

MACY SCHOOL
Policies and Procedures
September 2007

SCHOOL HOURS:

Here is the schedule information for this school year. Listed first is the schedule for the **first two weeks of school**. There will be *no staggered sessions* for students in kindergarten *until September 17th*:

September 4-14: Kindergarten students will all come at the same time.

Kindergarten: 8:30 – 11:50

Monday Schedule:

Kindergarten 8:30-11:50 or 10:10-1:30

Grades 1-6 8:30 – 1:45

Beginning September 17th: (*Monday through Friday until the last week of school - staggered sessions for kindergarten only*)

K.gn. 8:30 – 11:50 [Early Group]

10:10 – 1:30 [Late Group]

Tuesday through Friday:

Grades 1-6 8:30 – 3:00

Students are not to arrive on campus before 8:15a.m. or 10:00a.m. if they are in the late group. Supervision is not provided prior to that time. STUDENTS MUST BE PICKED UP UPON DISMISSAL. We now offer extended day care on campus through Options Surround Care. There are information flyers in the office. Also there are telephone numbers of commercial providers that have after school pick-ups.

LUNCH:

Lunch cost: \$2.25 per day. **NO LUNCH MONEY WILL BE LOANED.** Please see that your child has lunch money or a prepaid* lunch ticket for each day. **Students will not be allowed to call home to have lunch brought to them.** *Prepaid lunch tickets –ten for \$22.50 or twenty lunches for \$45.00 may be purchased in advance.

These tickets do not need to be used consecutively. The child's name is on a list and are checked off as used. Any unused lunches are refunded at the end of the year, or can be carried over into the next school year. This is your option at year end. *Many parents buy prepaid tickets for their children. This way, if a child loses or forgets his/her money, the ticket is available for them.* A child will not be without a lunch if you purchase prepaid lunches for them!

Lunch times: Grades 1-3 11:45 - 12:30
 Grades 4-6 12:15 - 1:00

AGAIN - There are no lunch funds available for borrowing!

RELEASE DURING THE SCHOOL DAY:

Students will be released only to their parents or a designated guardian. Students will only be released to those designated on your emergency card. All students who are released from the school during the instructional day must be signed out through the office. If your child is to be released during the day, it is necessary that you or your designated guardian, come to the school office for your child. If a person other than yourself or one of your designated contacts on the emergency card is to pick up your child, the office must have your written consent and verification.

Be certain to stress with your children the importance that they not accept rides, treats, or favors from any unknown person when going to or from school. If the child is ever approached, he/she should report the incident to the principal or staff personnel immediately.

Parents or designated guardians MUST wait at the office when taking a child from school. There is no pick up by the classroom doors or in the hallways or quad. Please respect our protocols for school-wide safety.

EMERGENCY CARDS:

An emergency card is maintained for each student in our school. For your child's sake, please keep the information current. Whenever you change jobs, baby-sitters, telephone numbers, emergency parent/neighbor, please notify the office.

EMERGENCY CARDS SHOULD BE FILLED OUT ENTIRELY (BOTH SIDES) AND RETURNED BY WEDNESDAY, SEPTEMBER 5th.

TARDIES:

CHILDREN ARE EXPECTED TO BE IN THE CLASSROOM ON TIME. All students arriving after 8:30 or 10:10 (as per their assignments), are to report directly to the office to obtain a pink tardy slip for admittance to their classrooms. Be sure they also sign the clipboard so that we are aware they have come in late. No students will be permitted into classrooms without a tardy slip. The office will mark the reason the child is tardy. Multiple tardies will result in a school attendance review board meeting (or SART) with school and district officials.

ABSENCES:

All children between the ages of 6 and 16 are required by law to attend school. Schools receive state funding based on attendance figures. All absences, including absence due to illness, injury or quarantine, are recorded. An explanation from the parent is requested by a telephone call, in person, or by written note in ALL cases of absence. WE WOULD APPRECIATE A PHONE CALL TO SCHOOL ON THE MORNING OF THE ABSENCE - WE HAVE A DIRECT LINE/VOICE MAIL TO REPORT ABSENCES: (562) 902-4239.

If your child has a morning or afternoon appointment, please bring them to school for the rest of the day and have them check in through the front office.

If you do plan to be out of town for at least 5 days, the teachers can arrange classwork to be taken with you. Please allow the teacher adequate time to prepare the assignments. Again, the Student Attendance Review Team (SART) will be convened when moderate to excessive absences and tardies are recorded.

