



# FAMILY HANDBOOK

2021-2022  
SCHOOL  
YEAR

**MICHELTORENA**  
ELEMENTARY SCHOOL

# PRINCIPAL'S MESSAGE

DEAR MICHELTORENA FAMILIES,

If you're new to Micheltorena Street Elementary School or a returning Michel family, welcome! Our pre-school, kindergarten, primary, and upper grade teachers have wonderful ways of helping children and parents alike get used to their new environment—they are a great resource! We know you'll feel a part of the caring eagle community very soon. If your child has come to Micheltorena from another school, we hope you find our environment warm and inviting to new children and families.

Assistant Principal Delia Rios and I lead a staff of approximately 55 who serve 420 students. We are host to one of the district's Spanish/English Dual Language Immersion Programs for elementary students. Other special programs include Special Education Pre-School For All Learners, Special Education Day Class Autism Core Curriculum Program, a Special Education Resource Room, Counseling, technology integrated classrooms; vocal music, instrumental music, visual art, theater, library, garden, and PE specialists; student council; band and orchestra programs; and student clubs including math and environmental stewardship.

Micheltorena uses district adopted curriculum, Cognitively Guided Instruction in Mathematics, and Lucy Calkins Units of Study in Reading and Writing as the foundation for its instructional program. Individual teachers and/or grade level teams assess students' needs and adapt instruction as necessary to ensure learning. Teachers frequently integrate material from several disciplines to make learning more meaningful for students

Program components that guide our educational decisions include:

- Every scholar will be taught in a manner appropriate for their potential and ability.
- Teachers will utilize a variety of instructional strategies and grouping practices to address the needs of all learners.
- Student placement involves taking into consideration:
  - Academic, emotional and social needs of each child
  - Relative balance within classes gender, mixed grades, ethnicity, abilities, etc.
  - Appropriate peer groupings that promote a positive atmosphere for learning
  - Unique educational needs (Language, GATE, Special Needs, etc.)

Celebrating diversity is something Micheltorena values along with equity and inclusion. Our staff are committed to building and sustaining a school community where staff, parents, and learners acquire and build upon the knowledge, skills and attitudes that value and embrace inclusiveness, equity and awareness as a way to unleash creativity and innovation in pursuit of the District's 2022 Vision and Mission. Valuing diversity embodies inclusion, mutual respect, and multiple perspectives. In this context, we are mindful of all aspects of human identities, such as socioeconomic status, race, ethnicity, language, nationality, gender, sexual orientation, gender identity and expression, religious/spiritual beliefs and values, geography, mental and physical disability and age.

Inclusion is a core requirement for successfully embracing diversity. Inclusion is achieved by intentionally creating opportunities for involvement, participation, and growth from each of us - nurturing the climate and culture of the school through professional development, education, policy, and practice. Equity also requires mutual respect as we strive for fairness and justice in the way people are treated within our school. Our objective is to create a school climate that fosters respect, belonging, and value for all, while encouraging participation and connection throughout the organization.

Micheltorena supports diversity through various initiatives, including:

- Rich curriculum and classroom activities that reflect our diverse student population
- School events that celebrate and honor our diverse student body and community
- Staff development that enhances skill sets to meet the diverse needs of our learning community

Recognizing that it takes an entire community to educate a child, we welcome and encourage support, participation, and contributions from parents and other community members. This important and valued partnership helps ensure your child's success while maintaining open communication and fostering mutual support. We will host a volunteer orientation and training during the first month of school.

Micheltorena strives to create a learning experience that is safe, positive, and nurturing for your child. Students will develop and learn social, emotional, academic, and problem-solving skills that they will use throughout their schooling. Our Teachers offers a rich and meaningful curriculum to foster the love of learning. Classroom teachers and school employees are equipped and ready to work with all students of various abilities and diverse backgrounds.

We have recorded a virtual tour of the school, which is posted onto our website [www.micheltorena.org](http://www.micheltorena.org) and our YouTube channel . A Family Handbook & Guide to Kindergarten is available on our website along with our school's Master Google Calendar. Please read it thoroughly, as it will prepare you and your child for a successful transition to Kindergarten at Micheltorena. More information about our school is on our website under the "Programs" tab. You can see the art and music programs, our garden ranger programs, our academic pedagogy, and our social emotional pedagogy.

Los Angeles Unified will plan to offer full day in-person instructional programming to all students, 5 days a week, on all of its campuses – all while maintaining the highest standards of safety. Beyond the Bell programs will provide after school programming from the end of the school day to 6:00 pm. Our first day of instruction will be on Monday, August 16th.

For families with medical, social emotional, or other concerns, an online option will also be available. This online program is a voluntary independent study program available for K-12 students. Students will receive daily live online instruction for half of the day, and will complete independent work when not learning directly with a teacher. Specialized programs, such as Dual Language, Magnet Thematic Instruction, IB, may not be available in this online program. Families can choose for their child to participate in the Online program by registering in the Parent Portal or by contacting City of Angels. For more information about the online programs offered by the City of Angels, visit their website at <https://www.cityofangelschool.org/> or their office at (323) 415-8350.

Kindergarten & and New Parent Orientation and School Tour for this upcoming school year will be on Thursday, August 12th at 2:30 p.m. Look for more event information to be emailed to you and posted on our website .

Once again we are excited to welcome you to our soaring eagles family.

Welcome to Micheltorena!

Sincerely,  
Nichole Sakellarion  
Principal

## **VISION STATEMENT**

Micheltorena Elementary School is an energetic and diverse community dedicated to inspiring and empowering children through a progressive and nurturing arts and language curriculum. We unite from diverse backgrounds and perspectives to engender creativity and a life-long love of learning that prepares our children to be responsible high-achieving citizens of a global community.

## **SCHOOL MOTTO**

Cultivating knowledge through creativity, community, and diversity.

**Office Hours:**

7:30 a.m. – 4:30 p.m.

(323) 661-2125

[www.micheltoarena.org](http://www.micheltoarena.org)

**Office Staff:**

Ruth Yanez – School Administrative Assistant

Jessica Arias – Office Technician

**School Hours - Grades K-5**

Regular Day ..... 8:00 A.M. – 2:23 P.M.

Tuesday Early Dismissals ..... 8:00 A.M. – 1:23 P.M.

Minimum Days..... 8:00 A.M. – 12:33 P.M.

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## IMPORTANT DATES

**First Day of School - August 16, 2021**

**Last Day of School - June 9, 2022**

### Student Holidays

School is closed on the following days:

Admissions Day .....	September 3, 2021
Labor Day .....	September 6, 2021
Unassigned Day.....	September 7, 2021
Unassigned Day.....	September 16, 2021
Veterans' Day .....	November 11, 2021
Thanksgiving Holiday .....	November 22-26, 2021
Winter Break.....	December 20, 2021 - January 7, 2022
Martin Luther King Day.....	January 17, 2022
Presidents' Day.....	February 21, 2022
Cesar Chavez Day.....	March 28, 2022
Spring Recess.....	April 11-15, 2022
Memorial Day .....	May 30, 2022

### Minimum Days

School starts at 8:00 A.M. and gets out at 12:33 P.M.

November 10, 12, 15, 17, 18, 19, 2021 PARENT TEACHER CONFERENCES

March 9, 10, 11, 2022

April 8, 2022

# DAILY SCHEDULE

Morning Supervision Begins at 7:30 A.M.;  
 Micheltorena Ave. and Golden Gate Ave gates close at 8:05 A.M.

GRADES	INSTR. BEGINS	DISMISSAL	TUES DISMISSAL	MINIMUM DAYS
PRE-SCHOOL	9:00	1:30	1:30	1:30
TK - 5TH	8:00	2:23	1:23	12:33

**NOTE:** Every Tuesday is early release day for students in order to enable the staff to have a common planning time, enrich grade level curriculum, and receive professional development training for the purpose of improving the school program. Total instructional minutes remain in accordance with state mandates.

