL PARENT CONFERENCES/ REPORT CARDS

Teachers will hold targeted conferences for certain families of students during the months of October and May. A separate round of conferences will be held for all students during the month of December. Teachers and parents may schedule additional conferences as needed.

Report cards are issued three times a year. The first report card will be sent home during parent conferences in December. The second report card will be sent home with your student in mid-March. The last report card will be sent home with your student on the last day of school.

The report card will tell you how your student is progressing toward mastering the standards being taught at the grade level. Throughout the year, students will be expected to reach certain benchmarks that indicate sufficient progress toward year-end goals, which will be communicated on the report card. Your student will also be graded on work habits and social skills.

PROMOTION/RETENTION

Students are expected to progress through the grade levels by meeting grade level standards. If there is any doubt about your student's progress, the teacher must notify you and meet with you to develop a plan to assist your student. Decisions to promote or retain a student are based primarily on academic criteria including classroom assessments, standardized test scores and progress meeting grade level standards. For more information regarding the CCUSD Promotion/Acceleration/Retention policy, please see <http://www.ccusd.org/pdf/policies/5000%20-%20Students/5123%20AR%20Promotion%20Acceleration.pdf>

CLASSROOM OBSERVATIONS

Parents may visit their student's classroom to observe activities. Observations are limited to twenty minutes. The time and date of the visit must be arranged in advance with the teacher and approved by the principal. Parents must sign in at the office and get a visitor's badge. Please do not bring younger/older siblings with you. Your cooperation is appreciated. If you wish to have an outside professional observe your student in the classroom, please notify the school office and teacher in advance and provide a signed consent form. Forms can be requested in the office.

LIBRARY

Our school library is available for use by all students. Each class goes to the library once a week. The students may check out and return books; they may also listen to stories, learn about the library, or do research, depending on the grade level. Please encourage your student to return his/her books on time and in good condition. If you move during the school year, please be sure to return any books checked out by your student. When a book is lost or damaged, the student who checked it out is asked to pay for its replacement. At the end of the school year, the student will need to pay for any lost books.

FIELD TRIPS

Most classes go on at least two field trips each year. The PTA funds most of the field trips. Others, such as those related to Service Learning, are funded through other means. Every student must have a signed permission slip on file before he can participate. Teachers will let you know in advance of upcoming field trips.

Field trips generally relate to a current unit of study. Because they are part of the instructional program, we want all students to participate. If there is concern about a student's behavior on an upcoming field trip, the teacher will attempt interventions, such as asking the student's parent to accompany the student or assigning another volunteer adult to be a one to one supervisor for the student, instead of leaving the student behind. In rare instances, for safety reasons, a student's behavior may necessitate his exclusion.

Any parent who wishes to go on the field trip with the class as a chaperone must be a CLEARED VOLUNTEER. Volunteers, including field trip chaperones and classroom helpers, must be on the cleared volunteer list (See section on pg. 23 titled "Volunteers").

BACK TO SCHOOL NIGHT/OPEN HOUSE

A Back to School Night is held each fall. It is a time when the teacher will explain to parents what she/he hopes to accomplish during the year. This meeting is not intended for your student to attend. This is a time for parents to learn about the plans and expectations for the new academic year and not a time to discuss your student's individual needs.

Open House is held in the spring, and is a time for families to attend together. Students will show their parents what they have been learning during the year. Special projects are on display, and some classes have scheduled performances.

SUPPORT SERVICES

STUDENT STUDY TEAM [SST]

The Student Study Team is a group of teachers and specialists who meet regularly to assist classroom teachers in supporting their students. Students who are experiencing difficulty in academics or behavior may be referred to the SST. Usually, the referral comes from the teacher, but parents can also request a meeting. The team consists of the principal, the classroom teacher and several other teachers. The Resource Specialist or School Psychologist may attend. The teacher will meet with parents to discuss the situation before making the referral.

The purpose of the team meeting is to discuss the problem and design an intervention plan that will be supported by both the school and the parents. A follow-up meeting will be scheduled to determine if the interventions have been effective. Sometimes, the SST meetings result in the student being referred for psycho-educational testing. After the testing is completed, an Individual Educational Plan [IEP] meeting will be held. If the student is found to qualify, he/she may receive special education services. These services include help from the Resource Specialist, School Psychologist or Speech/Language Specialist. Parents attend the IEP meeting and participate with staff in making appropriate plans for the student.

ENGLISH LEARNERS

Under California law, students who speak a language other than English at home are evaluated at school entry to determine their level of English proficiency. Those students who do not demonstrate fluency in English appropriate to their age and grade level are identified as English Learners. English Learners must receive services to assist in the learning of English, including regularly scheduled English Language Development. These services are provided by the classroom teacher or by another teacher at the grade level through a team approach. English Learners' progress is monitored carefully to ensure that they learn the curriculum, while improving their ability to speak, understand, read and write English.

