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## **The El Sol Academy Team**

### **Administrative and Teaching Staff**

Monique Daviss: Executive Director

Tristan Gude: Director of Operations

### **Credentialed Teachers**

Jacqueline Fung : Teacher Leader

Sara Flores: Family and Community Programs Coordinator

### **Kindergarten**

Silvia Romo: math/science/PE

Pamela Celis: Spanish language arts/social studies/art

Maria Ramirez: math/science/PE

Bertha Picasso: Spanish language arts/social studies/art

### **1<sup>st</sup> Grade**

Juan Hernández: math/science/PE

Gabriela Rodriguez: Spanish language arts/social studies

Adriana Zamora: math/science/PE

Beatrice Soto: Spanish language arts/social studies

### **2<sup>nd</sup> Grade**

Benjamin López: Spanish language arts/social studies

Cynthia Haskell: math/science/PE

Adriana Romero: math/science/PE

Yadira Burgara: Spanish language arts/social studies

### **3<sup>rd</sup> Grade**

Ivet González: English language arts/math/science/PE

Susan Saldaña: English language arts/math/science/PE

Miriam Villegas: English and Spanish language arts/social studies/PE

Karla Crespo: English and Spanish language arts/social studies/PE

### **4<sup>th</sup> Grade**

Jenny Zavala: English language arts

Rachel Rockway: Spanish language arts

Jessica Solis: math/ PE

Anel Tellez: social studies/science

### **5<sup>th</sup> Grade**

Griselda Maldonado: English language arts/social studies

Karen Duncan: math/PE

Lina Bornstein: science/PE



**Middle School Teachers**

Cecilia Ahumada: 6<sup>th</sup> - 8<sup>th</sup> grade science  
Edmond Cobos: 6<sup>th</sup> and 7<sup>th</sup> grade ELA/social studies/PE  
Guadalupe Cruz: 6<sup>th</sup> grade general math/ pre-algebra/algebra  
Francisca Darney: 6<sup>th</sup> and 8<sup>th</sup> grade ELA/social studies/PE/Advanced Via Individual  
Determination (AVID)  
Cristina Delgado: 5<sup>th</sup>- 8<sup>th</sup> grade Spanish language arts  
Ana Cruz: 5<sup>th</sup> – 8<sup>th</sup> grade Spanish language arts  
Guadalupe Mejia: 7<sup>th</sup> and 8<sup>th</sup> grade ELA/social studies/PE/ Advanced Via Individual  
Determination (AVID)  
Ada Starkey: Algebra & Geometry

**Music/Drama /Art Teachers**

Jeff Palmer: music  
Irving Davis: music  
Diane Doyle: drama  
Ofelia Limon: art

**Office and Support Staff**

Lina Palomo: Office Manager Elementary Campus  
Martha Rodriguez: Office Assistant Upper Campus  
Guadalupe Avila: Food Service Coordinator

**Extended Day**

Mariela Rosas: Extended Day Program Coordinator

**Noon Supervisors**

Maria Gutierrez  
Sonia Lozano  
Guillermina Rodriguez  
Eva Aguas

**Custodians**

Isidro Barrera: Custodian  
Jorge Zaragosa: Night Custodian



## **El Sol Academy's School Board**

Kathy Sabine  
Michael Madrid  
Michael Jones  
Kristy Ollendorff  
Isaac Zfaty  
Susan Mas  
Diane Shank

**Board meetings are held every second Thursday of each month.**

The Board is comprised of elected members. It meets monthly to monitor, plan, and discuss school matters and to provide counsel. As necessary, the Board also formulates policy to insure that the mission is being honored. The monthly meetings are open to the school community and the public in general.

## **School Philosophy**

### **Mission**

To provide a rigorous academic environment that prepares students for entrance into a college preparatory track at the high school of their choice and to create a culture of kindness, creativity, courage, and honesty that will permit our graduates to assume leadership roles in the 21<sup>st</sup> century.

### **Curriculum**

El Sol's educational focus offers a curriculum that is intellectually rich and focused on problem solving. Students are taught in a dual language (Spanish/English) setting, following a 90/10 dual language acquisition model. Our students will enter high school with well-developed skills in reading, writing, mathematics, science, and a refined artistic ability.

### **Characteristics of Dual Immersion Education**

The dual immersion program, promoting bilingualism and bi-literacy in English and Spanish, prepares students to excel in the global marketplace. Our goal is for students to attain fluency and literacy in both Spanish and English and meet or exceed grade level proficiency in all academic standards. Students learn to think, speak, read, and write in both languages and develop positive cross-cultural relationships. The California Department of Education standards guide all instruction in our program.

El Sol Academy's 90/10 dual language program begins with a greater amount of Spanish in the early years in order to provide a solid basis for future academics. The program is modeled after similar programs throughout the United States and Canada with proven success.

The percentage of Spanish and English instruction is as follows:



Grade	Spanish	English
K	90%	10%
1 <sup>st</sup>	80%	20%
2 <sup>nd</sup>	70%	30%
3 <sup>rd</sup>	60%	40%
4 <sup>th</sup> -5 <sup>th</sup>	50%	50%
6 <sup>th</sup> -8 <sup>th</sup>	Students receive concepts taught in both languages	

## **Parent Involvement**

Every family is required to volunteer 20 hours per academic year per child. Such activities may include copying, grading, filing, chaperoning, teaching/demonstrating, assisting, repairing, painting, or the sharing of special talents. Such service may take place during the school day, evenings, or even on weekends. Please consult your child's teacher or office staff for available opportunities. Families are responsible for recording their service hours in the school office.

## **School Life**

### **Admission Policy**

The following guidelines are implemented to ensure a fair and orderly admission process. All families seeking admission are asked to participate in an orientation meeting to learn about the dual language program and mission of the school. Following attendance to this meeting, families are asked to submit a completed application for consideration. Students will be asked to participate in formal language testing to identify their language dominance (required for proper placement in the dual language program). When necessary, a lottery will take place to determine admission. When transferring from another school, the academic records for each student will also be required along with a current immunization record. Additional testing may be required to determine proper placement in the school's dual language program.

Applications for enrollment will be considered in the following order of preference:

1. Children who are siblings of currently enrolled students.
2. Children of families in the Santa Ana community seeking a dual language education.
3. Children of families in the Orange County community seeking a dual language education.

\*Due to the nature of the dual immersion program, applications for grades one and above will be considered on an individual case-by-case basis.

## **Arrival and Departure from School**



- **Students are not allowed on school grounds before 7:30 a.m.** They must be lined up with their classes at 7:55 a.m. The gates on Halesworth Street will close at 8:10.
- A child arriving to school after 8:00 a.m. is considered tardy.
- All parents and visitors must sign in, in the office, when arriving on campus and wear a **visitor's badge** if they plan to remain on campus.
- Children over 12 months of age and who are walking will not be allowed on campus during school hours with the exception of any awards assembly or school event. **Parents MUST supervise their child during these times and may not allow them to run around and/or play on the playground equipment or the ramps to the classrooms.**
- Any student leaving the school grounds before dismissal must be signed out by the parent or authorized adult. Please minimize classroom interruptions by making doctor appointments after dismissal
- **No skates, rollerblades, shoes with wheels (ie. Heeley's), skateboards, or scooters may be ridden to school or on the school grounds.**
- 5<sup>th</sup> - 8th grade students are allowed to ride bicycles to school.