**RAINY DAY/SCORCHER DAY:** On rainy day mornings, TK - 5th grade students gather in the auditorium beginning at 7:30 A.M., until their teacher picks them up. When it is raining or the temperature goes above 90 degrees, students eat lunch under the lunch shelter and recess is spent indoors. Students are given opportunities to use the restrooms.

GRADES	RECESS	LUNCH	LUNCH RECESS
TK/K	10:15 - 10:35	11:55 - 12:35	12:15 - 12:35
1ST - 2ND	10:35 - 10:55	12:35 - 1:15	12:55 - 1:15
3RD - 5TH	9:50 - 10:10	11:25 - 12:05	11:45 - 12:05

**NOTE:** LAUSD students have 40 minutes for lunch. In elementary school this breaks down to 20 minutes to eat and then 20 minutes to play. If students need or want more time to eat they may stay at the lunch benches and continue to eat.

Free Breakfast in the Classroom is served daily Monday - Friday during the first 10 minutes of instruction. Breakfast is optional.

Recess Snacks are optional. You may send a small, nutritious snack (e.g. vegetables, fruit, granola bars, cheese/crackers).

Lunch may be brought to school or purchased in the school cafeteria. Vegetarian, Vegan, and Lactose Free menu items are available.

To upload money to your child's meal account visit <https://www.mypaymentsplus.com/default.aspx>

Apply for your Free or Reduced Price Meals online at <https://www.myschoolapps.com>

Micheltorena promotes healthy eating on campus, therefore please do not pack candy, gum, chips, soft drinks, or unhealthy snacks in your child's lunch.

**NOTE:** On minimum days, the cafeteria serves an optional lunch after-school

# KINDERGARTEN

## KINDERGARTEN GUIDE

Micheltorena strives to create a Kindergarten experience that is safe, positive, and nurturing for your child. Kindergarten provides a safe, positive, and nurturing environment for your child. Students will develop and learn social, emotional, academic, and problem-solving skills that they will use throughout their schooling. Kindergarten offers a rich and meaningful curriculum to foster the love of learning. Classroom teachers and school employees are equipped and ready to work with all students of various abilities and diverse backgrounds.

## NON-ACADEMIC KINDERGARTEN SKILLS

The following are some important behavior skills to foster before and during Kindergarten to support your child's learning:

### FOCUS QUIETLY (\*10-15 minutes)

Kindergarten teachers are great at keeping things fresh and moving to keep up with the shorter attention span of most 5- and 6-year-olds. However, in the classroom, children often are required to sit still for circle, story-time, and other seat-work. If they are participating in live virtual instruction through a Zoom, they will be asked to remain quiet and/or muted while the teacher or other peers are speaking.

### TAKE TURNS

In the classroom, Kindergarten students will often be required to share supplies and manipulatives and will often have to take turns on playground equipment and with classroom centers/stations. If they are participating in live virtual instruction through Zoom, they will be asked to take turns speaking and "sharing the air".

### SELF-CARE

With twenty or more students in a classroom, it's important that most kindergartners be able to take on most self-help skills. These include things like: putting on and zipping up a coat, putting away their backpack and supplies, tying or buckling shoes, and solid bathroom skills (handwashing, flushing the toilet, blowing your nose, coughing in an elbow, etc). If they are participating in live virtual instruction through a Zoom, they will be asked to dress appropriately and be ready to learn.

Resist the urge to help your child with every task. Promote independence and self-care by having them try to get dressed on their own, put on their own coat, and become independent of you in the bathroom. Young kids are capable of so much more than we often give them credit for.

### RESPECT EACH OTHER AND TAKE TURNS

Most kindergarten classrooms have over 20 students, and children need to be prepared to share time and attention with others. Children need to understand that they will not be chosen for every opportunity, be called on every time they raise their hand, get to be the special helper, etc.

### RECOGNIZE ADULT MENTORS

Kindergarten students need to be able to learn from, listen to, and respect a wide variety of adults at school, including teachers, administrators, teacher's assistants, yard supervisors, counselors, office staff, and volunteers.

### CONTROL IMPULSES

Students will need to be able to control their bodies in the classroom and during live virtual instruction on Zoom. This includes things like keeping their hands and feet to themselves, controlling the desire to make funny noises, shouting out, etc.

### SEPARATION

Some kindergartners will experience a degree of separation anxiety, especially during the first few days/weeks of school. However, you can help your child by reassuring him/her that you will be back to pick them up later.

A great way to facilitate a smooth separation is to use the "quick goodbye" technique. Children do better when a mom or dad drops them off quickly. Give a quick hug and say, "I'll see you soon. Have a great day." and leave. It is harder for children when parents linger. Your child needs to know that you trust the teacher and that he/she is safe and okay without you. Remind your child that you will see them at the end of the school day, so drop off isn't goodbye for forever, simply goodbye for a short amount of time.

## **NON-ACADEMIC KINDERGARTEN SKILLS**

Our Kindergarten teachers want to partner with parents to support their child's education. Kindergarten teachers will work together with parents to ensure students reach their potential.

Please encourage learning at home by:

- Teaching your child important personal information such as child's first and last name, parents' names and contact information, and address
- Reading daily with your child to develop a love of reading, letter recognition, and concept of print
- Playing word games such as rhyming, to develop phonemic awareness
- Engaging your child to count everyday items (cereal, cars, etc..)
- Talking and listening to your child as you go about your day, visit museums, go on family trips etc.. to build vocabulary and language development and provide meaningful experiences
- Building your child's motor skills through activities such as drawing, coloring, tracing and learning how to cut safely with scissors

## **KINDERGARTEN RULES**

Kindergarteners follow the School Wide Rules for behavior: Be Respectful, Be Responsible, and Be Safe. Specifically, Kindergarteners are asked to be kind, follow directions, keep hands and feet to themselves and make good decisions.

## **HOME AND SCHOOL COMMUNICATIONS**

Each class has a preferred communication system/app for texting, messaging, and communication. Teachers will invite parents to join these communication apps such as (ClassDojo, Bloomz, Class Tag, etc). Teachers will send out reminders, photos, assignments, and communicate with parents and students about conferences, volunteer opportunities, etc.. Your classroom teacher will provide instructions on how to join the preferred classroom communication app.

## **HOMEWORK**

Reading logs will be assigned. Kindergarten students should be reading 10-20 minutes every night. Monthly home projects will be assigned. Other homework assignments will vary by teacher.

## **AREAS FOR PICK-UP AND DROP-OFF**

Kindergarten and Transitional Kindergarten students have a designated area for morning drop-off and afternoon pick-up: our Labyrinth Area located at the front of the school off of Micheltorena Street. Signs will be placed to help direct parents and students to the correct pick up and drop off areas.

## **PROCEDURES FOR MORNING DROP-OFF**

Please be on time. Your child's teacher will greet your child in the designated area at 7:55 a.m. Students wait in their designated class area and say their goodbyes at the entrance gate. Each teacher will walk their class in. Due to district Covid-19 safety protocols, please do not walk inside the campus. We want to be

safe by avoiding crowds and we want to encourage all students' independence. Students participating in before school care will also meet their classroom teacher at 7:55 a.m. Students arriving after 8:00 a.m. will be considered tardy, even if they opt out of eating breakfast in the classroom. Tardy arrivals disrupt the flow of class and also the transition of your child to school routines. If you are late to school, please check in at the front entrance. For more information see the tardy section of the Micheltorena Family Handbook.

