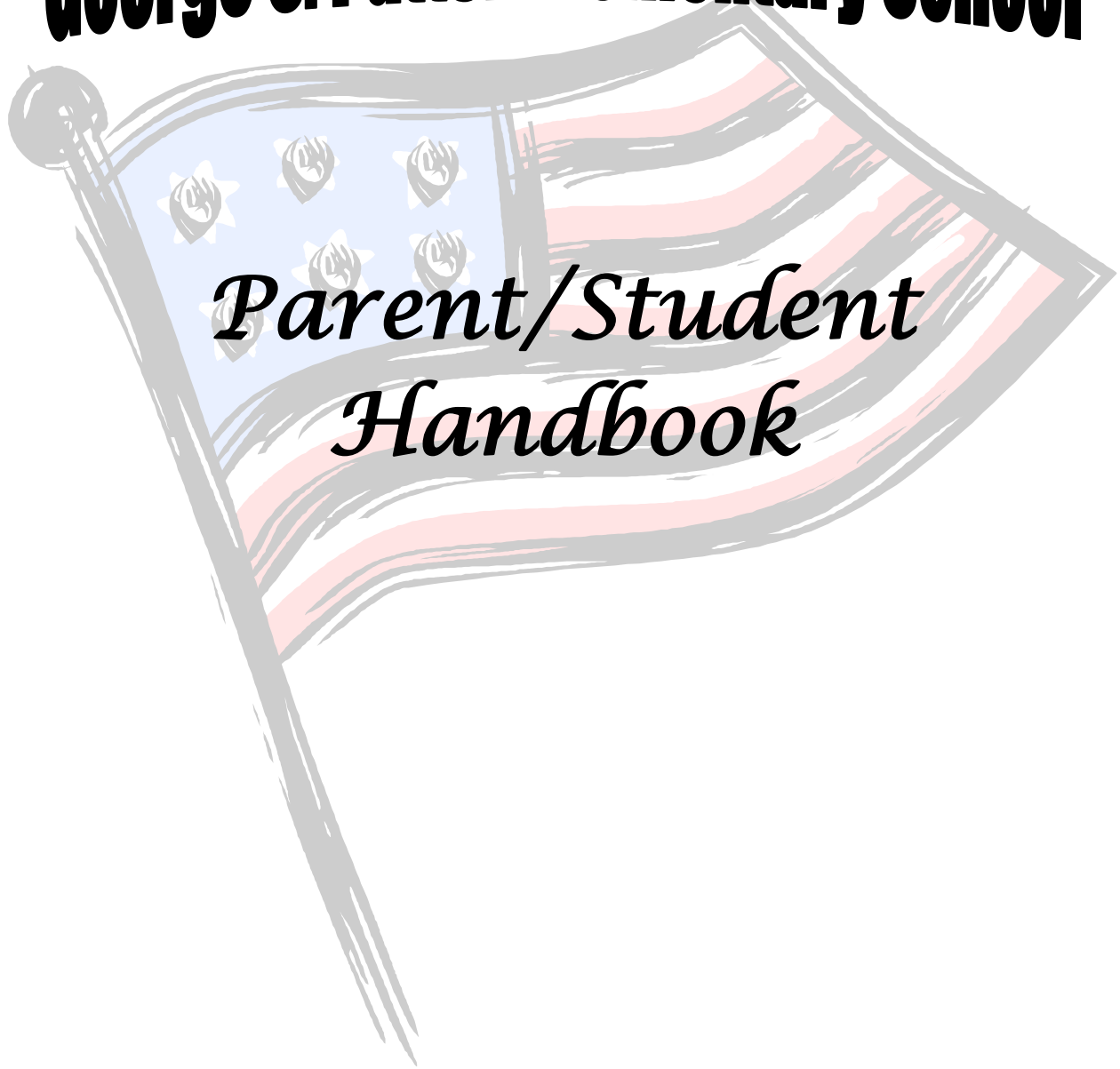


George S. Patton Elementary School



*Parent/Student
Handbook*

OFFICE HOURS: 7:30 a.m. – 4:00 p.m.

SCHOOL HOURS:

TK through 6th GRADE: 7:55 a.m. - 2:15 p.m. (M, T, Th, F)
7:55 a.m. - 1:00 p.m. (Wed)

ABSENCES

All absences **MUST** be reported to the school office on the day(s) of your student's absence by calling (714) 663-6584 after 8:30 a.m. A note signed by a parent/guardian will be accepted in lieu of a phone call. **Please note: If the office is not notified with 48 hours of the absence, the absence will be marked "unexcused".**

POLICY FOR HOMEWORK DURING ABSENCES

Each student will have one day for each day absent to make up missed homework or class work. (Example: If a student is absent four days, he/she has four days after returning to school to complete the homework without a penalty.) It is the responsibility of the student to ask for the missed work. You may request homework on the second day your child is absent from school. Please contact the teacher directly; do not contact the office for homework. Homework may be picked up in the school office after 2:30 p.m.