## **Bicycle Policy**

All riders must wear a fastened helmet. In addition, the students must have a lock for their bicycles and park their bicycles in the designated area on upper school campus. A parent permission slip must be on file prior to a student riding their bike to school. Permission slips can be found at the main campus office. **After the 3<sup>rd</sup> warning, students who are in violation of any stipulations of the permission slip will have their bicycle privileges revoked, no exceptions.**

## **Classroom Visits/Volunteer Hours**

Parents are welcome to volunteer in the classroom, but must make a prior arrangement with their child's teacher. When volunteering in a classroom, it is requested that volunteers not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom curriculum or a child's progress.

Any school or classroom visits, other than volunteer time, must be approved by the Executive Director before the desired date. Our goal and desire is to minimize disruptions to the students' learning environment.

- When you are on campus completing your twenty (20) volunteer hours, please make arrangements for childcare since siblings are not allowed in classrooms.
- If you have a child who is older than 12 months and can walk, we are asking that you not bring the child on campus when you are planning on staying for more than 10 minutes.

## **Playground Rules**



Recess is a privilege that is earned through making appropriate choices and following safety rules. We at El Sol desire our students to have a fun and safe recess, in order for this to occur, all students will observe these rules:

- Follow adult directions the first time given.
- All food needs to be eaten at lunch tables. Food is never allowed on the playground.
- Students should play in the designated areas as indicated by staff.
- A count of 30 is used when waiting for your turn.
- Use appropriate language: no put-downs or rude words or actions.
- Use playground equipment in the correct manner and for its intended use.
- Bounce playground balls on the ball walls, not against the portables.
- Use restrooms as needed, but not as play areas.
- **Stop moving when the bell is rung and walk to your line when the whistle is blown.**

Play games by El Sol Rules only.

1. Play fair: If you are out, go to the end of the line.
2. Be ready to play when you enter a game.
3. No “Time Out”! A play may be interrupted for interference only.
4. Never give “Cuts” to anyone.
5. Stand behind the line while waiting for your turn.
6. **Everybody plays or nobody plays. (No “closing” games).**
7. No “Do Overs.”
8. Play the same on everybody (No playing “easy” on your friends).
9. **Solve disputes peacefully: Talk, Walk, or “Rock, Paper, Scissors.”**
10. If a ball touched a line it is an out no matter what game you are playing.
11. No running on the blacktop except for P.E., basketball, and soccer.
12. No “Tag” or “Pegging” games.

## **Internet Use**

Access to the Internet will enable students to explore libraries, databases, and information resources. While the school does have a filtering system in place, parents/guardians should be aware that some material on the Internet may contain items that are objectionable or inaccurate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed the disadvantages. Students will be accessing the Internet in their classrooms and the computer lab with an authorized adult present for guidance. However, ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using information sources. To that end, El



Sol supports and respects each family's rights to decide whether or not to apply for Internet access. The school or parent/guardian may revoke Internet access at any time.

### **Internet Access Rules: Students Grades K - 5**

Students will sign a form that says:

1. I will follow the directions of my teacher/adult leader while at the computer.
2. I will not make copies of anything I find on the computer without adult permission.
3. I will keep my password private and not share it with anyone else. I will use only my password when I am on the computer. I will not ask or use anyone else's password. If I find out someone else's password I will tell that person and an adult so the password can be changed.
4. I will not use words, pictures, drawings, etc. that are not allowed at school or home. That includes drugs, threats, and unkind words.
5. I may not sell or buy anything on the computer
6. I will not give out my (or anyone else's) full name, address, or phone number to anyone without my parent/guardian and teacher's permission
7. I will treat the computer equipment and other users work carefully and not damage it in any way. I understand that if I do, I may have to pay for fixing the damage if it was done on purpose or when playing around.

I agree to follow the above rules and understand that if I break them I may not be allowed to use the computers again and may have other consequences.

### **Internet Access Rules: Students Grades 6-8**

Students will sign a form that says:

1. Students are personally responsible for the use of the Internet and El Sol's network. Students will abide to all rules of conduct expected on El Sol's campus while using the network.
2. Illegal activities of any kind are strictly forbidden. Illegal activities are those acts that constitute a violation of Education Code, local, state and/or federal laws. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Internet.



3. Unauthorized access to other user's work and/or resources is prohibited. This includes the use of another's password to gain access. Access is to be limited to those resources needed to complete educational goals.
4. The network shall not be used for personal and/or commercial financial gain. Product advertisement and/or political lobbying is prohibited.
5. Use of language and/or transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religion is prohibited. Inappropriate language is never to be used.
6. Use of the system to encourage the use of drugs, alcohol, tobacco, promotion of unethical practices, and/or any restricted activity as defined by law or school policy is prohibited.
7. Downloading of copyrighted material is for personal use only and may not be placed on the system for distribution without the author's and school's permission.
8. Damaging of computers, other user's work, and/or networks is prohibited. Any software having the purpose of damaging any computer and/or network is prohibited.
9. Computer equipment (hardware and/or software) may not be removed from the school site without written permission from a school administrator.
10. When using work of another, credit must be given to the person who created that work. Plagiarism is prohibited.
11. Students are not to reveal full names, home addresses, telephone numbers or any other personal information about themselves, other students, or school employees without written parent/guardian and staff approval (for scholarships, grants, and other educational uses only).

I agree to follow the above rules and understand that if I break them I may not be allowed to use the computers again and may have other consequences.

## **Academic Program**

### **Homework**

At El Sol Academy, we believe that homework is an essential part of the education process. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Homework is not new learning! It is the intention of the El Sol staff to assign



relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans). Students are expected to turn in homework weekly for lower elementary (K-2) and daily for upper elementary (3<sup>rd</sup>-5<sup>th</sup>) and middle school.

Furthermore, we feel that the responsibilities for homework are shared jointly among teacher, parents, and students. Parents please make sure that your child has a quiet place to complete homework without any interruptions. Students in third grade and above are asked to write their homework down in their agendas. For more details on the homework policy, please refer to the El Sol Academy Grading Policy.

The main purposes generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To allow for more in-depth exploration of topics than is possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

## **Homework Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Students who do not finish classroom work may be asked to complete it at home, which could increase homework time. If your child is spending an inordinate amount of time on homework, parent(s) should contact their child's teachers. Starting in 3<sup>rd</sup> grade, students will begin having homework in English Language Arts as well. The following represents a suggested guide.