GIFTED AND TALENTED [GATE] STUDENTS

Beginning in third grade, students may be identified for the GATE program based on district criteria, which are based on scores on standardized tests. Once identified, students receive services in the classroom by their classroom teachers, who are trained to provide differentiated instruction to students with varied strengths and abilities. Additionally, the CCUSD Educational Services department offers workshops for parents of GATE-identified students. For more information, please check out the GATE link under the Educational Services page on the CCUSD website: <http://edservicesccusd.wix.com/ccusd-ed-services#!gate/co9q>

COUNSELING

If you feel your student could benefit from individual or group school-based counseling, please be sure to let the classroom teacher know. School based counseling does not replace outside individual therapy, and based on your child's needs the school's Student Study Team (see

below) can assist with referrals for appropriate services. The school psychologist will continue to work with students who have an IEP [Individual Education Plan].

SCHOOL POLICIES

BEFORE-SCHOOL SUPERVISION

Yard supervision for students in grades 1-5 starts at 8:20 a.m. and is available until the bell rings to begin instruction at 8:45 a.m. You are welcome to drop your student off anytime during this time or to stay with your student until the bell rings. Students before school are to stay on the main playground where there is supervision; they should not be near their classroom or play on the kindergarten playground, which is reserved for kindergarten students only.

The time before school can be considered a modified recess; that is, most students use this time to wait with their classmates and talk with their friends, while other students may choose to swing on the swings or play games such as hopscotch. Due to the large number of students waiting on the yard, games that involve balls are not permitted.

If you choose to wait until the bell rings, please stay with your student on the main playground. If you bring a younger student, we ask that you keep your student with you at all times and away from the play equipment. We understand the temptation for toddlers to play on the slide and monkey bars; however, the play equipment is designed for older students and we cannot assume the risk of our students colliding with younger children. We appreciate your understanding and cooperation.

AFTER-SCHOOL SUPERVISION

Students enrolled in the on-site student care programs use the playground after school from dismissal until 6:00 p.m., under the supervision of the CCUSD Office of Student Development staff. There is no other supervision on the playground. El Marino Park, immediately adjacent to the school, has some recreation activities for students enrolled in Culver City Parks and Recreation programs. If your student is not enrolled in an afterschool program, they must be picked up immediately following the dismissal bell; the school is not responsible for their supervision after school. Please refer to the Handbook Section, "Arrivals and Departures," for more information.

Many enrichment classes are offered on campus after school. Please make sure your student stays with the enrichment teacher until he/she is picked up.

BREAKFAST AND LUNCH

Please be sure that your student either brings a lunch or orders a school lunch each day. If your student brings a lunch, please have your student's lunch box/sack labeled with name and room number to avoid mix-ups at lunchtime.

Lunch is served in the cafeteria daily. Parents are encouraged to pay for lunches in advance. The computerized data system keeps track of how many lunches your student consumes and you will be notified when your balance is low. Your student will be given a PIN number for the

cafeteria; this number is the same through high school. To avoid the handling of money during the lunch hour, money should be deposited into your student's account either by bringing money to the office or through the Food Services website <http://www.schoolnutritionandfitness.com/index.php?sid=1211071913280201>.

Applications for the federally funded free and reduced food service program for qualifying families are available in the first day packets or school office.

Breakfast is served in the cafeteria daily at 8:00 a.m. Your student's lunch account is charged for breakfast in the same way it is charged for lunch. Students eligible for free or reduced price lunch are also eligible for free or reduced price breakfast. We offer full breakfast service, including a choice of hot entrees or cold cereal, and a selection of fresh seasonal fruit.

Meal prices for 2019 -2020 are as follows:

	Regular price	Reduced
Breakfast	\$2.00	\$0.25
Lunch	\$3.00	\$0.40
Milk	\$0.35	
Water	\$0.50	

For further information on the CCUSD Food Services, please visit their website at:

<http://www.schoolnutritionandfitness.com/index.php?sid=1211071913280201>.

Students are encouraged to use good manners and behave respectfully toward one another and toward the Noon Supervisors. Please discuss the following cafeteria procedures and behavior expectations with your student:

HEALTHY EATING

- A snack may be eaten during the morning recess. Food brought to school should be nutritious (NO CANDY, GUM OR SODA). Students may eat in the area designated by the teacher. They may play as soon as they are finished eating and have cleaned up after themselves.

DRESS CODE

The dress code is based on safety and modesty. Students are expected to dress neatly, cleanly and appropriately for normal school activities.

- Shoes must be worn at all times for reasons of safety. Athletic shoes are the preferred school shoes; students should be safe and comfortable for active outdoor play and Physical Education. Unacceptable footwear would include loose-fitting Croc-type footwear, flip-flops, platform shoes, toeless or open heel sandals, strapless heels, and high or wedged heeled shoes. Heely-type shoes can be worn if the wheels are removed.
- T-shirts with inappropriate pictures and slogans, such as tobacco, alcohol or drugs, are not permitted.
- Tank tops should fit snugly; armholes should not be so large and straps should not so that the body is exposed. Clothing should cover the midriff.
- Undergarments should not be visible.
- Caps and hats may not be worn indoors if it causes a disruption or limits visibility.

If a student's clothing is inappropriate for school, parents will be called to bring a change of shoes and/or provided with clothing at the school site.