VACATIONS:

The Garden Grove Unified School District encourages parents to arrange trips/vacations during non-school time and parents are urged to consult the school year calendar at the GGUSD website at www.ggusd.us to avoid conflicts. Trips/vacations during school are discouraged because such interruptions hinder the student's educational needs and **are considered unexcused absences without prior approval from the principal.** Prior arrangements must be made with the school administration when a student will miss class for a trip/vacation while school is in session.

WORK PERMITS

A student who works within the entertainment or allied industries must have a current work permit on file with the school office. The student shall be excused during the period that the student is working for a maximum of five occurrences per school year.

ARRIVAL TIME

There is playground supervision in the morning from 7:40-7:55 a.m. Students are not allowed on campus prior to 7:40 a.m. Students must wait behind the yellow lines at the three entrance gates on campus until a teacher opens the gates; (the gates are located in front of kindergarten, the office and by the lunch benches).

BREAKFAST

Breakfast is available Monday-Friday for all Patton students from 7:30-7:50 a.m. Adult supervision begins at 7:30. Please do not drop off your child(ren) earlier than 7:30.

DISMISSAL TIME

Students are required to be picked-up on time at 2:15 p.m. (1:00 p.m. every Wednesday). There is **NO** adult supervision on campus after 2:25 (1:10 on Wednesdays). If the students are left on campus after this time, the parent will be required to sign the student out in the office.

PATTON TARDY POLICY

A child who comes late to school is losing valuable instructional time and is disrupting the classroom. A child is considered tardy when he/she arrives at the classroom line after 7:55 a.m. Any student arriving late must check in through the office to receive a pass to enter his/her class. Tardies are unexcused unless you present a note from a medical/dental office or court. If you are dropping off your son or daughter, allow extra time to pass through the parking lot. Please take time to review the following consequences with your child:

PLEASE NOTE: ALL tardies are unexcused unless a note is presented from a doctor, dentist or court. Students with habitual tardies will be referred to the principal

PROCEDURES FOR LEAVING SCHOOL EARLY

1. Come to the school office to check out your child.
2. After presenting appropriate identification, your child will be called from the classroom.
3. Upon returning to school (if it is the same day), the child needs to sign back in at the office before returning to class.

We do not release students to anyone whose name does not appear as a contact within AERIES. Please make sure this information is kept up to date at all times.

ITEM DROP-OFF AND/OR STUDENT MESSAGES

The following items will not be accepted for drop off in the office:

- ✓ Instruments
- ✓ Homework
- ✓ School Projects
- ✓ Water bottles (we will supply the students with water if needed)

Please remind your student that it is their responsibility to remember these items in the morning.

LUNCHES

There is a cart available outside the office to drop off lunches. This cart will be made available until 11 am. **Students will not be called nor will lunches be delivered to the classroom.**

Please reiterate to your student if they forget their lunch to check the lunch cart.

Please note: There is always lunch available in the cafeteria for a student who doesn't have a lunch

Messages: The office staff does their best to deliver phone messages to your student, however, this is a courtesy and delivery is not always guaranteed due to unforeseen circumstances (i.e. PE, chorus, field trips, and band).

STUDENT USE OF THE OFFICE TELEPHONE

The office telephone is to be used by students for emergencies only. Students may not come to the office to use the telephone without a note from the teacher.

PARKING LOT PROCEDURES

We have approximately 950 students and a very busy parking lot before school and at dismissal time. We ask that you use courtesy, common sense and patience while driving. Allow yourself plenty of time to drop off your children, especially on rainy days or during minimum day schedule.

All children are to be dropped off at the crosswalk in the center of the parking lot. Please have your child ready to exit your car as soon as you pull up to the crosswalk so that cars behind you do not have to wait. The bus lanes are closed unless you are waved on by a teacher or administrator on duty. Students MUST use the crosswalk when walking through the parking lot. We appreciate those parents who set a good example by also using the crosswalk. If your child is not in the yellow box, please park or go around again so you do not hold up the line. **Remember to use the entrance/exit gates as posted and do not drive the wrong way in any area of the parking lot. Cars may not be parked on the grass area.**

MEDICATION TAKEN AT SCHOOL

Only medications involving special and serious problems should be scheduled for administration during school hours. Parents are urged to work with their family physician in establishing a schedule for giving medication outside school hours.