<u>Grade</u>	<u>Suggested Time Schedule for HW</u>	<u>PLUS (+)</u>	<u>Recreational Reading</u>
K	10- 15 minutes	+	10- 15 minutes
1	10-20 minutes	+	10-20 minutes
2	15-25 minutes	+	15-25 minutes
3	30-40 minutes	+	20-30 minutes
4	40-50 minutes	+	20-30 minutes
5	50 minutes	+	20-30 minutes
6-8	20 minutes per subject	+	20-30 minutes

## **Accelerated Reader**

Students at El Sol Academy participate in the Accelerated Reader Program. Students are required to read every night. Teachers assign the number of minutes required. Online tests are taken during homeroom, recess, lunch, or language arts classes. Grade level teams will inform parents and students when AR tests will be taken. Parents may go online to [www.arbookfind.com](http://www.arbookfind.com) to find books at their child's reading level.



Yearly reading totals are as follows:

1 <sup>st</sup> grade goal	=	100,000 words
2 <sup>nd</sup> grade goal	=	200,000 words
3 <sup>rd</sup> grade goal	=	300,000 words
4 <sup>th</sup> grade goal	=	400,000 words
5 <sup>th</sup> grade goal	=	500,000 words
6 <sup>th</sup> -8 <sup>th</sup> grade English Class Student goal	=	750,000 words
6 <sup>th</sup> -8 <sup>th</sup> grade Honors English Class Student goal	=	1,000,000 words

## **Progress Reports**

Approximately six weeks after the start of a new trimester, parents will be notified of any academic concepts their student is struggling with and if there are any study habits that are not satisfactory. Parents are asked to sign each progress report, return it to school the next day, and the homeroom teacher will provide a copy for parent files.

## **Report Cards**

Report cards are issued at the end of every trimester. The first two are given to parents during Parent Conferences, and the third is sent home on the last day of school with students. Report cards will include academic performance grades, study habits, citizenship, and teacher comments.

Student grades kindergarten-second are graded based on standards using numbers 1-4. El Sol students in grade 3<sup>rd</sup>-8<sup>th</sup> grade are given letter grades. Please refer to the school's Grading Policy for more information.

## **Parent-Teacher Meetings and Conferences**

Parent-teacher meetings constantly take place at El Sol. Parents are encouraged to assume an active role in their child's education. We do ask, however, that appointments be made with the teacher. Your child's teacher will arrange an appropriate time and place to meet.

Parent-teacher conferences where parents are given a detailed assessment of their child's performance are held twice a year with student's homeroom teacher. The first conference is mandatory for all students. The second conference is a choice for parents whose students are at grade level, but mandatory for students who are below grade level. Throughout the school year, parents are always welcome to contact teachers to arrange a conference. Teachers may request a parent conference at any time as well. Please call the school or email teachers to set up a meeting.

## **Promotion/Retention**

When a student's grades and test scores fall below the set standards, a Board of Review comprised of teachers, the Student Success Team (SST) Coordinator, and an administrator meets with the parents to discuss recommendations for promotion or retention. The



school will make every attempt to consult and work with parents to help support student's academic challenges throughout the year.

## **Testing**

Students at El Sol are tested yearly using school and state-mandated assessments to measure student progress in the areas of reading, language, and math. The following tests are administrated over the course of the year, with parents notified of their child's results:

### School

Writing Proficiency Test: Grades K-8

Benchmark Tests: Grades K-8

APRENDA (Spanish): Grades K-8

### State

STAR Testing (California Standards Tests) English Language Arts and Mathematics:  
Grades 2-8

State-Mandated Writing Test: Grades 4 and 7

State-Mandated Science Test: Grade 5 and 8

State Mandated History-Social Science Test: Grade 8

State-Mandated Physical Fitness Test: Grades 5 and 7

## **Attendance**

It is essential that students be prompt and regular in attendance. Every absence, even for part of the day, interferes with your child's progress in school. *Absence from school is the greatest single cause of school failure.* Student(s) should not be absent from school unless it is absolutely necessary. If your student is absent, please call the office the morning of the absence.

**Elementary K-5<sup>th</sup> Grade: (714) 543-0023**  
**Middle School 6<sup>th</sup> – 8<sup>th</sup> Grade: (714) 834-1071**

If you are not able to call, please send a note explaining the absence when your child returns to school. When a child is absent, the school's Office Manager calls the student's home to verify the absence.

## **Excused Absence**

These are the kinds of absences that will be excused:

- If student(s) are ill
- If someone in student family passes away, (1-day absence is excused for local and 3 days for out of town).
- If student(s) need to observe a religious holiday



- If student(s) have to go to a doctor, dentist, or other medical professional- please bring a doctor's note upon return.
- If student(s) are ordered by the government to be somewhere else, such as in court
- If student(s) participate in "Take Child (son/daughter) to Work Day."

When a student has been absent, the student must bring to school on the first day they return a written excuse from his/her parent/guardian explaining why he/she was absent. The excuse should include the date(s) student was absent, the reason for the absence, and the signature of the student's parent/guardian or of a doctor who has treated him/her.

If a student is frequently absent, the Teacher Leader may ask that student's parent/guardian to provide more information about his/her absences.

## **Unexcused Absence**

Any absence that does not match one of the above-mentioned situations is an unexcused absence.

- Absence from school without parent consent
- Unexcused 'personal' reasons that do not relate to situations listed above
- Vacations or other activities taken during the school year

## **Early Dismissal**

A note from home is necessary when a student is to be dismissed early from school. If you wish to pick up your child during the school day, please make arrangements to have him or her signed out in the school office. Students may only be released to adults listed on the emergency card. We have established this procedure for the protection of all students. Please make every effort to schedule appointments after 3:00 p.m. **Dismissal within the last 15 minutes of the school day is very DISRUPTIVE to the classes.**

## **Medical Appointments**

Please try to schedule all medical/dental appointments after school whenever possible. If an appointment must be made during the day, the student should bring a note to the office at the beginning of the day to indicate when he/she will need to be excused. The parent will then need to come to the office at the designated time to sign the student out. Students should remain in school before and after all appointments.

## **Independent Study**

When you know in advance that your child is going to be out of school for **3 days or more** for a reason other than illness, please contact the office manager and teacher in advance so that we can prepare an Independent Study Contract for your child so the absences will not be considered unexcused. Parents need to fill out form and hand it to the office manager. The day before student will be out, parents needs to pick up work from the office manager before 4:00 pm. Upon return to school, parents need to return all work to the office manager.



## **Health and Safety**

### **Accidents**

In the case of most minor scrapes or falls, a capable and caring staff member will treat students. Should the injury be determined to be serious, parents and/or those designated on the emergency cards will be notified as soon as possible. Emergency medical services will be summoned as necessary.

### **Campus Security**

We appreciate everyone's cooperation in helping to keep our students safe. Our gates on Halesworth Street are always locked from 8:00 - 5:45 p.m. All of our parents and visitors are asked to come in through the front office where they need to sign in and out. Students will only be dismissed in the care of parents or those listed on the emergency card.

### **Child Abuse**

In accordance with California State Law, our staff is obligated, under penalty of a fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation.