## **PROCEDURES FOR PICK-UP AT DISMISSAL**

It is recommended that you arrive 3 to 5 minutes before dismissal. Please wait outside the designated gate at the Labyrinth area. Signs will be placed to help direct parents and students to the correct pick up and drop off areas. The teacher will call your child's name; once your child is called, he/she will reunite with you at the gate. Students will only be released to people who are listed on the emergency card.

Students participating in an afterschool program will be picked up from the classroom teacher at the dismissal area.

Students not participating in an afterschool program who are not picked up on time will be escorted to the office by the classroom teacher. Parents should call the office and message the teacher to let them know if they're running late or there is a change of plans on who is picking up the child. Students will only be released to people who are listed on the emergency card.



## **ATTENDANCE, ABSENCES, TARDIES, DAILY SCHEDULE**

Please refer to the Micheltorena Family Handbook.

## **KINDERGARTEN LOST AND FOUND ARTICLES**

Kindergarten items lost or found will be stored in a bin in the designated dismissal areas (Labyrinth). Lost and Found items will not be kept in the classroom. Classroom teachers will take lost and found items to the Kindergarten lost and found bins. Unclaimed items to be donated at the end of each month. For more information, please see the Lost and Found section in the School Handbook.

## **VOLUNTEERS**

As a reminder, a TB test, volunteer commitment form, and mandatory training are required before parents can volunteer in the classroom. Individual teachers will contact families regarding volunteering needs/opportunities. Please see the handbook section on volunteering for additional information.

## **QUIET TIME**

15 minutes of quiet time is scheduled for Kindergartners to take a physical, mental and emotional breather as they transition back into the classroom from lunch. Quiet time to read, write, draw, or do some other quiet work equips children to engage in learning in the afternoon.

## **SNACKS**

Small and healthy snacks can be sent for your child to eat at recess. (No candy, chips, soda) If possible label your child's snacks to ensure that your child knows the difference between their snack and lunch.

## **LUNCH**

Please label lunch boxes and water bottles with the name of your child and teacher. For safety reasons such as food allergies and restrictions, there is no sharing food.

## **SCHOOL SUPPLIES**

Students do not need to bring school supplies to class. The school will provide all supplies. It is recommended that families have the following supplies at home: pencils, erasers, markers, crayons, colored pencils, kid scissors, glue stick, and glue bottle.

## **BELONGINGS**

NO toys (Pokemon cards, etc.), stuffed animals, or electronic game systems should be taken to school. Toys, stuffed animals, and/or electronic game systems cannot be in students' backpacks. Toys, stuffed animals, and/or electronics brought to school will be confiscated and only returned to parents.

## **CLOTHING**

Students should wear closed-toed, comfortable shoes. Please label everything with your child's name. It is recommended that your child have an extra set of clothes in their backpack (underwear and socks too) in case of accidents.

## **BACKPACKS**

A child's backpack should be large enough to fit a notebook, school issued device, hold lunch, snack, clothes, jacket, water bottle, papers, handouts. No mini backpacks.

## **CLASSROOM DONATIONS**

Individual teachers will provide a classroom donation wish list. Items frequently requested by teachers are copy paper, whiteboard markers, glue sticks, and Clorox Wipes.

## **CALENDAR OF EVENTS**

Please check the school website for our Google Calendar of events that you can download to your device. Some of the school and FOM events planned for the year include: Pumpkinfest, March-a-thon, International Heritage Day, and Día de la Familia. The school and teachers will provide specific details regarding school events as they become available.

## **BIRTHDAYS**

Talk to the teacher in advance about coming into the classroom to read a book for your child's birthday (for 15-20 minutes). You can donate a new book or a book you already own to your child's classroom library. No parties, goodie bags, or treats allowed. Please refer to the Micheltorena Family Handbook.

## **HOLIDAY CELEBRATIONS**

Each classroom teacher will provide specific details regarding celebrations as they come up.

## **CULMINATION**

At the end of the kindergarten school year, we celebrate your child's accomplishments with a culmination step-up celebration. Each classroom teacher will provide specific details regarding the culmination celebration as it comes up.

## **DROP OFF & PICK UP PROCEDURES**

Parking in the morning & afternoon is both a science and an art. We encourage families that live close by to walk or bike to school. But if you can't, a good trick is to drive as close as possible, then tell your kids you'll be "walking" to school, which means you will park on Sunset Blvd., Berkeley Street, Golden Gate Ave. or Effie Street, and walk the rest of the way to school from there. We highly recommend packing lunch and laying out clothes the night before, so that you can leave your house early, find a parking spot, and walk to school. Our valet drop-off and carpooling are also great options!

### **DROP OFF (7:30 – 7:55 A.M.)**

Please have your child in school on time each morning. Students are to be in line in the Middle Yard (1st -5th) or Labyrinth (TK/K) by 7:55 a.m. There is supervision. Arrive early to avoid traffic. Both the Micheltorena St. and Golden Gate Avenue Gates open by 7:30 a.m. Due to district Covid-19 safety protocols, please do not walk inside the campus. We want to be safe by avoiding crowds and we want to encourage all students' independence. Students who arrive after 8:05 a.m. must report to the main entrance. Please help your child form good habits by being on time every day. Late students miss valuable instruction as well as interrupt the lesson for other students.

### **Walking Gates, TK-5th Grades (Micheltorena St. and Golden Gate Avenue)**

- Please make sure to use the crosswalks and do not walk between cars in the drop-off lane on Micheltorena St.
- Please respect our neighbors and do not park in the St. Francis Church lot
- The Staff Parking Lot is not an entrance or exit for parents or students
- If you are going to stay behind the wheel of your car, please go through the drop-off lane on Micheltorena St.

### **Valet Drive-Up/Drop-Off Directions for Micheltorena St. Gate**

- Enter coned lane on Micheltorena St. and proceed all the way down to the drop-off Stop Sign. Volunteers will guide you.
- Keep your child seated and buckled in until you come to a complete stop. Students should be ready to exit the car when the car stops. Say goodbyes early. Backpacks should be with students, not in the trunk.
- Drive slowly (under 5 mph). Do not exit the lane between cones. Wait until you have passed all cones, even if your child is already out of the car before exiting and please do not U-turn after exiting.
- **VOLUNTEERS NEEDED:** Please consider volunteering for morning drop off to greet students and help open car doors. It's a great way to start the day!

### **Early Morning Care: Ready, Set, Go! (6:30 A.M. - 7:30 A.M.)**

For busy parents whose work hours don't quite match the school hours, this free program helps cover the morning gap. Starting at 6:30 A.M., students are provided with learning activities, recreational games, and homework help. Parents need to register for the program, and then they can go to work knowing their kids are in good hands.

**Enter only through the Golden Gate Avenue Gate.**

## **PICK UP**

Please make sure to pick your child up on time: Dismissal is 2:23 P.M. (Tues. 1:23 P.M.). Please make childcare arrangements if you are unable to pick your child up on time. The office staff is not responsible for student supervision.

### **TK/Kindergarten**

You must park to pick up your child at the designated Kindergarten gate on Micheltorena St. by the Labyrinth or Library Garden. **Do not block or park in driveways.**

### **1ST - 5TH**

You must park to pick up your child at the designated gate. Students will be released at 2:23 p.m. bell (Tues. 1:23 p.m.) 3rd - 5th grade parents, please make sure you inform your child's teacher if your child is walking home on his/her/their own.

## **PARKING**

Parking in the morning & afternoon is both a science and an art. We encourage families that live close by to walk or bike to school. But if you can't, a good trick is to drive as close as possible, then tell your kids you'll be "walking" to school, which means you will park on Sunset Blvd., Berkeley Street, Golden Gate Ave. or Effie Street, and walk the rest of the way to school from there. We highly recommend packing lunch and laying out clothes the night before, so that you can leave your house early, find a parking spot, and walk to school. Our valet drop-off and carpooling are also great options!