LOST AND FOUND

Please put your student's name on the label of all sweaters, jackets, lunch boxes, etc. so that they can easily be returned when found. We often have an excessive number of unclaimed articles. Please be sure your student comes home with the sweater or jacket he/she took to school. Articles found are kept outside the cafeteria; valuables are kept in the office. You or your student are welcome to check for lost items. Periodically during the school year, unclaimed clothing is donated to charity.

LOST OR DAMAGED SCHOOL PROPERTY

If school property is lost or damaged by your student, state law and school board policy requires that parents are responsible for reimbursement or replacement.

DROP OFF OF STUDENT ITEMS/PARENT COMMUNICATION WITH STUDENT

We encourage all families to develop their child's independence and sense of responsibility by allowing your student to be accountable for their school items and lunch. Items that are not urgent or not of immediate need should be brought in the following day with your student. To assist us in minimizing classroom distractions, if your student is aware that you will be dropping off their lunch, please leave your lunch with their name at the office and have them come up to the office during their break.

If you must bring in your student's forgotten lunch or other urgent items, please write your child's name and teacher/room number on the lunch and leave it at the office counter. Our office staff will call your child's class at a time when it is appropriate and that creates the least amount of instructional distraction. Students will not be called out of class for you to greet them with their lunch.

If you have a message that urgently needs to be communicated with your child or child's teacher, please leave a message with the office staff. The office staff will communicate the

information at a time when it is appropriate and that creates the least amount of instructional distraction. Parents/Guardians will not be connected via phone directly to their child during instructional time.

MONEY

Students are NOT encouraged to bring money to school. School does not assume liability for money brought to school. Money brought in for fundraisers or book club orders may be collected the first thing in the morning by the teacher.

PARTY POLICY

These guidelines were developed in order to maximize teaching time and to comply with the district's Wellness Policy. The District Health Council will be developing regulations and guidelines, which may result in further changes. Parents will be notified of any such changes. Please read carefully and follow the guidelines. We appreciate your cooperation.

Birthdays: Many teachers have adopted food-free policies for classroom birthday celebrations. We encourage families to celebrate a student's birthday/ birthdays of the month by donating a book or a rainy day game to the classroom instead of bringing treats. Your student's teacher will inform you of their procedure for recognizing birthdays. If food is allowed, the following guidelines must be observed:

From CCUSD Board Policy 5030 (a): "For celebrations that occur after the last lunch period, each party should include no more than one food or beverage that does not meet federal and state nutrition standards." No celebration is to interfere with the school lunch period.

1. Kindergarten: treats may be brought and served during the children's daily outdoor play and snack time or as designated by the teacher.
2. Grades 1 – 5: the teacher will designate a specific day and time, once a month, for no more than 20 minutes. All families who wish to bring treats may bring them at this time. Treats will be served and eaten at the outdoor tables. If there is a holiday party that month, the class birthday celebration must be incorporated into the holiday party.

Please consult the teacher for specific schedule. Parents should bring everything needed to serve the treats.

Birthday candles, balloons and 'goody bags' are not permitted.

Parties are for students only. Younger or non-El Marino students are not permitted to attend these parties. El Marino students will NOT be excused from class to attend a sibling's party.

Holiday parties: Students may prepare and eat food in connection with any classroom activity, for example, growing and preparing vegetables, pumpkin math, harvest foods.

Other than the above, class celebrations are limited to the following:

- Kindergarten: last day before winter break, day of kindergarten promotion

- Grades 1 – 5: Parties are permitted during the last 30 minutes of the school day on the last day before winter break, and the last day of school. That month’s birthdays will be celebrated at the same time. Food will be eaten at the outdoor tables. Food served will not interfere with the school lunch program. Each party should include no more than one food or beverage that does not meet federal and state nutrition standards. [In case of schedule conflicts, the teacher may designate an alternate time period.]

PERFORMANCES AND EVENTS

Due to liability concerns, children who are NOT currently enrolled students at El Marino may NOT accompany parents/guardians/adults to events taking place during school hours. This includes, but is not limited to the following events; parties, performances, and celebrations taking place during school hours either on or off campus, and Book Fair. Adults assisting with parties and celebration MUST be a CLEARED Volunteer.

Exceptions are made only for these events and based on site administrator discretion: WAVErider assemblies, class performances taking place in the auditorium, ELAC meetings, Principal Coffee and Chat, Undokai, and Jog-A-Thon. While on campus, children not enrolled at El Marino and any young children (babies/toddlers) are to remain in close proximity and under the supervision of the parent/guardian. They are not to play on the school playground equipment or be left unattended.

Everyone is welcome and encouraged to attend weekend and family events such as Fall Festival, Family Movie Nights, Science Fair, Winter/Spring Concerts.

RESTRICTED ITEMS

Students are not to bring to school toys, games, trading cards, or sports equipment without prior permission. Toy-like school supplies are also not appropriate. Electronic games may not be brought to school. Students in the after school student care program may bring items to share only on designated Share Days; these items should remain in the student’s backpack during the school day.