Please arrange vacations and extended weekends so as not to interfere with the school calendar. There are only 180 days in every school year and each of these are very important for the students to attend.

CLASSROOM VOLUNTEERS/VISITATIONS:

Our parents are invited to volunteer at Macy as often as possible. Arrange with your child's teacher as to your volunteer duties. Each time you come, please sign our Volunteer Book and take a visitor's sticker or badge in the office before going to the classroom. Sign out when leaving. This will assist us in tracking who is on campus should an emergency arise. It is important that our instructional programs, staff or students are not disturbed. Again, classroom visitations must be prearranged with the classroom teacher. A parent may be requested to forego volunteering in the classroom at the discretion of school officials.

BICYCLE RIDING:

Bike safety will be strictly enforced. We ask students to be responsible and courteous bike riders. If students do not follow established bike safety rules, their bike riding privileges will be taken away. Guardians will be notified by the principal.

Only upper grade students, **fourth grade or older**, ride bikes to school. Bikes should have licenses and locks. Bikes are to be left in the bike racks. All bikes must be walked onto campus from the sidewalk. No other wheeled vehicles may be brought to school. This includes such items as roller blades, skateboards, and Razor scooters. Students must follow laws regarding wearing of bicycle helmets. **Bicycle permission slips are available in the office and must be turned in before riding.**

SKATEBOARDING AND ROLLERBLADING:

In the past, Macy has suffered destruction of property due to skateboarders on campus. Macy is a closed campus. Skateboarding, rollerblading, heely shoes with the wheels in place, bicycling, and scooters (motorized/regular) are **not permitted** on campus grounds **at any time**. The grounds include all parking lots and bus drop-off areas.

SCHOOL SAFETY PATROL:

Macy students are selected to be on our Safety Patrol. Supervised by a faculty advisor, these students are trained to deal with a variety of situations. They wear red and yellow vests so they are easily identifiable as members of the Safety Patrol. Each Safety pledges to be responsible in directing traffic according to the guidelines established by the Committee. These students will be stationed at each driveway and high traffic areas to ensure that students are using the crosswalks; walking their bicycles into school and across dangerous areas; and that parents are not double-parked or leaving their cars unattended. Safeties also direct children to the crosswalk at Macy and Russell and to the bus areas. Safety patrol members hand out reminder notices to the public when parking or safety violations occur. Students and adults should treat safety patrol members with respect and courtesy at all times.

LANGUAGE:

The use of profanity and inappropriate language has unfortunately become commonplace in movies and the programs our children watch. **The use of profanity and inappropriate language does not belong on our campus.** Therefore, depending on the severity of the language, the following has been instituted:

First time offense - student receives a verbal warning, missed recess, and/or a discipline notice.

Second time offense - student is sent to principal, letter sent home to parents, and/or a discipline notice

Third time offense - student is suspended.

We appreciate your support in reinforcing this policy with your child.

DRESS CODE:

Students should be neat and clean with appropriate school clothing. Students should have suitable shoes for physical education activities. A student whose attire or personal appearance (i.e., hair, jewelry) disrupts the learning environment, will be asked to call home for appropriate clothing or to remedy the disruption in a reasonable manner. The district dress code brochure is enclosed in this packet. Appropriate school hats are permitted during non-instructional times. Please refer to the district dress code for the policy on the appropriate hat type.

REQUESTING HOMEWORK:

Any requests for homework must be made by 10:00 a.m. and will be available for pickup at the end of the school day in the school office.

ADMITTANCE TO CLASSROOMS AFTER DISMISSAL:

STUDENTS ARE NOT PERMITTED BACK INTO CLASSROOMS ONCE DISMISSED AT THE END OF THE DAY. This applies to immediately after the school bell rings for dismissal. This rule assists us in developing a responsible attitude in students and permits the custodian to perform his duties uninterrupted.

USE OF THE SCHOOL TELEPHONE:

Only in cases of serious need will students be allowed to use the phone.

Many calls may be averted if the child and parent discuss plans for the day before leaving for school. **Let your child know the plan for being picked up after school, especially on rainy days or minimum days. A note is required for any change in the student's normal route/transportation home.**

MEDICATION:

Whenever possible, arrangements should be made to give medication outside of school hours. Children required to have medication during school hours **MUST HAVE** *Parent and Physician Request forms completed and in the school office before the medication may be given.* These forms may be obtained at the school office.