## **AFTER-SCHOOL CARE**

### **LA'S BEST PROGRAM (LAUSD ON-SITE/FREE)**

For those with younger kids or parents who want structure for their children after school, LA's Best is a Beyond the Bell program to help parents who can't be at school until the workday is done. Serving K-5th grade, this free program gives homework assistance, offers snacks, provides educational enrichment and recreational activities.

Please note: This program requires students to stay until 6:00 P.M. (except in specific circumstances).

### **YOUTH SERVICES PROGRAM (LAUSD ON-SITE/FREE)**

Because the adult workday doesn't end at 2:23 P.M., some parents are going to need a hand. Youth Services is one of our after-school programs for our 2nd-5th graders. Basically it's like an elongated recess after school, where an adult supervises, but the kids are free to create their own games, turn the play structure into a magical fort, or play an impromptu kickball game. You can pick up your child anytime you want, up until 6:00 P.M.

### **ENRICHMENT EDUCATIONAL EXPERIENCES "E3" (PRIVATE ON-SITE/TUITION FEE)**

This private, tuition based program is designed for K-5th grade students to explore a variety of hands-on monthly experiences and activities resulting in creativity, exploration, and discovery. You may pick your child up any time until 6:00 P.M. To learn more and enroll, please visit their website [www.enrichmentkids.com](http://www.enrichmentkids.com)

There are also a few private off-site tuition-based programs that pick up students from our campus after-school. Please visit their websites for more information and how to enroll.

[www.losangelestheateracademy.org](http://www.losangelestheateracademy.org)

[www.laparks.org/reccenter/bellevue](http://www.laparks.org/reccenter/bellevue)

# SCHOOL SAFETY & SECURITY

## SAFETY POLICIES

We are committed to maintaining a school that is safe and secure for our students. Considerable time, expertise, and funds have gone into strengthening safety and security measures on our campus and throughout LAUSD. Keeping our school safe is everyone's responsibility. Parents are also an important part of our safety and security plan. Please help by emphasizing the importance of following school rules. Working together to solve problems is a team effort.

For the safety of our students, you are asked to adhere to the following guidelines:

- **No parent or visitor is to enter our school after 8:05 A.M. unless they have signed in at the main office.**
- **Parents and/or visitors must wear their Approved Volunteer Badges or Visitor's Sticker at all times during instructional hours.**

## VISITOR POLICY

Parents play a tremendous role in keeping our campus safe. District policy requires that a visitor must sign in, in the main office, be issued a Visitor's Badge and wear it to demonstrate accountability for safety. Return the badge to the office and sign out upon leaving. This way we know in an emergency who is still on campus. Thank you for your cooperation.

## CLASSROOM OBSERVATION (NON-VOLUNTEER)

Visits to individual classrooms may be scheduled through the classroom teacher or site administrator and will be limited [to approximately 20 minutes].

## EMERGENCY INFORMATION

VERY IMPORTANT! A Student Emergency Information Form is required for each child so that we may call if your child becomes ill or injured. Please be sure to complete all of the requested information, sign the form, and return it with your child to the teacher immediately. For the safety and welfare of each child they are not to be picked up by a person under 18 years old, or any other person not listed on the emergency form. Please notify us if you change your address or telephone number so we may update our records to reflect current information as required by Section 49408 of the California Education Code.

The phone numbers you provide will allow us to use the District-wide notification system to personally communicate with parents or guardians, and staff, regarding emergency situations, attendance, school events and other important issues impacting you and your child. It is important that the school has your current contact information so you can receive these important messages. Please be assured that all personal information will be maintained in the strictest confidence and in compliance with District security policies.

## RELEASE DURING SCHOOL HOURS

No child will be released to leave the school before dismissal time unless the parent or an authorized person who is listed on the emergency form (18 years or older) signs a release form in the main office and picks up the child in person. You will need to show a photo ID.

# **WHAT TO BRING AND WHAT *NOT* TO BRING TO SCHOOL**

## **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**

With parent permission, students may ride bicycles to school at their own risk. State law mandates that bike riders wear a bicycle helmet. We encourage parents to familiarize students with bicycle safety rules/laws and to plan with them the safest route to and from school to avoid potential hazards. Each bike must be secured with a lock to the rack located inside the gate near the auditorium.

**Students are to walk their bikes on school grounds at all times.**

Children may not ride skateboards, roller skates, scooters or roller blades on campus at any time.

## **NO SMOKING POLICY**

Smoking is prohibited at all times everywhere on campus and at any school-related function.

## **PERSONAL ITEMS/ELECTRONICS/CELL PHONES**

1. Personal items such as electronic equipment (iPods, iPads, etc), sports equipment, skates, skateboards, scooters, toys, collectible cards, Pokemon cards and stuffed animals are not to be brought to school.
2. Use of cell phones is prohibited during school hours. Students are permitted to possess cell phones on campus provided that they remain "off" and are not visible.
3. Hazardous items (glue, paint, permanent markers, sharp scissors, laser pointers, utility knives, etc.) are not permitted on campus.
4. The above items will be taken away and NOT RETURNED unless a parent speaks with the teacher or an administrator.

## **BACKPACKS**

A child's backpack should be large enough to fit a notebook, hold lunch, snack, jacket, water bottle, papers, handouts. No mini backpacks.

# VOLUNTEERING

We encourage parent and community involvement in the school in order to enrich the instructional program by increasing learning opportunities, providing supportive services to teachers and staff and enhancing community understanding and support of public education. In order to protect instructional time and maintain a safe campus, parents/caregivers and volunteers will adhere to the following guidelines.

## VOLUNTEER REQUIREMENTS

Micheltorena Street School is looking forward to another productive year with our parent volunteers. To ensure the health and welfare of all students and employees the District requires that prospective volunteers annually register for a LAUSD Volunteer Parent/Guardian Account at <https://volunteerapp.lausd.net> . Once you have completed the process, fill out Part A of the online Volunteer Application and submit it electronically. Print a copy of the application and a Volunteer Commitment Form, sign, and deliver it to the main office along with proof of a valid TB Test (TB tests are valid for 4 years).

Must attend a mandatory Volunteer Orientation and Training before being approved to volunteer. Only classroom volunteers who are scheduled will be permitted to access the classroom.

## EXPECTATIONS

**CONFIDENTIALITY:** It is extremely important that you do not talk about students observed while you are volunteering. Please respect student, parent, and staff rights. If an incident occurs, it is the teacher's/administrator's responsibility to contact the parent. It is important to be respectful of the privacy of others.

**DISCIPLINE:** Volunteers may not discipline students. If a situation occurs between students at school, whether it involves your child or other children, please notify the teacher and/or school administration.

**ELECTRONIC DEVICES:** Electronic listening or recording devices and/or photography may be used for assemblies or performances but may not be used without the teacher and/or principal's permission on campus at other times. Cell phones should not be used during volunteering or visiting unless there is an emergency situation. Cell phones should always be on silent mode.

**EQUIPMENT:** Use school equipment (in the workroom) ONLY after being trained through the Main Office and only during designated volunteer times. If there is a problem with the equipment, please notify someone in the Main Office. Do not try to fix it yourself. If a staff member needs to make copies, let them go first as they have limited time. Make sure to leave the workroom clean after you use it. Be attentive to putting the safety latch on the cutting boards. For safety reasons, children are not allowed in the workroom at any time, no exceptions.

**GOOGLE or FACEBOOK GROUPS:** Refer to Google Facebook Group guidelines/policy.

**LEARNING ENVIRONMENT:** Please remember that we need to create an environment that is optimum for learning. Do not have conversations in the hallways or outside of classrooms.

**SIBLINGS and/or OTHER CHILDREN:** For safety and liability Volunteers should not bring siblings and/or other non-Micheltorena students onto campus during the school day.