Skateboards, rollerskates, rollerblades, heelys and scooters are not permitted on school grounds. With parent permission, and a helmet, students may ride bicycles, skates, scooters, or other devices to and from school; these items must be locked or put away as soon as the student enters the campus.

The school and staff are not responsible for loss or damage to personal items brought to school.

TELEPHONE USE

Cellphones and other electronic devices: We discourage students from bringing cell phones and smartwatches to school. However, if you wish your student to have a cell phone or smartwatch for use after school, the phone and smartwatch must be turned off during school hours and phones must remain in the backpack. The student is not to make any calls from the cell phone during the school day; calls home during the school day should be made from the school phone.

Any electronic device used without permission may be confiscated:

1st Offense The device will be confiscated and the student can pick up the device after school between 3:15-4:30pm from the main office.

2nd Offense The parent/guardian of the student must pick up the device from the main office between 7:30am- 4:30pm.

3rd Offense Offense The parent/guardian of the student must pick up the device from the main office

School telephones are to be used for emergencies or for school business only. Children are not allowed to use the office phones to call about playing at someone else's home, homework, missing books, lunch money, or forgotten lunches. For cell phone policy, please see above under "Restricted Items".

Cellphone Use by Adults: Cellphones should be placed on silent or vibrate while on campus. If you must take a phone call, please step off campus away from school buildings (i.e. office or classrooms) so that daily routines may continue.

TOBACCO USE POLICY

Tobacco use is prohibited at all times on all CCUSD property and in all district vehicles by students, parents/guardians, employees and the public. Students and adults who violate this policy may be subject to disciplinary action. Smoking cessation references are available through the health center or on the CCUSD website.

ANIMALS

Because other students may have allergies, we limit animals at school. Pets, such as dogs and cats are to be kept off-campus. Your student's teacher must give permission in advance. Animals brought to school must be healthy, have appropriate vaccinations and be in clean, safe containers or otherwise controlled. Poisonous or wild animals are never to be brought to school. Your student's teacher will notify you if a pet will be in the classroom for all or part of the school year.

NONDISCRIMINATION POLICY

The Governing Board is committed to equal opportunity for all individuals in education and in employment. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group, age, marital or parental status, physical or mental disability, sexual orientation or perception of one or more of such characteristics, or any other unlawful consideration. The Board shall promote programs which ensure that discrimination practices are eliminated in all district activities.

FOR PARENTS

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians are encouraged to work with school staff in a mutually supportive and respectful partnership. The school district, parents, guardians, school staff and students share responsibility for the students' intellectual, physical, emotional and social development.

Parental responsibilities may include:

- Monitoring healthy eating and sleeping habits
- Monitoring school attendance and punctuality
- Monitoring homework completion and the practice of school related skills
- Monitoring and regulating use of and reasons for technology use
- Planning and participating in home activities that are supportive of classroom learning
- Encouraging participation in extracurricular activities
- Attending Back to School Night, parent teacher conferences and Open House
- Participating in decision-making processes at school

PARENTS'/GUARDIANS' RIGHTS TO PUPIL RECORDS

- Culver City Unified School District recognizes the right of access to and the privacy of information in children's school records. Parents may contact the school office to review or obtain copies of their student's cumulative record.

CIVILITY POLICY

- According to CCUSD policy, staff members will treat parents and other members of the public with respect and expect the same in return. Any individual who disrupts school operations, uses obscenities or uses loud or offensive language will be reminded to communicate civilly. If the individual continues to disrupt, he or she will be directed to leave the school premises. Please refer to the Civility Policy for further information.

COMMUNICATION WITH TEACHERS AND ADMINISTRATOR

Many concerns arise as a result of miscommunication, or by the student's perception of a situation. Usually talking with the teacher will alleviate your concern. If you have a question

we ask that you schedule an appointment with your teacher, preferably through email so that your request is documented. Your teacher's email address will be his/her first and last name @ccusd.org (ex: minashiratori@ccusd.org). Teachers are available most mornings up to 8:40 (when teachers must pick up their students) and after school, EXCEPT Wednesday at 1:45 (when teachers have their weekly meetings). If you have a concern that you have not been able to settle with the teacher, or a concern about the program as a whole, you may wish to discuss your concern with site administration. Telephone the school office (310-842-4241) or email a message to the Principal (minashiratori@ccusd.org).

- If you have a question or concern, please begin with the classroom teacher. If the concern involves another student in an incident that happened at school, it is NOT appropriate to contact that student's family. We appreciate your cooperation in allowing the school to handle all school-based concerns.
- If your concern is not resolved by your communication with the teacher, please contact the principal for assistance.
- When you wish to schedule a conference with either the teacher or principal, please email or call for an appointment. Teachers are expected to begin instruction promptly and are frequently expected to attend after school meetings; therefore, they are not always available for "drop-in" meetings. By scheduling an appointment, it assures a satisfactory meeting for both parents and the teacher or administrator.
- You are welcome to write a note to the teacher, but please keep in mind that students are not always the most reliable messengers. If you write and don't get a prompt reply, please call or send an e-mail message.
- At Back to School Night, the teacher will discuss his/her preferred methods of communication. Please allow 48 hours for a response. Teachers will provide their email address at this time.