Any medication that students are required to take at school, including over-the-counter products (i.e. cough drops, aspirin, Tylenol), must be brought to the office by an adult accompanied by a signed physician's form. Medication must be kept in the office and will be administered by office personnel only. No medications are to be kept in the student's possession.

Medication must be brought to the school in the original labeled pharmacy container showing the student's name, the dosage and the physician's name (California Education Code #49423 and Health Safety Code #26252). Students will not be given medication unless these criteria are met.

HEALTH ISSUES

We advise parents to keep ill children at home. Please do not send your child to school with a fever. We recommend that students be fever free for 24 hours before returning to school.

Please notify the school ASAP if your child is diagnosed with a communicable disease. This will enable us to notify other parents of possible exposure so that they may be on alert for symptoms.

Try to make medical appointments for times outside of school hours so your child does not miss valuable instructional time. When returning to school from a medical appointment, please provide the school with a note from the doctor.

Student's wearing a brace, cast/sling/splint, using crutches/wheelchair or any assisted device or having stitches, MUST have an authorized Healthcare Provider's note to be allowed to attend or stay in school. This note must include physical restrictions, if any.

PERSONAL PROPERTY

It is our policy to provide all athletic equipment necessary for use at recess time. Personal equipment may be brought to school with teacher permission. Such equipment is the responsibility of the student.

All other personal property (electronic games, toys, etc.) are to be left at home unless there is teacher permission to bring the item on campus. **All personal property is brought at the student's own risk. The school is not responsible for any property brought from home, even after it is confiscated.**

Any personal property brought to school for use after school must remain in the student's backpack during the entire school day. Confiscated items causing a distraction at school may be picked up by the child's parent from the school office.

ELECTRONIC SIGNALING DEVICES

Board of Education policy prohibits the display, activation and use of electronic signaling devices – cellular phones – while on school grounds, while attending school-sponsored events or while under the supervision of school employees. Exceptions are granted in circumstances under which the device is determined by a licensed physician to be essential to the student's health. (Board Policy #5156)

If a student is observed displaying or using an electronic signaling device during school hours or if it results in the disruption of the instructional process, the device will be confiscated (including but not limited to: cell phones, iPad, and electronic games) and must be picked up by a parent. If a second infraction occurs, the student will no longer be allowed to have any electronic devices at school. The school does not assume liability for the safe keeping of any personal property. The district is not responsible for any device or other personal property that is lost, stolen or damaged, even after it is confiscated.

VISITATIONS

Parents are welcome to visit their child's classroom since we feel this is a valuable way to develop understanding of our program.

Please make visitation arrangements in this way:

Contact the teacher to make arrangements for a date and time to visit. When you arrive for the scheduled visitation, be sure to sign in and get a Visitor's Pass at the school office.

Visitation tips:

1. Small children are not allowed as they are a distraction in the classroom.
2. Visits will be limited to 20-30 minutes unless you have made special arrangements with the teacher.
3. Save your questions for the teacher until after the class or for a time when he/she is available to talk with you.

WHAT WE EXPECT OF STUDENTS AT PATTON SCHOOL

Patton uses the Positive Behavioral Interventions and Support (PBIS) framework as the foundation for teaching school-wide behavior expectations and classroom routines. The PBIS framework aligns with our vision to create a positive and supportive school culture for all.

We want the students to be actively involved in their learning. We expect them to learn and demonstrate characteristics of a S.T.A.R. student and follow our school rules and policies, which enables everyone to feel welcomed, safe and included.

S – Safety
T – Taking Ownership
A – Achievement
R - Respect

BEHAVIOR STANDARDS FOR PATTON SCHOOL

1. *Always be courteous towards others.* Use only kind words. Do not make fun of a

person's name, appearance or abilities.

2. **No physical contact.** Keep your hands, feet and objects to yourself.
3. **Respect yourself and others.** This includes not doing anything that would harm you or anyone else, either physically or emotionally. Obey and show respect to all adults who work or volunteer at our school.
4. **Always tell the truth.** Everybody makes mistakes. Telling a lie only makes it worse.

The following rules and procedures are part of the Garden Grove Unified School District policy, its Administrative Regulations and California statutes governing school discipline.

1. **Weapons on campus:** The student will be suspended for five (5) days and will be referred to the District Discipline Committee for further action. The police will be called and a report will be filed.
2. **Fighting:** Fighting is not allowed and will result in suspension.
3. **Insubordination:** Students are to show respect to all adults on campus. Should an incident occur, the teacher will contact the parents. Depending on the seriousness and/or previous incidents, suspension may result.
4. **Responsibility for school property:** Students who break or damage school property are responsible for replacement and/or repair. This includes library books and textbooks.