**SUPERVISION:** Work only with students under the direction and the proximity of a supervising teacher or staff member (not in student bathrooms). Volunteers shall perform only those services authorized at the school by an employee of the district or an appropriate designee.

**Please remember that volunteering for the school is a privilege not a right;  
Violation of procedures or confidentiality may cause school authorities to suspend that privilege.**

# GENERAL SCHOOL INFORMATION

## SCHOOL ATTENDANCE & RECORDS

Students develop attendance patterns early in their school careers. Regular school attendance is important for the academic growth of your child. Children who are absent from school miss instruction. Please schedule medical appointments for after the school day. If the appointment is necessary, your child can return to school to resume instruction. If your child is absent or late for class, please send a note with your child to his/her teacher indicating why they were absent or tardy. It is required by state law that a note from the parent, whether due to illness or non-illness, verifies the absence of children. The school nurse must be notified if a student had a communicable disease, fracture, requires use of cast/brace/crutches, or been under a doctor's care for a prolonged illness prior to the student returning to school. We have the services of a nurse on campus once a week.

## TARDY/TRUANCY

Frequent tardiness is disruptive to a child's learning and classroom environment; please help your child arrive at school on time. Students arriving after 8:00 a.m. will be considered tardy even if they opt out of eating breakfast in the classroom. If a student has a note from their doctor's office for an appointment this is an excused tardy. Tardy students must check-in with the front office.

"It is the parents/guardian's responsibility to provide documentation within ten (10 days) after the student returns to school in order to prevent absences from being converted to truanancies."

An automated truancy letter will be mailed to notify parents/guardians when their child has accumulated three or more unexcused absences, early leaves, and/or tardiness of 30 minutes or more in the school year for which a valid excuse was not provided." Refer to the LAUSD Parent Handbook for a list of Excused Absences.

## INDEPENDENT STUDY

Students who are going to be absent for five or more consecutive days may enter into an Independent Study contract. The teacher(s) must receive a **minimum of two weeks advance notice**. The student must be able to work independently and agree to complete all assigned work. The school is required to maintain records of completed and evaluated student work. To apply please make an appointment in the Main Office.

## EARLY RELEASE

No child will be released to leave the school before dismissal time unless the parent or an authorized person who is listed on the emergency form (18 years or older) signs a release form in the main office and picks up the child in person. You will need to show a photo ID.

**Please update emergency information as it changes.**

## MEDICATION TAKEN AT SCHOOL

If a student requires medication during school hours, a medical release form (available in the office), must be completed and signed by a doctor and by the parent(s) before such medication can be given. Students may not keep or bring any over-the-counter medicine (cough drops, aspirin, vitamins, etc.). Prescribed and/or over-the-counter remedies must be brought to the school office with the appropriate completed form.

## ILLNESS

Students with temperatures over 99.9 degrees must be kept at home for 24 hours after they are fever free without the aid of medication (Advil, Tylenol, etc.). Additionally, students should remain home if they have vomited or had diarrhea within a 24 hour period and must be vomit and/or diarrhea free for 24 hours before returning to school. Students exhibiting any Covid-19 systems such as fever, diarrhea, cough, headache, runny nose, sore throat, fatigue, loss of taste or smell are to remain home and must have a negative Covid-19 test before returning to school. Parents must notify the school nurse if a student presents with any Covid-19 symptoms, has had a communicable disease, fracture, or been under a doctor's care for a prolonged illness lasting more than five days.

## LICE

Lice are a common occurrence in schools and daycares. Head lice can be transmitted through head-to-head contact and sometimes by sharing combs, hats, clothing, barrettes, helmets, scarves, headphones, or other personal items. They can cause frequent itching of the scalp and can make people anxious. Lice do not jump or fly, and they do not carry disease, but we can help reduce the spread and keep panic at bay with good communication. If you suspect that your child or any family member has head lice, you may contact your physician and notify the school office or nurse, so that other parents can check and treat their children if necessary to minimize the spread. There are several over-the-counter treatments for head lice available from your pharmacist. Once treated children may return to school.

## **INJURIES**

Students requiring the use of crutches, casts, braces etc. will need a note from the attending physician authorizing their use at school. The note should include the physical limitations as well as the length of time involved.

## **LOST AND FOUND ARTICLES**

The Lost-and Found is always full of coats, sweatshirts, water bottles/lunch boxes, and other items. Please label all removable clothing worn to school & water bottles/lunch boxes. Check regularly for your child's lost items. Items not claimed during the year will be donated to local charities at random times of the year.

1st-5th located in the Middle Yard next to the Cafeteria. TK/K located at Kindergarten drop-off/pick-up areas.

## **CLASSROOM INTERRUPTIONS**

In order to protect instruction, classroom interruptions will be kept at a minimum. All arrangements should be made before the child leaves home in the morning. Unless there is an emergency, the office will not relay a message to your child. Please plan ahead and help your child practice responsibility by bringing all needed materials to school with them including instructional materials, instruments, and lunch. We understand busy mornings happen and occasionally something may be forgotten, if needed drop these items off in the office and students can pick them up at recess/lunch.

## **REPORT CARDS**

Report Cards are given three times per year. The report card is based on progress toward the grade level standards. Progress Reports are sent home approximately six (6) weeks before the end of the grading period to notify if their child is not meeting grade-level standards and may receive an unsatisfactory grade unless improvement is shown.

## **PARENT CONFERENCES**

A required Parent-Teacher Conference is scheduled once a year in the fall. Please plan to attend this important meeting. Parents and/or Teachers may request additional parent-teacher conferences to discuss a student's progress. If a conference is needed with a teacher, please make an appointment with the teacher. "Drop-in" meetings are not allowed. If you have a concern, please meet with your child's teacher first.

## **HOMEWORK POLICY**

Reading logs will be assigned. Students should be reading 30-40 minutes every night. Any work not completed during the school day must be completed at home. Projects will be assigned at various times during the school year. Other homework assignments will vary by grade level.

## **BIRTHDAYS**

Every special child deserves an equally special day. However, since we have a lot to celebrate and do not want to interrupt the amazing learning happening in class, parents are encouraged to donate a book to the classroom or can also coordinate with the teacher to read the book to the class. Some teachers may allow a healthy treat (be mindful of student allergies) during the last 10 minutes of class. Please communicate and coordinate with your teacher.

## **FIELD TRIPS**

Curricular Field trips are taken both by walking or on busses. Permission slips must be signed by parents/guardians before the trip. Phone calls on the day of the trip will not suffice for approval.



## **SCHOOL LUNCH & SNACKS**

It is each student's responsibility to have a lunch from home, a valid cafeteria lunch account, or the appropriate money for lunch. If a student needs a cafeteria lunch without money loaded on the account or the appropriate money, the student will be given a lunch and charged. You will receive a letter with the amount you will owe .

Additionally, students need to bring a healthy snack for a classroom snack break. Students are encouraged to eat their own lunches, and trading food items is not allowed as a precaution against food allergens. You can help your child learn the value of nutritious meals by planning for and/ or preparing good lunches with healthy drinks together. When packing a lunch, please help your child to open any containers or packaged food items independently so they can manage their own lunch at school. If you have a child with serious food allergies, please consult the school nurse or your child's teacher.