Medication should **NOT** be sent to school with a child. Cough syrups, cough drops, ointments and aspirin are considered medication and also cannot be given without a physician's approval in writing.

We also request to be informed if your child is receiving any medication on a regular basis. This could be very important in an emergency.

NEWSLETTER:

Each month a PTA newsletter containing important school information will be sent home with your child. These newsletters include a calendar of events, meetings, and other information regarding school and PTA activities. *The newsletter can also be accessed from our website at www.macyelementary.com.*

STUDENT DROP-OFF:

FOR THE WELFARE AND SAFETY OF OUR CHILDREN, PLEASE MAKE A SPECIAL EFFORT TO ADHERE TO THE FOLLOWING ITEMS: Please follow the **Macy Traffic Safety Program** described below. Student safety is everyone's responsibility.

1. **Do not park in the circle driveway, (even for a moment).** It ties up traffic and presents a dangerous situation for small children being picked up in this area.
2. **Do not double park.** When bringing children to and from school, please form a single line. It is extremely dangerous for small children to move between double-parked cars.

3. Remind your children they are **not allowed to walk in the parking lot unaccompanied by an adult.** It is a thoroughfare and can be dangerous for your children.
4. See that your **children are picked up on time.** Do not leave children waiting unattended after school. Again, this is extremely dangerous, as supervision is limited.
5. **Make arrangements ahead of time** for what to do if it rains, or if your child is going to a baby sitter after school, etc. If you call us and ask us to deliver a message to your child and for some reason we are unable to do so, a small child may be going home to a locked and empty house. Please **try not to give us that responsibility.** Do not ask us to deliver a message unless it is an **emergency situation.**
6. Please **do not** allow your child to come back after school hours and on weekends to **play on an unsupervised playground.** Again, Macy is a closed campus and only those with signed permission should be on school grounds. Skateboarders, bicyclists, and scooter riders are **not** permitted on campus, in the parking lot, or in the bus drop-off areas at the front of the school.

LOADING AND UNLOADING AREAS:

Specific areas have been designated for the loading and unloading of students. For the protection of your children, remember that students are not allowed to walk in the parking lot unless escorted by an adult.

- a. **DIAMOND LANE:** The circle driveway in front of the Kindergarten classrooms is a diamond lane. Parents who are dropping off or picking up may use this for **more than one** student or **kindergartners ONLY!** When making a left or right hand turn into the diamond lane, always proceed with extreme caution! This lane crosses over a heavily used crosswalk. Do not begin your turn until all students are out of the crosswalk.
- b. **MACY STREET/EAST GATE AREA:** Parents with only one passenger to **pick up** or **drop off** are assigned to the east gate area on Macy Street by the primary playground. Multiple passengers loading/unloading may also use this area. Please park facing south on Macy, so that students do not jaywalk across the street. If you must park facing north, please escort your child safely across the street at the designated crosswalk.
- c. **SMALL SECONDARY PARKING LOT:** This is the loading area for our large school buses. **Parking, loading, and unloading are not allowed in this area at any time.**
- d. **BUS LOADING AREA ON RUSSELL STREET:** This area is assigned to the small day-care buses and vans. **Parking, loading and unloading are not allowed in this area.**

If at any time you need to leave your car to go to the office or to speak with your child's teacher, you must park either on the street or in a designated parking space in the main lot. There is never a time when a car should be left unattended or double-parked. Also, please do not park in an area designated as a 'No Parking' zone.

For your information, please be aware that there is no street parking on Russell Street on Monday mornings due to street sweeping. Doing so will result in a sizable traffic fine. The school/district is not responsible for tickets.

LOST & FOUND:

Our lost and found is kept in the multi-use. It is unfortunate how many items accumulate and cannot be returned because things are not labeled. ***PLEASE mark sweatshirts, jackets, backpacks, and lunchboxes!*** At the end of the school year, all unclaimed items are donated to the PTA Thrift Shop in La Habra.

Thank you for your cooperation on all items listed above. Please go over these policies with your child, then sign and return the attached page to their classroom. Remember, for important ongoing school information check out www.macyelementary.com.

Please sign and return to school:

I have read and agree to support the Policies and Procedures for Macy Elementary School as stated in the previous pages.

Student's Name

Student's Signature

Parent's Signature

Date

Teacher

Comments