CHILD CUSTODY

Some of our students divide their time between homes. If this is your student's situation, we hope that all parties will communicate about the students' homework, needed supplies and schedule changes. All households are welcome to subscribe to the email newsletter; if you would like duplicate hard copies of school notices for the households, please let the teacher or office know. All communications, including the monthly newsletter and calendar are also available on the school website. Schools have not legal jurisdiction to refuse a biological parent access to their student and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

VOLUNTEERS

We strongly encourage parents and community members to volunteer at our school. We welcome your time, energy and ideas. Volunteers are needed for many different kinds of assistance – working with individual students or small groups, preparing materials, helping when the class is in the computer lab or library, and supervising special projects. Please talk to your student’s teacher about the needs for your student’s classroom.

Volunteering opportunities during instructional times (8:45 am-3:15 pm) are for **adults only**. . Other arrangements should be made for younger-aged children and non-El Marino students during the time you are volunteering.

If you plan to volunteer on campus or chaperone on field trips, you must complete an application process to be considered a “**cleared volunteer**”. As part of this process, you must

- Attend a volunteer orientation
- Have proof of having received a current TB clearance.
- Thereafter, your paperwork will be processed and you will receive instructions for getting a fingerprint clearance through the Culver City Police Department.
- The District Office will notify the school office when your fingerprints clear. You are responsible to check back with the school office to see if you have clearance to volunteer.

Please note that the fingerprint clearance and volunteer orientation are **one time only**. Once you have completed these steps, you do not need to repeat them while at El Marino. You do need to provide a new TB clearance when the current TB clearance expires. For any questions about volunteering, see the School Secretary, Dorothy Bellante.

Parents who help prepare materials at home do not need to complete a volunteer registration.

All volunteers should sign-in and out, and enter and leave via the school office and. This is for your safety if an emergency should occur while you are on campus.

PARENT ORGANIZATIONS

The parent groups described in this section hold regular meetings, which are open to the public. Please see the school calendar for specific dates and times.

All groups welcome attendance and active parent involvement. All meetings are listed on the monthly school calendar on the school website. Any parent is welcome to attend any listed meeting. For evening meetings, the gates closest to the room will be opened. For meetings in the library, enter via the driveway by El Marino Park on Berryman Avenue. For meetings in the cafeteria or conference room, the front doors of the school will be unlocked. For meetings in Room 28, the gate off of Coolidge Avenue will be open.

PARENT TEACHER ASSOCIATION [PTA]

The El Marino PTA is a unit of the California and National PTA. The El Marino PTA raises funds during the year through bake sales, book fairs, a giftwrap sale, weekly ice cream sales, the Fall

Festival and the Jog-a-thon. With these funds, the PTA pays for educational field trips and assemblies, classroom enrichment materials, and the salaries of the Technology Aide and the art consultant. Parents, students, teachers and community members are encouraged to join the PTA. Our students participate in state and national PTA programs such as Red Ribbon Week, the Science Fair, and the Honorary Service Awards. The PTA holds meetings of the Association several times a year. The Executive Board meets monthly.

ADVOCATES FOR LANGUAGE LEARNERS [ALLEM]

Advocates for Language Learning – El Marino is a non-profit organization whose mission is to support language education programs. ALLEM provides adjuncts fluent in the target language to each El Marino classroom for 1 ½ to 2 ½ hours per day, depending on grade level. The presence of these adults increases student interaction in the target language. ALLEM sponsors after-school classes, which focus on the culture and arts of Japan and the Spanish-speaking countries. There is an additional cost for these classes. ALLEM fundraisers include the annual Silent Auction, and a variety of other fundraisers. ALLEM encourages each family to pledge financial support according to the family's resources. The ALLEM Board meets monthly.

SCHOOL SITE COUNCIL [SSC]

The School Site Council is the governance body, which allocates supplemental school funds. The Council is responsible for developing the school plan and for allocating funds in ways that further the goals articulated in the plan. The Council reviews the school instructional program and analyzes test data. Supplemental state funds pay for teacher attendance at professional conferences, translations, supplementary materials, parent education, and the salaries of instructional aides who work with students who need extra help. The Council consists of the principal, elected teacher representatives, elected parent representatives and an elected representative from the non-teaching staff. However, all parents are welcome to attend the meetings. The School Site Council is not a fund-raising organization.

ENGLISH LEARNER ADVISORY COUNCIL [ELAC]

The English Learner Advisory Committee advises the principal and staff about programs and services for students learning English. Parents of students learning English have the right to elect the members of the committee. Meetings may be conducted in English, Spanish and Japanese. ELAC is not a fund-raising organization.

HEALTH, WELLNESS and SAFETY

EMERGENCY INFORMATION AND REGISTRATION FORMS

Your student's Pupil Registration Form must have complete, current, and accurate information. Please keep in mind that if your student has an emergency situation and the information is not up-to-date, it makes it difficult for staff and more importantly for the student who is possibly suffering with an illness or injury. Students will be released only to those persons listed on the Pupil Registration Form. Notify the school office and after school program director promptly if you change your address, telephone number(s), or emergency contact person(s). Include the name and phone number of your student's physician. Always note any drug allergy, health condition, or current medications (at home or school medications). If there are custody issues related to your student, please inform the office so that we may keep copies of relevant documents on file. This will help us to comply with your wishes and with legal mandates.