### **Contagious Diseases**

The following communicable diseases **must be reported to school office**: chicken pox, pink eye, strep throat, measles, and lice. Please contact the school within 24 hours of diagnosis so that appropriate measures may be considered. Students must be cleared through the office before returning to class.

### **Emergency Situations**

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. Should any change occur, please notify the school office immediately of new telephone numbers.

In the event of an earthquake, teachers will direct students to "duck, cover, and hold." They will remain under cover until the shaking ceases, and they are notified that it is safe to evacuate the classrooms. Upon command, students will be evacuated to the fire drill area in the school. If there is a situation threatening our school structure and the safety of our students, they will be taken to Willard Junior High School.

In the event of a major earthquake, schools will NOT BE DISMISSED AND STUDENTS WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until the danger has passed. At that point, a parent or an adult listed on the emergency card may pick up their child(ren).



## **Harassment Policy**

In accordance with the laws of the State of California, El Sol Academy is committed to provide an environment free from harassment of any form. Harassment of any student by any other student, parent, or school employee is prohibited. The school will respond to allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

## **Illness**

El Sol believes that it is not in the best interest of ill children to be sent home alone. If a child is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.

## **Immunizations and Health Requirements**

Each student is required to submit a Record of Immunizations in order to comply with the Orange County Health Department regulations and to be in compliance with the State of California. Currently, an immunization record (yellow card) must be submitted showing the individual shots and dates they were given.

All incoming kindergarten students must have and bring proof of a full dental examination done within last 12 months. All children entering 1<sup>st</sup> grade must have a health checkup completed within 18 months of their admission or no later than 90 days after starting 1<sup>st</sup> grade. This checkup includes immunizations and the TB skin test.

## **EL Sol Academy's Dress Code**

Pride in one's appearance is important in fostering good self-esteem and a positive attitude toward school and others. Therefore, the students at El Sol Academy are expected to attend school in a clean and well-presented manner, wearing clothing consistent with the uniform policy. Parent adherence to the policy is important in fostering student responsibility, self-respect, and a sense of community. Parents' consistent support of the charter rules and philosophy is very important.

Students must adhere to the school's uniform policy as follows:

**All clothing must fit properly and be in good condition, clean, free of tears, ragged edges, and safety pins. Cartoon characters, team logos, or brand names are not acceptable on uniform clothing.**

### **Uniform Dress Code**

#### **Tops:**

- Red, navy blue, or white
- Solid colored shirts, with sleeves and collars, for both boys and girls



- Turtlenecks, sweaters, sweatshirts, and vests may be worn if they are red, navy blue, or white.
- *El Sol Spirit shirts and sweatshirts may be worn any day and are encouraged on field trips.*

### **Bottoms:**

Pants/Shorts/Skirts/Skort/Dresses/Jumpers. –

- Girls' shorts/skirts need to be no shorter than 2 ½ inches above student's knee.
- Boys' pants/shorts cannot sag or be worn below the waist – NO EXCEPTIONS.
- Navy, khaki, and school plaid in uniform style.

### **Belt:**

Solid brown, black, or navy belt must be worn when belt loops are present.

### **Shoes:**

Tennis shoes are recommended. **All shoes must have closed toe and heel.** No dress boots, high heels/platforms, flip-flop, sandals, or dress up shoes, please.

### **Hats:**

No hats may be worn on campus.

## **Free Dress Days and Spirit Days**

Throughout the school year there are certain days where students are able to participate in Spirit Days. Flyers will be sent home in Thursday packets announcing Spirit Days and specifications. Shirts may not be spaghetti straps, have any cartoons, or inappropriate sayings or symbols. Bottoms should follow uniform dress code, unless otherwise specified on flyers. Shoes should follow uniform dress code as well.

## **Physical Education**

Students in grades 6<sup>th</sup> – 8<sup>th</sup> have a PE dress code with two options. The first option is to purchase an El Sol PE uniform in front of the office (room 30) on the middle school campus the first two weeks of school. PE uniforms will be sold from 1:30-2:30 p.m. If a student does not purchase PE uniform, the second option is to wear a plain white t-shirt with black shorts.

## **Hair & Grooming**

Hair must be neatly groomed and styled in a way so that it does not interfere with the student's vision. No dying or use of colored gels on hair (temporary spray dye may be used during Spirit Week only). If earrings are worn, they must be post-style for safety reasons.

## **Violation of Dress Code Policy**

A student who violates the dress code policy will receive a written warning that must be signed by the parent.



The first time will be a warning, thereafter, the student will receive:

- Discipline Points
- Recess detention
- Recess and lunch detention
- Meeting with parent and student
- In-school suspension
- Loss of privileges, including fieldtrips and other school related events

### **Special Notes:**

If students are dressed or groomed inappropriately, the teacher or Teacher Lead will bring it to his/her attention. If the student comes again to school dressed or groomed inappropriately, parents will be notified. There are resources at the school to assist families with uniform issues. Please call the office for assistance or questions. Although it is not possible to anticipate every style, trend, or haircut, unacceptable items not addressed in the uniform policy will be dealt with on an individual basis by the administrative staff along with the student's parent(s).

### **Hygiene**

Personal hygiene is important for all students. Being clean and neat helps student(s) stay healthy, feel better, and work better at school.

Because head lice are so easily spread from one student to another, any student who has head lice will be sent home and cannot return to school until the student's parent can show proof of effective treatment. If head lice become a persistent or reoccurring problem, clearance from the health department may be necessary.

## **Student Discipline Policy**

The El Sol Elementary and Middle School discipline policy has been developed to make sure all students are able to develop physically, mentally, emotionally, and socially in a secure, orderly, and productive learning environment. It has also been developed so teachers have guidelines and the support they need to teach efficiently. Finally, the school disciplinary policy provides parents with the knowledge that their student(s) will be treated fairly.

The policy works to ensure that:

- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Students and staff will be expected to be on task at all times while in the classroom or at other learning activities.



This discipline policy takes into account all non-negotiable rules, district level rules, and classroom rules. Students, parents, and staff members must have a clear understanding of what is considered unacceptable behavior at El Sol Academy. They must also know the consequences for unacceptable behavior and at what level the classroom teacher or Teacher Lead assumes responsibility for conferring with students and parents regarding behavior problems.

## **Behavior Code**

The following behaviors are prohibited at school, at any school-sponsored activity or event (including but not limited to festivals, dances, fieldtrips), or while on a bus:

- Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
- Damaging school property or the property of others
- Damaging or setting off a fire alarm (except in cases of fire on school premises).
- Dishonesty
- Distribution, use, access, upload, or download of vulgar, obscene, or threatening materials and/or graphics
- Fighting and/or play fighting
- Leaving a class or the school without permission
- Physical contact that is inappropriate.
- Possessing or using tobacco or any smoking paraphernalia.
- Possessing, using, selling, buying, giving away, bartering or exchanging any alcoholic beverage or illegal drug
- The misuse of technology (refer to Electronic Resources – Authorized User Policy).
- The sale, give-away, barter, exchange or distribution of any food, non-prescriptive or prescriptive drugs, materials, substances, toys, or other personal belongings without the consent of the principal or the principal's designee.
- Theft
- Littering
- Using inappropriate language, whether written or spoken
- Verbally or physically abusing teachers, administrators, students, or any other person, including but not limited to, acts of sexual harassment, threats, or intimidation
  
- Bus misconduct [for field trips/school sponsored trips]

## **Bullying**

Bullying is one of the most underrated problems in schools. Teachers, administrators, students, parents, and support staff need to work as a team to take action against bullying.

Bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and



which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks, of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, name calling, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

## **Discipline System**

During this 2011-2012 school year, El Sol Academy will use a point system for student discipline. Students whose behavior is in violation of any of the above guidelines will be subject

to a point-based system of social development and discipline. This system is designed to be a firm, fair, and consistent way of working with young people in their social development.

In order to help students to transition into a point system, the first three weeks of school students will not be given points, but will receive warnings. Starting the week of September 19<sup>th</sup> students will receive points for unacceptable behavior. Parent(s) will also be notified in writing each time their child receives a point. Students are expected to have their points signed and returned to the issuing teacher the next school day. If it is not returned, parent(s) will receive a



phone call. When a student accumulates 6 points, the school, will notify their parent(s) both by phone and in writing, that their child has an afterschool detention.

Discipline is a process designed to teach, model, and use natural consequences to bring about responsible behaviors necessary to ensure a secure, orderly, and productive learning environment by helping change unacceptable behavior to acceptable behavior.

Acceptable student behavior includes:

- Respect for self, all fellow students, all faculty, and all visitors to the school
- Courtesy in speech and manner
- Cooperation with all teacher, class, and school policies
- Self-control in dealing with others
- Concern for the safety and well-being of others
- Acceptance of responsibility for academic learning

### **Kindergarten and First Grade**

Student(s) in these two grade levels will receive appropriate and immediate consequences for unacceptable behavior (i.e. lying, pushing, biting, placing hands on a classmate, etc). Consequences will be given by grade level teachers, and if need be the Teacher Leader will become involved. Some of these consequences may be computer and classroom privileges may be taken away. Suspension is possible for extreme cases.

### **POINT SYSTEM (2<sup>nd</sup> - 8<sup>th</sup> grade)**

This system is a cumulative system of tracking points. Each time a student's total reaches six (6) points, an after school detention on Wednesday from 1:30-2:30 will have to be served. Parents will be notified by phone and a detention slip will go home for a parent signature. If a student has to serve two detentions, the Discipline Committee, teacher, parent, and student will come together in a formal meeting to discuss a discipline plan for the student.

Students in detention are to be respectful and sit quietly. If they do not follow detention rules, that student will have to come on an assigned Saturday to do campus clean up. Until that detention is served properly, the student will not be allowed to participate in any special events or extra-curricular activities, including sports, dances, and/or ASB duties.

At the end of each trimester, any points issued that trimester that do not total six (6) points, will be forgiven and, as such, no longer count towards a detention. The exception to this is any points obtained in the final seven (7) days of a trimester will not be forgiven until the end of the following trimester.

What follows is a guideline for teachers and staff to follow in the assigning of points. The examples listed are only examples and are in no way all-inclusive. The judgment of the teacher and staff member will be final in assigning the points based on the nature and severity of the



infraction. Classroom teachers may also be giving other immediate consequences (i.e. loss of recess, classroom privileges, fieldtrips, etc.) that are appropriate for unacceptable behaviors.

### **Elementary Point System (2<sup>nd</sup>-5<sup>th</sup> Grade)**

#### 1 point

- Chewing gum
- Running in class
- Being outside without a pass
- Misbehaving in line
- Not following recess and lunch procedures such as standing when the bell rings at the end of recess)
- Littering
- Not turning in behavior form with parent signature

#### 2 points

- Talking back to adults
- Violation of school dress code
- Going into office without a supervisor or teacher's note
- Inappropriate use of playground equipment (slides, sandbox, wood chips)
- Playing in restrooms
- Tardies during rotation

#### 3 points

- Rough playing
- Running away from authority
- Leaving lunch tables early
- Not eating snacks at lunch tables
- Disrespectful to substitute teachers

#### 4 points

- Offensive use of language
- Throwing food (food fights)

#### 5 points

- Destruction of school property (restrooms, classrooms, etc.)
- Inappropriate display of affection (kissing, touching)

#### 6 points (may also result in a suspension)

- Physical violence
- Bullying (verbal or written threats towards anyone)
- Harassing
- Use of profanity
- Stealing
- Vandalism
- Sexual Harassment
- Possession of weapons



### **Middle School Point System**

#### 1 point

- Chewing gum
- Being outside without a pass
- Misbehaving in line
- Littering
- Not turning in behavior form with parent signature

#### 2 points

- Violation of school dress code
- Going into office without a supervisor or teacher's note
- Playing in restrooms
- Sleeping in class
- Tardies during rotation
- Note passing
- Not waiting in line
- Splashing water at fountains
- Playful pushing and shoving

#### 3 points

- Talking back to authority
- Forging signatures
- Disrespectful to substitute teachers
- Talking to people on the other side of school gate

#### 4 points

- Using cell phones during school hours
- Inappropriate use of Internet at school (Facebook, Youtube, Myspace, Twitter)
- Misbehaving on school bus

#### 5 points

- Inappropriate display of affection (kissing, touching)
- Disruptive behavior during school
- Inappropriate games
- Inappropriate behavior during rotation

#### 6 points (may also result in a suspension)

- Physical violence
- Bullying (verbal or written threats towards anyone)
- Harassing
- Use of profanity
- Stealing



- Vandalism
- Sexual Harassment
- Possession of weapons
- Possession or use of an illegal drug or misuse or distribution or sale of any prescribed drug or any over the counter medication
- Any criminal act

Students, parents, and staff will demonstrate self-respect, respect for others, and respect for all things in their environment. Since behavioral development is an on-going process that involves the entire school, any teacher, faculty, or staff member can give any student a point. This discipline policy applies to all students at any time they represent the school. This includes the bus, fieldtrips, sporting events, dances, and any other special or extra-curricular event.

## **Student Suspension and/or Recommendation for Expulsion**

For specific offenses, the state law allows for the suspension (Education Code § 48900 a-q) of a student if a school investigation shows the student--while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity--has engaged in any of the following acts:

### **Assault/Battery**

Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee. Also included are attempted sexual assault, sexual assault, and sexual battery. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

### **Weapons**

Possessing, selling, or otherwise providing any weapon--including guns, knives, explosives, or simulated weapons, including toys such as pellet, air soft, paintball, BB guns, and water guns. Also applies to use of any object in a threatening manner, including traditional classroom supplies such as pencils, pens, and paperclips.

### **Alcohol/Intoxicants/Controlled Substances**

Unlawfully possessing, using, selling, or otherwise providing alcohol, intoxicants (including inhalants such as glue, paint or liquid paper) or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants, or controlled substances.