DRESSING FOR SUCCESS AT SCHOOL

While at school or a school sponsored activity, Patton students should be clean, neat and dressed in a manner that reflects cleanliness, modesty, good taste and decency. Clothing and appearance should not detract from or interfere with the studious atmosphere of the classroom. Student undergarments may not be visible at any time. No halter tops may be worn at school. Tank tops must have at least one inch straps. The length of shorts is to be mid-thigh or longer.

Any clothing that detracts from classroom instruction such as items that advertise alcohol, drugs, and cigarettes or have inappropriate language, designs or other features may not be worn. Students will be asked to change such clothing.

For safety reasons, appropriate shoes should be worn at all times. Students are not to wear rubber thongs, "flip flops", or similar styles. Shoes should have a back around the heel and closed toes for the best protection.

Colored hair must be in the color range of natural hair. Excessive hair styles that cause a distraction or disturbance at school are not allowed.

Students may wear a hat for protection from the sun. Hats must be removed any time students are indoors including classrooms, office, multipurpose room, etc.

The ultimate responsibility for student dress rests with the parents; however, parents will be notified of inappropriateness of dress or appearance.

DOGS

Remember, no dogs are allowed on the school campus at any time. Dogs **may not** be brought on campus when picking up or dropping off students. Also, dogs are not allowed before/after hours or on weekends.

GENERAL PLAYGROUND RULES

1. The “freeze bell” rings at the end of each recess period. Students “freeze” at this bell and wait until a whistle is blown by the supervising teacher. After the whistle, students walk directly to their class lines.
2. Name calling and bad language is unacceptable.
3. Do not play, linger or litter in the restrooms.
4. Students are not to be in the hallways or between buildings before school, after school or during recess.
5. Use the restroom and get drinks during recess, not after the bell rings. Once the bell rings, line up quietly with your class.
6. No running and chasing around the play equipment.
7. Physical contact activities are not allowed at any time. This includes tackle football, real or play fights, tag games, karate, wrestling, etc.
8. Handball may be played only at the ball walls.
9. Kicking balls is allowed only on the grass.
10. Running games and activities are to be played on the grass only (for safety reasons).
11. There are no closed games. Students are not to interfere with games that are in progress.
12. School rules and school equipment must be used for all games.
13. Baseball bats may be used **ONLY** under adult supervision.
14. Only one person on a bar at a time. You must have two hands on the horizontal bar at all times.

CAFETERIA RULES

1. Wait in line in a quietly and orderly fashion.
2. You may not trade, give, or share food or drink.
4. While eating lunch, please keep the noise level at a minimum.
5. Once you are seated, you may not move to another place.
5. You may not throw any objects including papers or food.

6. When you are done eating, be sure to clean up after yourself.
7. Raise our hand and wait for a noon-duty supervisor for dismissal.
8. Be sure to walk quietly down the hall to the playground.

BUS BEHAVIOR STANDARDS

- Students are directly responsible to the driver at all times.
- Stay off of private property around your bus stop and be quiet and orderly. Do not arrive at the bus stop more than 10 minutes before the scheduled pick up time.
- Stay seated while on the bus. Keep head, arms or any part of the body inside the bus at all times. Quiet talking is permitted.
- No eating on the bus.
- Live animals, bugs insects etc., are not allowed on the bus.
- No glass objects on the bus
- A note from the parent must be shown to the driver before any student may get off anywhere other than his/her normal stop.
- A student may not ride home with a friend on the bus unless a note written by the parent and signed by the principal or office designee. **NO EXCEPTIONS.**
- Electronic devices, including but not limited to cell phones, iPad, and electronic games may not be used on the bus.
- If students do not follow bus behavior standards, a bus citation will be given. Misconduct could result in suspension of bus privileges.

BICYCLES AND SKATEBOARDS

ONLY 4th, 5th, 6th grade students may ride their bikes to school and enter through the Scandia gate. They must wear a helmet and have the bicycle licensed and locked. Bicycles are to be walked whenever on school grounds. The school is not responsible for bicycles brought on campus.

Skateboards, scooters, roller blades, shoes with wheels are prohibited before, during and after school. Students may not ride these to school at any time.

REMINDER FOR PARENTS

- Review this handbook with your children.
- Whenever on campus sign in and receive a visitor's pass at the school office.
- Make arrangements ahead of time if you want to visit your child's classroom.
- Present a valid I.D. to the office to check your child out of school.
- Do not pass a bus with flashing red lights.
- Become involved in your child's education – attend school activities and events and all requested parent conferences.
- Please call the school office whenever you have questions or concerns about your child or Patton School.

**TOGETHER WE CAN MAKE YOUR CHILDS' EXPERIENCE AT PATTON SCHOOL
A SUCCESSFUL ONE!**