## **SCHOOL LUNCH PROGRAM**

Information about the school lunch program can be found on the LAUSD Food Services Café Homepage <https://achieve.lausd.net/Page/846> Hot lunches are served daily. A menu is sent home with students each month and is also available on the LAUSD Café website. Reduced Price - \$0.40 Full Price - \$3.00

## **LUNCH ACCOUNTS**

Money may be added to your child's lunch account online or in the cafeteria by the parent/guardian by visiting the LAUSD Food Services Café Meal Application & My Payment Plus <https://achieve.lausd.net/Page/852>

## **FREE AND REDUCED LUNCHES**

Under provisions of the National School Lunch Act, free and reduced price lunches are available to children of families who qualify. In certain cases, foster children are also eligible for these benefits. Free and reduced price lunch application forms are sent home the first day of school and given to the parents of new students upon enrollment. Occasionally, a change in family income or size during the school year may qualify students who were previously not eligible. Should this be your case, please contact the school office. We encourage all families to submit the application, even if you feel you may not qualify, as this is how Federal Title I funding is determined.

## **HEALTHY FOODS FOCUS**

Here at Micheltorena, we are doing all that we can to foster a healthy and nutritious school environment. At the school we focus on non-food incentives and rewards. As a parent, we encourage you to support this effort by: 1) sending your child to school with healthy snacks and lunches, if you don't participate in the school lunch program. 2) providing nutritious celebration snacks if you choose to bring them for a classroom celebration or event (e.g. Valentine's Day)

# FAMILY-SCHOOL COMMUNICATION

Micheltorena is a busy place with a lot going on! To ensure clear and open communication, we have adopted various forms of communication.

## MICHELTORENA SUNDAY MESSAGE

The principal will call every Sunday evening to give important information and dates for the upcoming week. A written version of the message will also be sent electronically if your email address is registered with the office through your enrollment application.

## FAMILY HANDBOOK

This Handbook contains important information, including, school rules and discipline policy, administrative policies, a description of special programs and services offered to students and their families.

## FOM E-NEWSLETTER

Friends of Micheltorena parent group will email out an "E- Newsletter" quarterly containing information of interest to families including upcoming events.

## PARENT-TEACHER COMMUNICATION

Each teacher maintains his or her own classroom communication plan, which he or she will share with you at Back-to-School Night. Both parents and teachers have busy schedules, so be sure note the best form of communication for your particular teacher (e-mail, Class Dojo, Bloomz, Class Tag). If you would like to meet with your teacher in person-please make an appointment ahead of time, this allows the teacher time to focus and prepare for your meeting.

## COFFEE WITH THE PRINCIPAL

On the first Friday of every month, the principal meets with parents in the Parent Center to discuss your concerns and ideas and answer any questions. Assuredly, the principal will hear your ideas on other days as well, but this monthly (and well-attended) meeting gives parents time to hear each other and allows the principal to share upcoming school events, all while enjoying delicious pastries and coffee.

## MICHELTORENA WEBSITE

The website is [www.micheltorena.org](http://www.micheltorena.org) the school calendar is posted as well with information from the school and Friends of Micheltorena.

## NON-LAUDS FACEBOOK, INSTAGRAM & GOOGLE GROUPS

The Friends of Micheltorena and many grade levels have a private non-school affiliated *Facebook Page* and/or *Google Group* managed by **Parents and/or Room Reps** to facilitate communications to the families of students, and between families who wish

to organize events, carpools, set up play dates or ask questions about classwork, etc. This is strictly voluntary if you wish to participate.

### Google Groups are for:

- Letting your grade level know about fun opportunities (e.g., a book reading at the library, a bilingual Summer Sounds play, summer camp options)
- All-group playdates ("We'll be meeting at Bellevue after school this Friday for anyone who wants to run around and decompress after the week!")
- Clarification around logistics ("When is pick-up tomorrow on that weird short day?")
- Sharing resources ("I bought a three-pack of white shirts for the Winter Extravaganza and have two extra if anyone needs them!")

Questions about curriculum, suggestions for school policy or protocol changes, or complaints should go directly to teachers and/or administration, not on the Google Group.

We also ask that people be mindful of each others' inboxes and ask themselves whether a message has to go out to the whole group or not.

**Consider Your Audience:** FOM Facebook/Instagram/Google Groups are meant to be a forum for community exchanges of information. Please consider your audience when posting messages of an inherently provocative nature (i.e. politics etc.) **Any questions, concerns or complaints that parents have particularly about classroom issues or school rules/policies should be addressed privately between that parent and the teacher, and or school administration, NOT on these forums. Inappropriate posts or posts that do not follow this school policy will be deleted.** While parent representatives manage/moderate the group and help the teacher/school organize volunteers and events, they should not be asked to intervene or speak on behalf of either the parents or the teachers.

## TELEPHONE CALLS & EMAIL

As a general rule, telephone calls and email messages will be returned **within 48 hours**. If your child's transportation plan has shifted during the day, please do not rely on e-mailing or leaving a message for teachers, as they may not receive the messages during the school day. Please reach the front office to inform us of your child's change in plans.

## **COMMITTEES/ORGANIZATIONS**

### **ENGLISH LEARNER ADVISORY COMMITTEE**

A school advisory committee comprised of teachers, parents, and school administrators whose goal is to advise and assist in the development, implementation, and evaluation of the local school's programs for English-learner students. ELAC makes recommendations regarding bilingual programs and funds. Parent officers must be parents of English learners, however, anyone can participate in ELAC meetings. All LAUSD schools with more than 21 English-learner students must have an ELAC. Meetings occur once per month, and are posted on the school's website and calendar.

### **LOCAL SCHOOL LEADERSHIP COUNCIL**

LSLC is composed of teachers, parents and members of the teachers' union (UTLA) to discuss and create the school schedule for all school activities and events, including student led conferences, family nights, assemblies and concerts. The LSLC also oversees usage of copy machine, professional development of staff, and discipline policies. All are invited attend meetings, which are posted in the school's monthly calendar.

### **SCHOOL WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (SWPBIS) TEAM (AKA THE POSITIVE CULTURE COMMITTEE OR PCC)**

This team is composed of the administration, classroom teachers, school psychological social worker, and parents. This team meets monthly to review school behavioral progress, routines and procedures, and culturally relevant pedagogy and curriculum.

### **STUDENT SUCCESS AND PREVENTION TEAM (SSPT)**

The school site Student Success and Prevention Team comprised of school administration, classroom and special education teachers, student support staff, and parents meet to address a student's academic learning and/or behavior or social needs/concerns on an as needed basis. Teachers and/or Parents may request a consultation to determine if an SSPT is needed.

### **THE FRIENDS OF MICHELTORENA PARENT ORGANIZATION**

The FOM offers a variety of activities and events designed to bring the school and family community together. They coordinate fundraisers and school wide community events, help facilitate school-home communications, and offer opportunities in parent education. The FOM is dedicated to supporting public education, and advocating for community safety and public education issues at the school, state and local level.

FOM meets every month to discuss volunteering and fundraising needs for the school. Parents are encouraged to attend. Meetings are held in the parent center and dates and times are posted in the school calendar.

### **THE AMITY INTERNSHIP PROGRAM**

Provides volunteer teaching assistants from other countries to serve as models of target language and culture. Interns assist in the classroom daily and live with Micheltorena host families. Host Families are always needed. Please contact the school if you are interested in being a host family.

# STUDENT BEHAVIOR & POSITIVE DISCIPLINE

## MICHELTORENA BEHAVIORAL STATEMENT OF PURPOSE

Micheltorena St. Elementary School is committed to providing students with a school climate that is focused on safety, teaching, and interpersonal relationships that enhance student learning and well-being.

School-Wide Positive Behavior Intervention and Support (SWPBIS) is a nationally validated framework and system that fosters a culture grounded in positive behavior intervention. It includes proactive strategies for defining, teaching and supporting appropriate student behaviors and expectations. SWPBIS is consistent with the tenets of the LAUSD Discipline Foundation Policy that provide guidelines for implementing and monitoring age-appropriate and culturally relevant interventions through the implementation and use of; School Climate Bill of Rights, Guiding Principles for the School Community, Culture of Discipline, Student Expectations and School Wide Rules, Logical Consequences, Social Emotional Teaching and Learning, and Conflict Resolution.

The successful implementation of a school-wide positive behavior intervention and support is everyone's responsibility. Every administrator, school employee and student, local District staff, central office staff, parent/guardian, visitor, and community member engaged in educational activities has a role.

## SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (SWPBIS)

The SWPBIS system is based on a continuum of positive behavior support for all students. It is implemented in all areas including classroom and non-classroom settings. The strategies follow a THREE TIERED approach to supporting all students which focuses on teaching, modeling, practicing, and reinforcing positive social behavior. Students are supported in learning the skills necessary to enhance the school climate and avoid adverse behavior.

### TIER I UNIVERSAL - ALL STUDENTS

A nurturing and safe climate is established for all students using effective instruction and classroom management. School wide rules, positive behavioral expectations and procedures are taught to all students in the same manner as any academic subject. School wide rules and behavior expectations are clearly defined, modeled, taught and monitored with an opportunity for all students to practice the skills, in all school environments (e.g. classrooms, hallways, cafeteria, playground etc.). A positive reinforcement system to reinforce desired behavior is utilized as well as appropriate logical consequences in the event of misconduct.

### TIER II - SELECTED AT-RISK STUDENTS

10-20% of students that have been unresponsive to TIER I will require additional interventions and support in order to experience success. Interventions may include parent/student conference, increased academic support, reflective behavior journaling, target social skills training, classroom management support, individualized positive behavior support plan, and referral to the Student Support Progress Team (SSPT).

### TIER III - TARGETED/INTENSIVE HIGH-RISK STUDENTS

Highly specialized and individual alternatives to suspension for 3-5% of students documented as unresponsive to Tier I and Tier II. Interventions may include Individualized Positive Behavior Support Plans, Intensive Social Skills Counseling with focus on emotional management, referral to the Student Support Progress Team (SSPT), Intensive Academic Support based on student's level of need, Multi-agency Collaboration, Crisis Intervention, Intervention Behavior Response Plan (IBRP), Threat Assessment and Restitution, Parent Training and Collaboration.

## LAUSD GUIDING PRINCIPLES FOR THE SCHOOL COMMUNITY

- 1. RESPECT** I treat others the way I want to be treated. I respect laws, rules, and school authority. I treat people fairly and respect their rights. I respect private and public property.
- 2. RESPONSIBILITY** I take responsibility for my actions. I choose how I respond to others. I return what I borrow.
- 3. APPRECIATION OF DIFFERENCES** I look for the good in others. I respect each person's right to be different. I see cultural diversity as an opportunity for learning.
- 4. HONESTY** I am honest with myself and others. I act with integrity. I avoid spreading rumors or gossip.
- 5. SAFETY** I engage in safe activities. I keep my body and mind healthy. I choose only those things that are really good for me.
- 6. LIFE-LONG LEARNING** I come to school prepared to learn. I give my best in everything I do. I am open and alert to solutions.

## LAUSD CULTURE OF DISCIPLINE: STUDENT EXPECTATIONS

1. Learn and follow school and classroom rules.
2. Solve conflicts maturely, without physical or verbal violence.
3. Keep a safe and clean campus that is free of graffiti, weapons, and drugs.
4. Be good role models and help create a positive school environment.
5. Report any bullying, harassment, or hate motivated incidents.
6. Display good sportsmanship on both the athletic field and playground.
7. Attend school on time, have school books and supplies, and be prepared to learn.
8. Keep social activities safe and report any safety hazards.

## LOGICAL CONSEQUENCES

Consequences paired with meaningful instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning. They can contribute back to the school community, and re-engage in learning. Consequences should be respectful, related, and realistic. In addition to stopping misbehavior, logical consequences can help children see the connection between their behavior and the impact it has on others.

Logical Consequences follow a basic structure for correcting misbehavior adapted from LAUSD's Discipline Foundation Policy and Responsive Classroom Course for Educators, an evidence-based educational school wide approach which incorporates the practices that influence the following four domains; Effective Academics, Positive Community, Effective Management and Developmentally Responsive Teaching.

1. **Break it, Fix it** - (Reparation)
2. **Loss of Privilege** - If you don't act responsibly, you lose a privilege
3. **Time Out** - Positive time out, take a break, refill station

## SOCIAL EMOTIONAL TEACHING/ LEARNING

### TOOLBOX™ Lessons by Dovetail Learning

TOOLBOX™ is an evidence based Social Emotional Program/Curriculum that has been adopted by Micheltorena to provide a common language, strategies, and daily practices. It gives educators

a way to guide children to empower their innate capacity for self-management of emotions, behaviors, relationships and learning readiness. It brings forth a set of skills and practices to both adults and children in order to access inner resilience and personal agency at any time. Students will be taught the use of each tool as part of the TOOLBOX™ Lessons. Each month the school will highlight a different TOOLBOX™ Tool to engage students and teachers in monthly activities that build our school and community culture.

August: Breathing  
September: Quiet Safe Place  
October: Listening  
November: Empathy  
December: Personal Space  
January: Using our Words  
February: Garbage Can  
March: Taking Time  
April: Please and Thank you  
May: Apology and Forgiveness  
June: Patience  
July: Courage

## CONFLICT MANAGEMENT/ ALTERNATIVES TO SUSPENSION

### LAUSD Restorative Justice Practices

What is Restorative Justice?

Restorative Justice (RJ) is a philosophy and an approach to discipline that moves toward restoring a sense of harmony and well-being for those affected by a hurtful act. It is based on a view of resilience in children and their capacity to solve problems. This approach acknowledges that, when a person does harm, it affects the persons they hurt, the community, and themselves. It focuses on reconnecting severed relationships and re-empowering individuals by holding them responsible and accountable to the harm caused by one person to another and to the community so that everyone is moved toward healing.

Restorative Justice Process

1. Classroom Community Circles are practiced in order to create a strong community, deeper level of relatedness amongst students and an overall safe climate.
2. When a harmful act has occurred, a Restorative Justice Harm Circle is enacted to involve those who have a stake in a specific offense. Collectively they identify and develop a plan that addresses harms, needs, and obligations to repair the harm and move toward healing.

# SCHOOL WIDE RULES

AREA	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<b>LAUSD CULTURE of Discipline: Student Expectations (LAUSD Discipline Foundation Policy)</b>	<ul style="list-style-type: none"> <li>- Learn and Follow school and classroom Rules</li> <li>- Display good sportsmanship on both the athletic field and playground</li> </ul>	<ul style="list-style-type: none"> <li>- Be good role models and help create a positive school environment</li> <li>- Attend school on time, have schoolbooks and supplies, and be prepared to learn</li> </ul>	<ul style="list-style-type: none"> <li>- Solve Conflicts maturely without physical or verbal violence</li> <li>- Keep a safe and clean campus that is free of graffiti, weapons, and drugs</li> <li>- Report any Bullying, harassment, or hate motivated incidents</li> <li>- Keep social activities safe and report any safety hazards</li> </ul>
<b>Hallways/Stairs</b>	<ul style="list-style-type: none"> <li>- Walk quietly at all times using your inside voice</li> <li>- Respect the work of others posted on the bulletin boards and hanging from banners.</li> <li>- Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Always use a hall pass or have a referral when leaving the classroom or playground.</li> </ul>	<ul style="list-style-type: none"> <li>- Remain on the right side in stairways and hallways and stay clear of doors. They open!</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>- Respects others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>- Conserve and use supplies appropriately - use the restroom before school, during recess, lunch and after school gets out.</li> <li>- Help keep restroom clean by throwing trash in the trash can and flushing the toilet when finished</li> <li>- Return to classroom promptly after using the restroom</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands after using the restroom</li> </ul>
<b>Lunch Area</b>	<ul style="list-style-type: none"> <li>- Respects others' personal space and meal items</li> <li>- Use your inside voice at all times</li> <li>- Welcome anyone to sit next to you</li> <li>- Use courteous language, such as "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your food to yourself</li> <li>- Keep our lunch area clean by cleaning up after yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>- Keep all food and drink in the lunch area</li> <li>- Sit and remain at your assigned lunch table and wait to be excused by an adult</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>- Use the Peace Path and your words to solve problems.</li> <li>- Respect adult supervision</li> <li>- Play fairly and respectfully</li> <li>- Display good sportsmanship on both the athletic field and playground</li> </ul>	<ul style="list-style-type: none"> <li>- Ask adults for help if you need it</li> </ul>	<ul style="list-style-type: none"> <li>- Run cautiously</li> <li>- Follow equipment rules</li> </ul>
<b>Playground Line Up</b>	<ul style="list-style-type: none"> <li>- Follow the instructions given</li> <li>- Be mindful of personal space</li> <li>- Be polite and courteous</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in your line quietly</li> <li>- Stay in supervised areas</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and personal belongings to self</li> </ul>
<b>Assembly/Auditorium</b>	<ul style="list-style-type: none"> <li>- Sit quietly by keeping your hands and feet to yourself and listen attentively during presentations</li> <li>- Be courteous to others by remaining in your seat so that people behind you may see</li> </ul>	<ul style="list-style-type: none"> <li>- Lift your chair seat when leaving.</li> <li>- Keep our auditorium tidy by cleaning up after yourselves and other. Pick it up!</li> </ul>	<ul style="list-style-type: none"> <li>- Stay with your class</li> <li>- Follow instructions given</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- Follow directions as instructed</li> <li>- Use library voices, whisper</li> <li>- Thank the librarian</li> </ul>	<ul style="list-style-type: none"> <li>- Treat books with care and return them on time</li> <li>- Be sure to leave the space clean and neat and push in chair</li> </ul>	<ul style="list-style-type: none"> <li>- Use shelf markers properly</li> </ul>
<b>Garden</b>	<ul style="list-style-type: none"> <li>- Follow the directions as instructed</li> <li>- Respect all life forms</li> </ul>	<ul style="list-style-type: none"> <li>- Share supplies</li> <li>- Take turns</li> <li>- Leave your area tidy</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to all adults and ask permission before eating the treat of the day</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>- Listen actively</li> <li>- Follow directions as instructed</li> </ul>	<ul style="list-style-type: none"> <li>- Ask an adult for help if needed</li> </ul>	<ul style="list-style-type: none"> <li>- Walk quickly and quietly</li> </ul>
<b>Media Lab</b>	<ul style="list-style-type: none"> <li>- Follow directions as instructed</li> <li>- Respect and care for school computer/IPAD</li> </ul>	<ul style="list-style-type: none"> <li>- Log out of your own account before leaving</li> <li>- Print only with teacher permission</li> <li>- Leave desktop settings ready for the next group</li> </ul>	<ul style="list-style-type: none"> <li>- Access teacher approved websites only</li> <li>- Adhere to LAUSD Acceptable Use Policy</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Follow rules and directions as instructed</li> <li>- Respect self and others</li> </ul>	<ul style="list-style-type: none"> <li>- Communicate using your words</li> <li>- Complete all assigned tasks</li> <li>- Accept all levels of accountability</li> <li>- Be good role models and help create a positive class environment</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands, feet and personal belongings to self</li> <li>- Solve conflicts maturely without physical or verbal violence</li> </ul>

<b>GUIDING PRINCIPLES</b>	<b>STUDENT</b>	<b>FAMILY</b>	<b>TEACHER</b>	<b>STAFF</b>	<b>ADMINISTRATOR</b>
<b>COME PREPARED</b>	Come to school clean, healthy and ready to learn. Arrive on time.	Ensure that my child attends school every day, gets at least 10 hours of sleep per night, daily exercise, receives regular medical attention, proper nutrition, and feels safe at home.	Help students to develop a love of learning by teaching interesting and challenging lessons that inspire higher student achievement based on common core standards.  Be inspired to participate in professional development opportunities that improve teaching and learning.	Focus my priorities on the students and work together with parents and other members of our school community for the benefit all of our students.	Provide instructional leadership through directed and sustained focus on appropriate instructional practices, clear and challenging academic standards, and delivery of a high quality core curriculum for all students.
<b>CREATE A SAFE PLACE TO LEARN</b>	Be safe, respectful and responsible in and out of school.	Support my child's learning at home by providing a designated time and place for studying.	Recognize and strive to address the different learning styles of students.	Maintain a clean, safe, and welcoming school environment.	Provide a clean, safe, and positive teaching and learning environment.
<b>FOSTER AN ENVIRONMENT OF MUTUAL RESPECT</b>	Respect school property, my teachers and the other students.	Respect the school, staff, students, families, and community. Respect the start time of the school day by arriving early or on-time.	Provide a safe, respectful atmosphere for learning and encourage individual responsibility.	Maintain a positive and respectful attitude and be ready to help anyone who comes to our school.	Promote equity, fairness, and respect among all members of the Micheltorena family. Model a personal code of ethics.
<b>FOCUS ON LEARNING</b>	Do my best to concentrate in class and do my homework.  Replace screen time by reading more books and using my imagination.	Read with my child and/or encourage them to read for at least 30 minutes everyday.  Limit my child's screen time ( TV, computer games, Ipad etc...) .	Inform parents and students about the homework policy, assign meaningful project-based assignments to reinforce and extend learning and ask parents to sign off on reading logs daily or weekly so they can support learning at home.		Support appropriate professional development for staff, families, and students to improve teaching and learning.
<b>SEEK AND PROVIDE SUPPORT</b>	Ask my parents and teachers for help when I need it.	Help my child with their academic progress, make sure they understand any assignments and ensure they are returned.	Encourage each student to work hard and develop his or her talent at high levels.	Focus my priorities on the students and work together with parents and other members of our school community for the benefit all of our students.	Provide a process for planning, reviewing, and improving school activities and programs.  Display professional leadership capacity and develop that capacity in others.
<b>BUILD SOCIAL-EMOTIONAL SKILLS</b>	Learn to resolve conflicts and bounce back from set backs.	Help my child manage emotions, conflict, and set-backs through social emotional learning.	Foster students' social emotional development.	Support students' social emotional development.	Provide families with access to methods for supporting and improving their child's education and social emotional development.
<b>COMMUNICATE</b>	Talk to my parents about school.	Communicate the importance of the school and learning to my child.  Regularly communicate with teachers about my child's progress and participate in Parent-Teacher-Student conferences, Back to School, and Open House.	Maintain high and clear expectations of what students are to learn.  Provide consistent and clear communication to parents about the overall progress of their student.		Maintain regular, open, and on-going communication among parents, students, and staff.
<b>STAY INFORMED</b>	Keep myself and my family informed of what I have brought home in my backpack.	Check my child's backpack at least weekly. Read all school correspondence and bulletins, and reply when necessary.  Learn about extracurricular opportunities at the school and encourage my child to participate.	Contribute my perspective to school priorities being discussed in council meetings and Parent-Teacher organizations.	Be informed about activities that take place in our school.	Be accessible and receptive.
<b>GET INVOLVED</b>	Bring my family to school shows and invite my family to help with fundraising and community events.	Support my student and the school by attending school events and council meetings. Make a commitment to volunteer at least 10 hours per year whether in the classroom, for school events, supporting fundraising, and maintenance of the school.	Work with families and school colleagues to make the school accessible and welcoming by providing opportunities for parents to volunteer, observe and participate in classroom activities whenever possible.		Facilitate collaborative partnerships with families and communities.





*“Cultivating knowledge through creativity,  
community, and diversity”*