### **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances**

Delivering, providing, or selling items, which are claimed to be alcohol, intoxicants, or controlled substances, but were not such items.

### **Drug Paraphernalia**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

### **Tobacco or Nicotine Products**



Possessing, providing, or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Under district policy, a fourth offense requires an expulsion r referral.

### **Robbery and Extortion**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

### **Property Damage**

Causing or attempting to cause damage to school property or private property. Parents or guardians are legally responsible to pay for any losses or damage to public property caused by a student.

### **Property Theft**

Stealing or attempting to steal school or private property, or receiving stolen property. Parents may be required to pay for damages.

### **Obscenity**

Committing an obscene act or engaging in regular profanity, swearing, or vulgarity. Also applies to sexual acts, even if consensual.

### **Disruption or Defiance**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials, or other school staff performing their duties.

### **Hate Violence (Grades 4-12)**

Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. **This includes but is not limited to negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation, or the mentally or physically challenged.**

### **Threats and Intimidation**

Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. Also applies to verbal or written threats against school officials or threats to cause major property damage.

### **Harassment (Grades 4-12)**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, creating substantial disorder, or creating a hostile educational environment.



### **Hazing**

Engaging in or attempting to engage in any activities used for initiation or pre-initiation into a student organization or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm, applies to any student attending any school or school event.

### **Sexual Harassment**

Inappropriate verbal, written, or physical conduct of a sexual nature may be defined as sexual harassment and, as such, shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

It is important for parents to help the school explain to student(s) the importance of reporting all incidents that may relate to sexual harassment. It is equally important that parents help the school system explain to students the absolute prohibition against such acts and the consequences for acting in any manner that may be interpreted as harassing. Any student or parent who alleges sexual harassment may complain directly to the Teacher Lead, teacher, or other adult on the school campus.

### **Suspension by Teacher**

A teacher may suspend any student from his or her classroom for any of the acts considered grounds for suspension (stated above) for the day of the suspension and the day following. The teacher immediately reports the suspension to the school Teacher Lead and sends the student to the Teacher Lead or the Teacher Lead's designee for appropriate action. The Teacher Lead's designee may be another teacher or other staff member.

## **Student Work and Organization**

Students should always strive to do their best on all of their work, at home and at school.

### **Teacher ... Parents Communicator Folders**

Students in grades Kindergarten – 2<sup>nd</sup> grade receive a red communication folder where teachers will place school and classroom news. On the left hand side of the sheet, it is labeled “Return to School.” Papers requiring a parent signature or response will be placed on this side.

The right hand side is labeled “Keep at Home,” these papers do not need to be returned and are for parents to be informed of upcoming events or student(s) progress.

### **Student Agenda**

Students in 3<sup>rd</sup> - 8<sup>th</sup> grade receive student agendas where they will write their homework down on a daily basis. These agendas are designed to help students learn to **organize** their assignments for each class every day. Some grade levels require parent signatures in student



agendas to confirm that a parent has reviewed homework assignments. Grade levels requiring parent signatures will inform parents at Back to School Night.

### **Make-up Class Work and Homework Policy**

If a student is absent it is his/her responsibility and expectation to make up missed work due to any type of absence regardless of the reason. Parents should call the office to ask for missed work. After asking for the homework, please allow twenty-four (24) hours for teachers to respond to requests. Please call first to check if the homework is ready. When ready, parents may pick up the assignments at the office. Any work not made up will count against the student's grade.

Elementary Office: (714) 543-0023

Middle School Office: (714) 834-1071

### **Physical Education Excuses**

Students are expected to participate in P.E. every day. A student may be excused from an activity if a parent has written and signed an excuse explaining the illness/injury. This excuse is valid for *no more than three consecutive days*. **To be excused for a period longer than three days, a written statement from the doctor is required.**

## **Information from A to Z**

### **ASB: Student Government**

Student government provides an opportunity for students to participate in the affairs of their school and to become involved in the decision-making process. The El Sol Student Council is composed of both elected and appointed members from the student body and helps in determining school activities and appropriate school functions. Elections are held at the end of the school year and members serve for one year.

### **Awards**

El Sol Academy takes great pride in recognizing and rewarding students for positive character and achievement throughout the school year. Teachers bestow Student-of-the-Month Awards to those who have shown improvement, achievement, or outstanding character. At the end of each trimester, students who have perfect or outstanding attendance are recognized.

Towards the end of the school year, students are recognized for their achievements on the CSTs and Aprenda tests from the previous year.

### **Birthdays**

The faculty and staff are happy to recognize student birthdays. However, because student's learning time at school is very important, we would prefer if birthday celebrations not



be held during the school day. We would also prefer that student(s) did not bring cake/cupcakes and rather student(s) purchase a book or game that the entire class can enjoy.

## **Calendar**

A monthly school calendar of events is sent home on the first Thursday of every month highlighting school activities. Updated information can also be found online at [www.elsolacademy.org](http://www.elsolacademy.org).

## **Candy and Snack Foods**

At El Sol Academy we promote healthy eating habits. As a school rule, we do not allow candy to be eaten on school campus. Students are not allowed to go to the snack truck during school hours and/or ask school staff to purchase from the truck. This applies to students who participate in the Extended Day Program.

**Students are not allowed to sell candy and/or snack items at any time before, during, or after school. Students will receive 3 discipline points. In addition, an immediate consequence could be given but not limited to the following:**

- Confiscate sale items and money
- Detention at recess and lunch
- Conference with student and parent
- In-School Suspension (conference with student and parent)

## **Cell Phones on Campus**

Cell phones are the way students communicate with their parent(s)/home. However, in order to minimize distractions, academic dishonesty, and loss/theft; El Sol Academy has developed a Cell Phone Policy/Contract.

Cell phone use is prohibited during class instruction (bell to bell) and passing periods. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes use in hallways, restrooms, offices, and any other place on campus. Students may **NOT** ask for a restroom pass to use their phones. Cell phones must be on silent or turned off and kept out of sight in student backpacks.

Those who choose to bring a cell phone to school must have a signed Cell Phone Permission Slip on file. There are no exceptions to this rule.

## **Character Counts**

Our teachers and staff work hard to build great character in each student. We use the Six Pillars of Character: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship** to teach students how to be terrific (TRRFCC) leaders and citizens in their community.



## **Communication**

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **THURSDAY PACKETS:** Each Thursday the school sends home a white envelope containing important school information and events.
- **NEWSLETTER:** The administrative newsletter informs parents of activities taking place at El Sol and in the community.
- **WEBSITE:** Please visit our website for any updates, news and information:  
[www.elsolacademy.org](http://www.elsolacademy.org).

## **Counseling**

El Sol Academy does not have a counselor on site. We do, however, have different partnerships in the community. If you feel your child needs counseling, please pick up a form from the office and turn it in to the office manager.