HEALTH SCREENING

State mandated screenings of vision and hearing are done at certain grade levels. These screenings are also done on all students new to the school and students in the special education program. Additional services are provided such as the Jules Stein Mobile Eye Clinic (offered to 1st graders) and dental screening for grades K-5. You will be receiving information and consent forms for these additional screenings from your student's teacher.

Periodic screening for head lice is done with spot checks as needed. You will receive an informational handout from the office if a case of lice is found on your student to assist you in treating your student. Remember that head lice can happen to anyone. The problem should be quickly treated, because delays will only help spread the infestation around the school. It is strongly advised that you do daily head/hair checks on your student. If lice or nits are found please inform the front office and do not bring your student to school until treated with a lice-killing shampoo. Your student's hair must be inspected by the school nurse or designated school personnel before returning to the classroom. Your student's hair must be cleared nits before readmittance to school. The school nurse can provide additional information about lice and treatment.

DOCTOR'S NOTES

Doctor's notes are necessary when your student is returning to school after an extended illness or injury, and when the student had a doctor's appointment. The note can also be used to excuse your student from Physical Education when necessary. The Doctor's note MUST contain the following: student's condition, any restrictions of activities, any use of medical or supportive devices (i.e. casts, crutches, slings, braces, wheelchair etc.), treatment received, any follow-up care needed, duration of restriction and devices, and date which student can return to school. The doctor's note should be given to the teacher or office staff the day your student returns to school.

FIRST AID/HEALTH

A School Nurse and nursing assistant are assigned to El Marino on certain days. At other times, assistance is available from the school secretary and attendance clerk, who are trained in first aid. First Aid is given as needed for incidents that happen at school. If your student is ill or has an injury, he/she should inform the teacher on duty; if necessary, the teacher will send the student to the office. Simple illnesses/ injuries will be treated by applying ice, soap and water, and/or Band-Aids, or by having the student rest. When your student feels better he/she will return to the classroom. In the event that a more serious illness/ injury occurs, you will be notified at once. Your student will be cared for at school until someone on his/her emergency card is able to pick your student up. Your student cannot leave school without permission and must be accompanied by an adult (18 years or older). If your student's illness or injury is life threatening, the Culver City paramedics will be called.

Health education topics are taught which may include dental health, diet, nutrition and exercise, positive hygiene habits, illness and injury prevention, handwashing, and personal health and safety. With parent permission, fourth and fifth graders participate in Family Life Education taught by their teachers.

MEDICATION DURING SCHOOL HOURS

Every effort should be made to have any medications given at home. Should your doctor prescribe a medication, request that they give you a type that can be given at home. If medication, including prescription or non-prescription medicine, is to be taken at school, the doctor must fill out the "Culver City Unified School District Medication To Be Taken During School Hours" form. This form can be obtained at the front office, and must include the following information: Student's name, age, address, diagnosis, name of medication, dosage (in mg/ml or cc), time to be given, length of treatment, physician's name/signature and phone number and your signature. The medication must be brought to school by an adult and given to the nurse or office staff. The medication is locked in a drawer at school. The medication must be kept in its original prescription, pharmacy labeled bottle. If the medication is to be taken all year, please check the expiration date to be sure it will last until the last week of June of the school year.

If your student takes daily medication either at home or at school, please provide the school with a 3- day supply in case of a disaster. Any student needing medications during school hours MUST keep medications in the locked drawer at school. NO medication should be kept in the student's backpack, lunch box, pocket, or desk. If your physician wants your student to carry an inhaler for asthma, please consult with the School Nurse.

COMMUNICABLE DISEASES/RASHES

If your student has been infected with a communicable disease, i.e. chicken pox, scarlet fever, 5th's disease etc. inform the front office as soon as possible. This will enable the school staff to inform your student's teacher. When your student returns to school, he/she must have a doctor's note which states that he/she is free of communicable disease, and a date when to

return to school. Your student must also visit the front office for a quick evaluation before returning to the classroom.

If your student has an unidentifiable rash, you will be asked to pick up your student from school to seek further medical evaluation. It is necessary for your student to return to school with a doctor's note that states that he/she is being treated and a date in which to return to school. Spread of contagious rashes can be limited with early diagnosis and treatment.

24-HOUR MINIMAL EXCLUSIONS

PLEASE be cautious before sending your student to school if he/she is persistently coughing, sneezing or complaining of a sore throat, runny nose, or headache.

FEVERS: If your student has a fever of 100 degrees or above, please keep him/her home for 24 hours after the fever clears. If your student has a fever of 100 degrees or more at school you will be contacted to pick up your student.

VOMITING: If your student has vomited, he/she must stay home for at least 24 hours after vomiting. If your student vomits at school you will be contacted to pick up your student.

PINK EYE : If your student has a red or pink eye condition which causes irritation, a burning sensation, itches and has any discharge (goopy stuff that forms crust on lashes and is very hard to remove) your student must have a note from physician which states that he/she has been seen, diagnosed and treated. Treatment for "Pink Eye/Conjunctivitis" must be given for 24 hours before your student can return to school. Conjunctivitis is very contagious and you should encourage handwashing at all times to decrease spread of infection.

CHRONIC/ACUTE HEALTH CONDITIONS

If your student has a chronic/acute health condition or is assisted by medical technology, it is important to notify the school so a medically safe and educationally sound program can be planned. Complete understanding of your student's needs and abilities are essential for a smooth transition into the educational setting. You will meet with a variety of school personnel and plan accommodations to help your student succeed.

DISASTER PREPAREDNESS

The school is prepared to provide care, shelter, and guidance for your student in the event of an emergency. Together with the Fire Department and the Police Department, we are part of the Culver City Standardized Emergency Management System. All staff members have been assigned and trained to perform a specific function to insure your student is cared for in the event of an emergency. All children will be held at school until you or a designated person comes to pick them up. It is important that you complete the Disaster Emergency Card at the beginning of each school year. On the card, there are spaces for you to list the names of the people who you are authorizing to pick up your student. We will release your student ONLY to the people whose names are listed on this form.

We have supplies for first aid, survival food, water and blankets stored on the campus. Teachers and other staff members will remain with the children until every student has been picked up by a parent or designated adult.

We have an organized and efficient plan for releasing students. If a disaster occurs, you must pick up your student through the Student Release Center, which will be set up on Berrymen and Diller Avenue at the rear of the school. **DO NOT TAKE YOUR STUDENT WITHOUT NOTIFYING THE STUDENT RELEASE TEAM.** It is important that we be able to account for all students at all times during the emergency.

STUDENT DISCIPLINE

GENERAL INFORMATION/PROBLEM-SOLVING

At El Marino Language School, we make a conscious effort to have our school be a place where children feel comfortable, cared for, and included. These efforts, part of CCUSD's Whole Student initiative, are being promoted through various channels, including Positive Behavioral Intervention and Supports (PBIS) System and Second Step Curriculum. While not a school-wide discipline program, these interdependent efforts help to promote positive social-emotional development and address many discipline-related issues in the classroom and school by teaching students to care about one another, become empathetic, and take responsibility for themselves.

Learning how to follow rules and get along with others is part of the elementary school experience. Students who meet behavior expectations help create a community where everyone can learn and be safe. The El Marino Language School Student Expectations, listed at the beginning of this document, have been developed as a general guideline for our students. At Back to School Night or in material sent home, your student's teacher will outline the specific expectations and discipline plan for the classroom. We appreciate your support in helping your student follow the rules.

Most negative behavior has a cause or antecedent. In handling negative behavior or conflict at school, the teacher or administrator will talk to those involved, discuss what led to the situation and explore how it could have been handled differently.

Administration and administration designees follow El Marino's Peer to Peer Aggression/Discipline Matrix (See next page).

Peer to Peer Aggression/Discipline Matrix

Behavior	First Office Referral	Second Office Referral	Third Office Referral
<p>LEVEL I: Teasing, Threats, Intimidation (social/emotional, verbal) Examples include but not limited to: “just kidding” behaviors, intentionally laughing at someone, rumors, gossip, insulting remarks, mean notes, mean tricks.</p>	<ul style="list-style-type: none"> ● Brief office intervention ● Parents are informed ● Behavior reflection form 	<ul style="list-style-type: none"> ● Office intervention ● 1 alternative recess ● Parents are informed 	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Student calls parent
<p>LEVEL II: Moderate Physical Contact: Examples include but not limited to: pushing, shoving, hitting, shouldering, throwing things, etc. where physical harm can occur. Moderate Intimidation: social aggression, exclusion, profanity/vulgarity, threats of emotional/physical violence.</p>	<ul style="list-style-type: none"> ● Office intervention ● 1 alternative recess ● Behavior reflection form ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 5 alternative recesses ● Student calls parent
<p>LEVEL III: Severe Physical Contact: Examples include but not limited to: aggressive contact, punching, kicking and similar behaviors where physical harm occurs. Severe Intimidation: threatening or other forms of severe harassment or intimidation.</p>	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Behavior reflection form ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 5 alternative recesses ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 3 days of “classes only” ● Student calls parent

BULLYING

Bullying at school is not a new thing. Most adults can remember school bullies from their days in school. Bullying is different from childhood “horseplay” or real fighting. The Olweus Bully Prevention Program defines bullying as, “A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.” Generally, bullying is characterized by 1) an imbalance of power between two or more people with 2) negative actions that are repeated over time and 3) perceived as hurtful by one party.

Bullying can happen in many ways. Direct bullying can be physical (hitting, kicking, shoving) or verbal (name calling, teasing, racial slurs, sexual or other harassment). Indirect bullying can be physical (getting another person to assault someone), verbal (spreading rumors), or non-verbal (deliberately excluding someone from a group or activity.)

At El Marino we do not accept bullying as “a normal part of growing up” and have taken a strong school-wide stance to reduce it. Our Bullying Prevention Program works with individual students, classrooms, families and the community to make our school safe and a welcoming learning environment for everyone. “At El Marino, Kindness Counts.”