## **Dances**

Middle school students (6<sup>th</sup>-8<sup>th</sup> Grade) are able to participate in school dances. There are three dances a year organized by ASB. Students must return a signed permission form when buying a dance ticket. In addition to granting permission to attend the dance, students and parents acknowledge and understand the rules governing appropriate dancing. The school rules and dress code are to be followed and are enforced; students must be picked up within 15 minutes after the conclusion of the dance or consequences may be issued.

## **Emergency Cards**

It is very important to keep phone numbers and addresses updated on your child's emergency cards. When there has been a change to either, please let the office manager know.

## **Emergency Drills**

Regular emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. Students are required to remain quiet and attentive in order to receive necessary instructions. *Consequences will be assigned to students who do not follow the directions of any staff member.*

## **Extended Day**

The Extended Day Program is an enrichment program aimed at helping students academically and a place where students find a variety of extracurricular activities and lessons to



develop many different skills and new knowledge. For those enrolling in the program there are three different statuses: students who participate in the program every day and attend regular classes (may participate in extracurricular classes-piano, guitar, etc), students who participate in the program every day and attend intervention classes, or students who attend the program to

take extracurricular classes. For more information and an application please see the office manager.

## **Field Trips**

Teachers may schedule field trips during the year to enhance and support the instructional program. A student permission form will be sent home for parents to sign allowing the student to attend the trip. Teachers will notify parents if volunteers are required. For safety, siblings are not allowed to attend school field trips.

Student(s) must leave to a fieldtrip on the form of transportation stated on the permission slip and must return to school by the same means of transportation. A parent is not allowed to fill out an Early Release Form and take child home from fieldtrip location. Fieldtrips are a privilege and may be taken away (as stated in the Discipline Policy), if student does not follow school rules.

## **Forgotten Items/Parent Deliveries**

If a child forgets an item at home, **parents are NOT permitted to bring their student forgotten items into the classroom.** They may drop off forgotten items (including lunch) in the front office for students in Kindergarten-4<sup>th</sup> grade and to room 30 for 5<sup>th</sup>-8<sup>th</sup> grade.

## **Health Office**

The school health office provides emergency first aid to students for accidents or sudden illnesses occurring at school. Students must report to the health office with a teacher's note. Health office personnel will notify parents when students are ill; students are not to contact parents themselves. California State Law stipulates students enrolled in public school must have, on file, a record of immunization against polio, measles, mumps, rubella, hepatitis B, and TDaP. The school should be notified/informed of any physical condition that could have an effect upon the student's well-being and/or general health.

## **Items NOT Permitted at ANY Time**

The following items are not permitted and will be confiscated. Students will receive discipline points based on the item confiscated on campus. As an immediate consequence students may lose a recess or lunch recess if a student has the item in his/her possession.

In the case of electronic games and music players (i.e., iPod, MP3), parents must come to the office (after school) to sign for and retrieve the item and detention may be assigned.

- Permanent Markers or felt pens of any kind
- Liquid White Out



- Electronic games and music (i.e., DS, iPod, MP3)
- Aerosol/spray cans or bottles
- Hairspray
- Toys, stuffed animals
- Trading cards, Pokemon cards, etc.

## **Lost and Found**

Parents should be sure to have proper identification (student's first and last name) marked on articles of clothing and all personal property. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, during nutrition or lunch, or after school. The Lost and Found area for the elementary campus is outside of room 16 and on the middle school campus outside room 30. Stolen items should be reported immediately. All items not claimed at the end of each month will be given to charitable organizations.

## **Medications**

Medication forms, obtained from the office, are available for students who are required to receive medication, including over-the-counter medicines. A written request from the parent/guardian as well as from the doctor must be on file with the office. Parents are to provide the necessary medication in the detailed pharmacy container with the student's full name clearly labeled. Any over-the-counter medication must be in the original packaging and clearly labeled with the student's full name. All medications must be kept in the office. ***Students are not to be in possession of any medication while on campus.***

The school should also be notified if a student is on any regular medication regardless of whether it is administered at school.

- \*Cough drops, medicated or non-medicated are not allowed on school campus.
- \*Parents may come to the school office to administer medication.

## **Snacks and Lunch**

Student snacks and lunches brought to school from home are kept in the classrooms. Please ensure to send a *healthy snack and lunch for your child*. Encourage your children to bring home any food they do not eat, so that you will know what they are eating. Please mark their lunches with their first and last names. All students must eat snacks and lunches in the designated eating areas. Students **MAY NOT EAT** by classrooms or walk around campus as they eat. All trash should be thrown into a trashcan.

- **Snacks:** All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat at this time, i.e. fruit, crackers and cheese, etc.
- **Lunch:** El Sol provides a lunch program for all students. Lunch is \$2.00 a day. The school also has a free or reduced lunch program for those families who qualify under federal requirements. Please see the food coordinator in the office for further information.

We ask that you review the following lunch procedures with your child:



1. Lunch bags and boxes should be labeled with student's names.
2. There will be a container in the office for snacks and lunches brought to school after the start of the school day. Clearly mark these with the student's name and grade. Students may come up to office and pick up their snack or lunch during their recess.
3. **Food MUST be consumed at the lunch tables, no exceptions.**
  - **Students, especially in grades 5-8 cannot purchase items from the food vendors or food truck or have staff members purchase food for them at any time.**
4. Playground equipment (i.e. balls, jump ropes, etc.) is not allowed at the lunch tables.
5. Students must sit at designated tables while eating.
6. Students must sit for 15 minutes at their tables before being excused – no exceptions.
7. Students may not walk or run with food in their mouth.
8. Students must keep hands, feet, and food to themselves.
9. To be dismissed after the first 15 minutes, students need to:
  - Make sure their area is clean
  - Remain seated
  - Wait to be individually dismissed by an adult
10. Students must throw trash in the appropriate trash containers when dismissed.
11. Students must walk from the lunch area to the playground after being dismissed.
12. Parents visiting during lunch may sit at their child's assigned table. (\*as space allows)

## **Pets**

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the Teacher Leader. Under no circumstance is a potentially dangerous pet to be brought to school.

## **Parent Messages**

One of our goals at El Sol is to enable "teachers to teach, and students to learn." In order to accomplish that goal we are always looking for ways we can protect the valuable instructional time in the classroom from unnecessary interruptions. *Parent requests to get messages to their child or the teacher during the instructional day can have a significant impact on the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions.

- ❖ ***Please do not call the office to relay messages to your child/ren unless it is an absolute emergency.***
- ❖ ***Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:***
  - ❖ Who is picking them up after school?
  - ❖ Whom are they going to go home with?
  - ❖ Do they need to go to daycare today?
  - ❖ What are they to do if it rains?



- ❖ Do they have their homework?

## **Parent Teacher Organization (PTO)**

The El Sol Academy Parent/Teacher Organization (PTO) has two primary objectives:

1. Build a strong relationship between the faculty, staff, and parents to insure a united effort to create the best learning environment for our children.
2. Raise funds that enrich and improve the quality of the educational environment for the children of El Sol Science Academy.