If you believe your student is encountering bullying:

- Listen carefully to your student’s reports of being bullied and when it is occurring.
- If your student is unable or unwilling to report the bullying, contact your student’s teacher.
- Hitting back is not a choice at school.
- Educate your student about bullying and bullies (resources are found on our website).
- Do not blame the victim.
- Encourage the student to meet new peers.
- Teach your student to walk confidently.
- Practice ways to avoid being the victim.

If you find that your student has been reported as the bully or the aggressor:

- Listen to your student’s version of the situation. Oftentimes, aggressive behavior results from that student’s misperception of the social cues of his/her peers. Students who have been labeled as a “bully” may benefit from social skills development, with frequent and positive opportunities to practice desired behaviors. Please contact the school or your student’s teacher for additional resources for addressing your student’s bullying behavior.

Students have the right to learn without being called names or being threatened because of gender, race, religion, or physical or mental disabilities. Students should report harassment to their teacher or the adult supervising at the time the harassment occurred. Incidents will be investigated and appropriate action taken. Please advise the principal if you have any concern about how your student’s complaint is being handled.

For more information visit the El Marino website and locate the “Stop Bullying” link under the Parents tab. You can also access CCUSD’s resources at: <http://edservicesccusd.wix.com/ccusd-ed-services#!stop-bullying/c223f>

IN-SCHOOL SUSPENSIONS

A student may be suspended/excluded from his/her classroom by the teacher or administrator. The teacher or administrator will notify and confer with the parents as to why the student was suspended and how the home and school can work together to prevent further problems.

SCHOOL SUSPENSIONS

According to law, students may be suspended/excluded from school for up to five consecutive school days for the reasons outlined in the booklet titled, “Notice of Rights and Responsibilities of Parents of Minor Pupils,” which is available on our website. In some circumstances, the Administrator may recommend expulsion.

EXPULSION

Expulsion is the ultimate disciplinary action of the school. It involves exclusion of the student from school for a longer period of time and must follow due process. Parents having any questions about suspension or expulsion may refer to our district policies available in the school or Superintendent’s office.

Pupils may be suspended or expelled for committing any of the acts outlined in the “Notice of Rights and Responsibilities of Parents of Minor Pupils”:

- while on school grounds.
- while going to or coming from school.
- during lunch, whether on or off campus.
- during or going to or coming from a school-sponsored activity.

Please discuss the consequences of suspension and expulsion with your student.

If circumstances exist which cause the administrator to exercise severe measures, parents or guardians of student shall be contacted and made aware of the severe disciplinary concerns and the consequences.

Students shall be given the opportunity to review and discuss this discipline plan. When infractions occur, students shall have the right to explain circumstances of infraction and present their version.

COMPLAINTS

Williams Uniform Complaint Process,
Education Code Section 35186(f)
[The Williams complaint process covers only the listed items]

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

To file a complaint regarding the above matters, complaint forms can be obtained at one of the following locations:

- the school office
- District Office
- District Website: www.ccusd.org

UNIFORM COMPLAINT PROCEDURE NOTIFICATION
[for discrimination and noncompliance with state and federal laws
and regulations]

The Culver City Unified School District has to make sure that it follows state and federal laws and regulations governing educational programs.

- The District has adopted uniform complaint procedures when someone feels they have been unlawfully discriminated against because of ethnic group identification, religion, age, sex, color and physical or mental disability.
 - The District will also follow uniform complaint procedures when someone complains that the state or federal laws have not been followed in school programs.
 - The Board protects those who make complaints from retaliation.
- 1) The confidentiality of the parties and the facts will be protected.

- 2) Any complaints must be filed within six months from the time something happened or when they are first acknowledged.

The Assistant Superintendent for Educational Services is the person to receive all noncompliance complaints and forward them to the right person to investigate.

- Any individual, public agency or organization may send a written complaint to the Assistant Superintendent at the District Office or the California Department of Education, describing the issues.
- If the complaint is made to the School District, the person making the investigation will tell the decision to the person making the complaint.
- If dissatisfied with the decision, the person bringing the complaint may appeal to the Culver City Board of Education.
- The investigation, decision and appeal to the Culver City Board of Education must be completed within sixty days of the filing.
- If dissatisfied with the decision of the Board, the person making the complaint may appeal to the California Department of Education within fifteen days of receiving the District's decision.

The person making the complaint may also pursue help through local, state, or federal legal aid agencies, offices, or private/public interest attorneys. Any questions regarding Uniform Complaint procedures should be directed to the Culver City Unified School District Assistant Superintendent, (310-842-4220, ext. 4213).

Other Complaints

Please contact the principal as soon as possible after the incident.

Annual Notification of Rights and Responsibilities of Parents of Minor Pupils

For additional information and policies, please refer to the 2019-2020 Annual Notification of Rights and Responsibilities of Parents of Minor Pupils which can be found on

https://www.ccusd.org/apps/pages/index.jsp?uREC_ID=120892&type=d&pREC_ID=1590294