## **Pictures/Consent to Photograph**

Members of the media, including newspaper photographers and television camera crews, may visit our campus during the school year to photograph and/or interview children. Parents are asked to fill out, sign, and return a permission slip so that your child may participate. Except for a media request on a controversial matter, which we would notify you separately, the permission will cover the entire school year. Your signature also permits El Sol Academy to use the photographs or interviews in our own publications and on our Internet web site.

## **Sports**

Middle school students (6<sup>th</sup>-8<sup>th</sup> Grade) are able to participate in intramural sports. All practices and games are held after school. We play against other middle schools in the area. Good sportsmanship is always stressed.

## **Selling Things at School**

Student(s) are not allowed to sell things like Pokemon cards, toys, Girl Scout cookies, candy bars, gum, or baseball cards to other students or teachers at school. Student(s) are also not allowed to trade or give away these things at school.

## **Student Support Services**

El Sol Academy has the services of a Speech and Language Therapist, an RSP teacher, and a school psychologist for students who qualify for these services. Students experiencing academic or behavioral difficulties may be referred to the Student Success Team. This team will meet with the student, parents, teachers, and counselor to discuss strategies and design an improvement plan that will help the student become successful. Teachers or parents may refer a student to the team at any time.

## **Textbooks**

Textbooks are provided for each student as used in each content area. Textbooks must be covered with appropriate protective material. NO sticky covers! Damaged textbooks will be charged according to the damage; full replacement price will be charged for all lost textbooks. Students must clear textbook records before final grades will be issued and/or school functions can be attended.

## **Traffic**



It is quite busy during morning drop-off and afternoon pick-up with both students and vehicles. To reduce the congestion and make this area safe for our students, drive with caution and do not stop or block the entrance or exit. Please cross your child at the designated crosswalk and wait for the El Sol Staff member to give you permission to walk across.

## School Schedule

Our school office hours are 8:00 a.m. to 4:00 p.m. El Sol Academy's instructional hours are as follows: kindergarten 8:00 a.m. to 2:30 p.m., first thru fourth (1<sup>st</sup>-4<sup>th</sup>) grade 8:00 a.m. to 3:00 p.m., fifth grade 8:00 a.m. to 3:15 p.m. and Middle School (6<sup>th</sup>-8<sup>th</sup> grade) 8:00 a.m. to 4:00 p.m. On Wednesdays, students in kindergarten thru fourth (K-4<sup>th</sup>) grade attend school from 8:00 a.m. to 1:30 p.m. and students in fifth thru 8th (5<sup>th</sup>-8<sup>th</sup>) grade start at 8:00 a.m. and end at 1:40 p.m.

### Recess Schedules

Grade	Regular Day Recess Schedule	Modified Day Recess Schedule	Minimum Day Recess Schedule
Kindergarten	9:15-9:30	9:15-9:30	9:15-9:30
First (1 <sup>st</sup> )	9:30-9:45	9:30-9:45	9:30-9:45
Second (2 <sup>nd</sup> )	10:00-10:15	10:00-10:15	10:00-10:15
Third (3 <sup>rd</sup> )	10:15-10:30	10:15-10:30	10:15-10:30
Fourth (4 <sup>th</sup> )	9:45-10:00	9:45-10:00	9:45-10:00
Fifth-Sixth (5 <sup>th</sup> -6 <sup>th</sup> )	9:35-9:45	9:15-9:25	9:05-9:15
Seventh-Eighth (7 <sup>th</sup> -8 <sup>th</sup> )	10:25-10:35	10:25-10:35	10:25-10:35

### Lunch Schedules

Grade	Regular Day Lunch Schedule	Modified Day Lunch Schedule	Minimum Day Lunch Schedule
Kindergarten	10:45-11:30	10:45 – 11:15	10:45 – 11:15
First (1 <sup>st</sup> )	11:15-12:00	11:00 – 11:30	11:00 – 11:30
Second (2 <sup>nd</sup> )	11:45-12:30	11:15 – 11:45	11:15 – 11:45
Third (3 <sup>rd</sup> )	12:45-1:30	12:15 – 12:45	12:15 – 12:45
Fourth (4 <sup>th</sup> )	12:15-1:00	11:45-12:15	11:45-12:15
Fifth-Sixth (5 <sup>th</sup> -6 <sup>th</sup> )	11:20-12:00	11:20 – 11:50	10:55 - 11:25
Seventh-Eighth (7 <sup>th</sup> -8 <sup>th</sup> )	12:10-12:50	12:00 – 12:30	11:30 -12:00



## **SCHOOL-PARENT COMPACT** **2010-2011**

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

This school-parent compact is in effect during the 2010-2011 school year.

### **PARENT/ADULT CHECKLIST - I will do my personal best to:**

- Ensure that my child is in school every day on time.**
- Talk to my child about school
- Look at his/her work and school communications
- Attend school functions when possible
- Assist my child with homework as needed
- Promote reading activities at home

**Parent/Adult signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **STUDENT CHECKLIST - I will do my best to:**

- Help my parent get me to school every day on time.**
- Strive to be **T**rustworthy, **R**espectful, **R**esponsible, **F**air, **C**aring, **C**itizen "TRRFCC" daily.
- Read for enjoyment
- Follow school and classroom rules
- Do my best to complete assignments
- Ask questions when I don't understand

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **TEACHER CHECKLIST - I will do my best to:**

- Provide a safe, caring, and supportive learning environment
- Be aware of individual learning styles
- Provide interesting and enjoyable reading material



- ✚ Teach to the California Content Standards and do what's necessary to have all students master these standards.
- ✚ Use effective instructional methods and strategies
- ✚ Maintain meaningful school home communication

**Title teacher signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE**

**NOTICE OF RECEIPT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

Student's Name: \_\_\_\_\_  
(First name) (Last name)

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please read below and check appropriate response and sign below:**

**1. Permission for Internet**

As the parent/guardian of this student, I have read and understand these rules and regulations for acceptable use of electronic information resources and understand that use of the Internet is designed for educational purposes. I understand that it is impossible for the School to restrict access to all controversial materials and I will not hold the School responsible for materials acquired on the network. I hold El Sol Academy harmless from any damages, awards, or claims of liability resulting from my student's access to the Internet. I understand that access to the Internet is a privilege, not a right. My student is expected to use good judgment and follow the above-listed rules of use. Should there be breach of the rules my student may lose all access to the El Sol network and have other consequences as deemed appropriate.

I DO give my permission to issue an account for my student to access the Internet on the El Sol network.

At this time I DO NOT accept this agreement, nor do I give permission for my student to access the Internet.

**2. Permission to be Photographed**

I DO give permission for my child to be photographed, videotaped/filmed and/or interviewed.

I DO NOT give my permission for my child to be photographed, videotaped, filmed and/or interviewed.

**3. Review of Discipline Policy**

**I have received, read, and agree to abide by the 2010-2011 El Sol Academy Parent-Student Handbook. I further agree to discuss with my child all areas of the handbook which may apply to him/her school experience.**



\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature