

Calabash Elementary School Handbook for 2010-2011



Calabash Elementary School Contact Information

23055 Eugene Street
Woodland Hills, CA 91364

Esther Gillis, Principal

School Office: (818) 224-4430
School Fax: (818) 225-9385
www.calabashelementary.com

VISION STATEMENT

Calabash Elementary School is part of a diverse school community committed to providing an excellent, strong, and challenging academic program in an enriching environment with high expectations for each student to reach individual potential as a responsible, contributing member of our society.

MISSION STATEMENT

Our school focus is to provide our students with a well rounded educational experience while emphasizing the importance of being a responsible, respectful, helpful and safe member of our Calabash family.

DAILY SCHEDULE

| | |
|----------------------|--|
| Regular School Hours | *Students line up at 7:55am 8:00 a.m. – 2:29 p.m. |
| Recess | 10:00 a.m. – 10:20 a.m. |
| Lunch | 12:00 p.m. – 12:45 p.m. |
| Banked Day Tuesdays | 8:00 a.m. – 1:29 p.m. |
| Minimum Days | 8:00 a.m. – 12:34 p.m. |
| Shortened Days | 8:00 a.m. – 1:54 p.m. |

OFFICE AND TELEPHONE HOURS:

The school office is open from 7:30 a.m. – 4:30 p.m. The telephone is answered during the office hours only. It is not possible to transfer telephone calls to the classrooms.

HOLIDAYS AND MINIMUM DAYS

School is not in session on the dates listed below. You will receive notification from the school office prior to these non-school days.

| | |
|--|---|
| <u>September 13, 2010</u> | <u>First Day of Instruction</u> |
| November 11, 2010 | Veteran's Day |
| November 22-26, 2010 | Thanksgiving Holiday |
| December 20, 2010-January 7, 2011 | Winter Recess |
| January 17, 2011 | Dr. Martin L. King, Jr.'s Birthday Observed |
| February 21, 2011 | Presidents' Day |
| April 1, 2011 | Cesar E. Chavez Day Observed |
| April 18 – 22, 2011 | Spring Recess |
| May 30, 2011 | Memorial Day Observed |
| June 24, 2011 | Last Day of Instruction |

In addition to the above days, minimum days will be added to the school calendar as allowed by the school district. You will be informed when these will take place. School holidays and minimum days will also be noted on the Calabash website www.calabash elementary.com. Minimum day dismissals are at 12:34pm.

Banking time is designated as common planning time for professional development and its aim is to improve the academic curriculum for all students. The first Professional Development Day will take place on Tuesday, September 14, 2010 and will take place each Tuesday through to the last Professional Development Day, which will take place on June 21, 2011. Dismissal time is at 1:29pm on Tuesdays.

ATTENDANCE

Calabash receives money to operate the school from the state of California. Funding is based on each student's daily attendance. Any absences, including excused absences, result in a loss of funding to Calabash. We ask that you try to reschedule trips or other non-illness related events that would cause your child to miss school to non-school days.

When your child returns to school after an illness, s/he should have a note, signed by you, the parent or guardian, giving the specific reason for the absence. A child who has been absent five or more days must be readmitted through the nurse's office. If a child has had a communicable disease, surgery, is wearing a cast, or is on crutches, s/he must have a physician's note allowing him/her to return to school.

Parents are encouraged to request homework assignments for their children who have missed school. Call the office at (818) 224-4430 before 10:00 AM to request the homework assignment. Please remember to pick up the work at the office after school.

If you plan to pick up your child early, please send a note to the teacher. Come into the office five minutes before the arranged time to sign your child out of school, and the office staff will call the classroom to have your child brought to the office. Students will not be called to the office to go home early until the parent arrives at school to sign their child out.

TARDINESS

Students must arrive at school on time. Tardiness is disruptive to others in the classroom. Lost minutes turn into lost hours over the period of a year. Students with chronic tardiness or absenteeism will be reported to the district's Pupil Services and Accounting department.

TELEPHONE USE AT SCHOOL:

The telephones in the school office are for conducting school business. Calls will be made only if there is an urgent need for the student to contact a parent. A public telephone is located outside the main office. Children need teacher permission to use the school telephone. Cell phones may not be used by students during the instructional day. The school will not be responsible for any lost or stolen phones that are brought to school.

STUDENT EMERGENCY FORMS:

All students will be given a student emergency form to have completed by a parent/guardian. It is very important that this form is completely filled out and up-to-date with accurate information. Please list more than one emergency telephone contact. In the event of an emergency or if a child is sick or injured, we must be able to contact a parent/guardian or another responsible adult. If any of the information on the form becomes outdated, you are encouraged to call the office and give us new information. Remember.....we can only release your child to adults listed on the emergency form.

CLASS ASSIGNMENTS

Classrooms are organized by the administrative and teaching staff. We do not accept parent requests. We believe we provide a positive learning environment in every class at Calabash. The individual differences between teachers and their teaching styles will only serve to enrich and expand your child's life experience. We put in a tremendous effort to determine appropriate placement for your child. Every attempt is made to balance the classes. Class placement is final. Changes will only be made for the necessary reorganization of classes that may occur after school begins.

SCHOOL HOMEWORK

Homework is an important part of the student's educational program. Beginning with Kindergarten, students will have regular assignments Monday through Thursday. It is your child's responsibility to bring home daily/weekly homework assignments. In addition to their regular homework assignments, students are encouraged to read at home on a regular basis and document their reading and correctly total their number of pages read on the "Book It" home reading record. The home reading record will be distributed at the beginning of each month and must be returned to your child's teacher upon completion. The following is a general guide of daily homework time allotments for Monday through Thursday. Actual times may vary.

Kindergarten: 10-20 min.

1st grade: 20-30 min.

2nd grade: 30-45 min.

3rd grade: 45-60 min.

4th grade: 50-85 min.

5th grade: 60-85 min.

TEACHER CONFERENCES

Each fall semester, Calabash teachers will schedule individual parental conferences to discuss each student's progress. It is expected that all parents will meet with their child's teacher at this time. Additionally, throughout the school year, conferences may be scheduled as necessary by either the teacher or the parent. Please contact your child's teacher for an appointment if you wish to have a conference.

Keep in mind that scheduled conferences as well as drop-in conferences are not available on Tuesday afternoons due to professional development training for teachers.

CLASSROOM VISITATION

Parents are always welcome to visit their child's classroom. To insure the safest and most educationally sound program, we request that you follow these guidelines when visiting your child's class:

- First check in at the office.
- Complete the visitor's log and receive a visitor's pass.
- Limit classroom visitations to a reasonable amount of time.
- **Preschool age children/babies (i.e. brothers and sisters) may not visit classes.**
- Do not conference with teachers during instructional time.
- Return to the office to sign out and return visitor's pass.

Volunteers are encouraged and welcome. Volunteers must follow sign-in/out guidelines. Volunteers must have a **current TB result on file in the office** to volunteer in the classroom. Parents must arrange with a teacher ahead of time when volunteering in the classroom. No siblings or young children are allowed in the classrooms while parents are volunteering.

Parents are asked to wait for their child in the lunch area when picking up their child(ren) after school. We request that parents not wait by the classroom.

CONNECT-ED

Connect-Ed is our new outgoing phone message system which allows all Calabash families to receive important messages simultaneously on their home phone as well as notices via email. Please make sure the school office has your current phone number and email address, and notify the school office of any changes, so you will receive these messages.

PICTURE DAY & SCHOOL YEARBOOK

School pictures (individual & class) are scheduled to be taken in the first semester. You will receive a reminder prior to school pictures being taken. All orders are pre-paid. Photo packages are priced reasonably. Calabash also publishes a school yearbook and prepaid orders for the school yearbook are taken each winter. The yearbook is delivered at the end of the school year.

THE CALABASH NEWSLETTER, THE FLASH

The Flash is Calabash's monthly newsletter. Published by the PTA and the school toward the beginning of each month, the Flash holds valuable information for both you and your children regarding upcoming school events and activities. The Flash includes a school calendar complete with cafeteria menus and school events. Please keep watch for your copy of the Flash. The Flash is also available online.

CALABASH ONLINE – WWW.CALABASHELEMENTARY.COM

Calabash has its very own website—www.calabashelementary.com. Here you can find school schedules and lots of important school information. The Calabash Flash, [School Calendar](#), Cafeteria Menu are also available online. Check it out regularly!

AFTER-SCHOOL PLAYGROUND

The after-school playground will open the first day of school in September. Only children in grades 1-5 may attend unaccompanied by an adult. Kindergarteners may not stay and play on the yard after school dismissal. The playground hours are from 2:30 PM—6:00 PM. All students remaining on the school grounds after 3:00 PM must stay only in the designated play areas and be under the direct supervision of our staff. Our staff must vacate the school by 6:00 PM, so please insure that your children are picked up prior to this time.

CAMPUS ENTRY AND EXIT TIMES AND LOCATIONS

All campus gates will open at approximately 7:30 AM at the start of each school day. Students will not be allowed to wait unsupervised in front of the school. All gates will be locked by 8:00AM. The front gate will remain open during school hours. All visitors must have permission to enter the campus during school hours. All gates will re-open at dismissal.

RAINY DAYS

Students are to report to the auditorium in the morning and wait for the teachers to pick them up by 7:55am. Unless your child is enrolled in our Creative Kids or Youth Services program, please arrange for him/her to be picked up at school dismissal time on rainy days. Children who must remain after school will be held in the auditorium, and space is very limited.

DRESS CODE

Students are expected to dress appropriately while at school. Examples of inappropriate dress include exposed-midriff tops, "spaghetti strap" tank tops, open-toed shoes, baggy pants, short shorts, and inappropriate logos on clothing. Students dressed inappropriately will be sent to the school office and parents will be contacted. No "heelies" are allowed at school. Students must wear closed toe shoes – athletic shoes – for safety. NO SANDALS OR OPEN-TOED SHOES ALLOWED.

ELECTRONIC SIGNALING DEVICE/CELL PHONE USAGE BY STUDENTS ON CAMPUS

LAUSD policy prohibits the use of cellular phones, pagers, or any electronic signaling devices by students on campus during normal school hours, or during school activities. Students are permitted to possess electronic signaling devices (cell phones, etc.) on campus provided that they are "off" and stored in the student's backpack. Students may use these devices after school hours; however, students must comply if requested by school personnel to cease the use of the device. If an electronic signaling device is observed by staff during school hours, it will be confiscated until retrieved by a parent. The District is not responsible for students' lost or stolen electronic signaling devices.

FOOD SERVICES

Student cafeteria lunches are \$1.00. Lunches consist of a well-balanced meal, including ½ pint of milk and dessert. Milk is sold individually at noon in ½ pint cartons for 30¢. Breakfast is served at 7:30 AM and at recess each school day for 60¢. Meal tickets are pre-paid lunch credits and are available for purchase each morning at the cafeteria window. Menu items appear on the Calabash calendar, which is sent home on a monthly basis (menu items may change as necessary). Information about the school food service program and an application for free or reduced price meals is sent out in September. Neither the school office nor the cafeteria loans students money for lunch, however, the staff will provide a healthy snack in the event a student forgets his/her lunch.

HEALTH

All students are required to have proper immunizations before starting school. An immunization packet is available in the school office. Additionally, kindergarten parents are now required to complete and return an "Oral Health Assessment Form." This form will be distributed at the start of school.

If your child becomes ill, do not send him/her to school. If your child is at school and feels ill, s/he should let the teacher know. Your child will be sent to the school office. The office staff will notify you if your child needs to go home. Please make sure to keep your emergency card (filed in the office) up to date so that the school can reach you or another adult you designate to pick up your child in case of sickness.

If a child needs to take prescribed medication routinely during school hours, please let the office know. A form will be given to you to be signed by your child's physician. If your child needs to take medication during school hours for a short period, a note from your child's physician will suffice. This includes over-the-counter medication. All medication must be labeled appropriately. All medications are kept in the school office and administered by office staff.

Our school nurse is at Calabash one day per week from 8:00 AM—2:30 PM.

Vision and hearing screening is done by a school nurse on students in Kindergarten, second and fifth grade. If a child has an identified hearing loss diagnosed by a physician, tutoring and/or academic assistance is available.

SAFETY

TRAFFIC PATTERN

There are designated areas to drop-off your child for school and pick up your child from school depending on their grade level. You can stop your car in the adjacent loading zone, but you must stay in your car. In the morning, please drop off your child(ren) at the appropriate loading gate, then safely and quickly move out of the loading zone. In the afternoon, please have your child(ren) quickly proceed to the appropriate loading gate so you can pick them up and move off safely and quickly

It is illegal to commit any of the following:

Fail to come to a full stop at a stop sign

Leave a car unattended in a loading zone from 7AM to 5PM on school days

Jaywalk (dangerous and sets a bad example to the children)

Make a u-turn or a three-point-turn involving a driveway

*Park in the staff parking lot
Enter or leave the school through the staff parking lot
Walk through the staff parking lot*

Visitors may park on the street. Please obey all parking signs, as cars illegally parked may be ticketed.

BICYCLE PERMITS

Bicycle permits are issued to children in grades 3 through 5 who wish to ride their bicycles to school. Permits are kept on file in the school office. Students are to walk their bikes on and off of the playground and keep their bikes locked while parked in the bicycle racks. ALL STUDENTS RIDING THEIR BIKES MUST WEAR PROPERLY-FITTED HELMETS, WITH "V" STRAPS ON BOTH SIDES OF THE HEAD AROUND THE EARS AND CHIN STRAPS. DISTRICT POLICY AND STATE LAW REQUIRE THAT STUDENTS ADHERE TO THESE BICYCLE POLICIES.

SKATEBOARDS AT SCHOOL

Students are permitted to ride skateboards to school; however, they must be carried once the student enters the school campus. **Students may not ride skateboards on school property.** During the school day, skateboards may be kept in the student's backpack. If necessary, skateboards may be kept in the school office. The school assumes no liability for lost or stolen skateboards.

WALKING TO SCHOOL

If your child walks to school, select a safe, regular route for him/her to use to and from school. Do not permit your child to cross mid-block or between parked cars.

Students and/or parents may not enter or leave the campus via the staff parking lots. Your cooperation with these important safety rules is appreciated.

EMERGENCY PACK/EMERGENCY FORM

There is a SAFE school plan in place to confront the issues that interfere with learning and the operation of this school. Calabash is very well prepared in the event of an earthquake or other disaster. The classrooms and school maintain items that may be needed in a disaster. At the beginning of each school year, all Calabash students are asked to bring in some additional supplies to prepare for such an event. You will receive a list of these items. It is important that you send in all items requested (and no additional items please, as we have limited space). If unused by your child, these items will be returned to you at the end of the school year.

In the event of an earthquake requiring a school evacuation, parents should NOT call the school office, but rather proceed to the Request Gate to retrieve your child.

Additionally, at the beginning of each school year, you will receive an emergency form, to be filled out by you and returned to your child's teacher. IT IS EXTREMELY IMPORTANT THAT THESE FORMS BE FILLED OUT CORRECTLY AND RETURNED TO SCHOOL IN A TIMELY MANNER. If any of this information changes, please notify the school office immediately. Submission of the School Roster form is not a substitute for notifying the office of information changes.

DOGS ON SCHOOL GROUNDS

IT IS AGAINST SCHOOL POLICY TO HAVE DOGS ON SCHOOL GROUNDS. Please do not bring your dogs onto school grounds at any time.

OPENING OF CLASSROOMS DURING NON-SCHOOL HOURS

The school custodians and office staff are unable to open classroom doors after teachers have locked their door.

SCHOOL CELEBRATIONS FOR BIRTHDAYS

You are invited to celebrate your child's birthday in a very special way. The birthday book program allows your child to donate a book to the library in honor of their birthday. Please contact the library aide for more information.

In order to promote healthier eating habits, we have discontinued with allowing snacks and other high fat/sugar goodies to be brought to school to celebrate birthdays.

DISCIPLINE POLICY

**Important Notification
Parent and Student Signatures Required
Calabash Elementary School**

To all students and parents:

Our school staff is committed to teaching, rewarding, and promoting excellent behavior rules for our students and families are our partners in this task. Our students are respectful and responsible, and every adult at school works to keep them safe.

The following rules have been developed by parents, teachers, aides, and administrators after reviewing legal mandates and district policy. We have made every effort to be reasonable and fair to every student and adult at our school. Please take the time to discuss the rules and be sure that everyone understands them. Teachers and staff members will review the rules with students in class and on the yard, and we sincerely appreciate your support and cooperation.

Please understand that any student who receives a Behavior Reflection (see attachment) must return it to school signed by a parent the following day. Students will spend their recess and lunch play times assigned to an aide to reflect on their behavior. The child will continue to miss more play time until the signed Behavior Reflection is returned. While parents may not agree that a consequence is not warranted, please understand that we are teaching responsibility and support the staff decision with your child.

A parent and the student must sign the form below and return the tear off to the teacher tomorrow! Our wonderful staff is committed to celebrating and reinforcing excellent behavior which allows children to feel safe and to learn. We look forward to another safe and kind year at Calabash Elementary School!

---SIGN BELOW, TEAR OFF AND RETURN TO YOUR CHILD’S TEACHER TOMORROW!--

**Calabash Elementary School
POSITIVE BEHAVIOR PLAN**

Student’s Name _____ Room # _____

PARENT’S SIGNATURE

DATE

STUDENT’S SIGNATURE

DATE

Calabash Elementary School

POSITIVE BEHAVIOR PLAN

All students at Calabash Elementary School behave in ways which are **SAFE, RESPECTFUL, and RESPONSIBLE**. This is true everywhere on our campus before, during, AND after school! Our school is known as a safe place where students learn and thrive. We expect and celebrate excellent behavior. We are very serious about behavior expectations and, if necessary, there are consequences for students who do not follow rules.

GENERAL EXPECTATIONS:

1. Be courteous to adults and children. (Respect)
2. Keep our school property clean and neat. (Responsibility)
3. Follow all school rules and adult direction. (Safe)

VERY SERIOUS RULES: There is NO tolerance for the following:

1. Hands and feet to yourself. Fighting will lead to progressive discipline, including, but not limited to Student Behavior Reflections, suspension or expulsion.
2. Do not take anything that does not belong to you.
3. Weapons or potential weapons at school. (Includes toys, look-alikes, sharp instruments, sticks, etc.)
4. Threats, bullying or extortion, at school or online.
5. Profanity.
6. Biting.
7. Spitting.
8. Selling or trading items at school. (Sports cards, stickers, food, etc.)
9. Entering school property when school is closed.
10. Defacing or writing on school property.
11. Cell phones, pagers, iPods, radios, or headsets on campus during school hours.
12. Any "club" which excludes anyone.

Many of these **offenses are serious** and **REQUIRE** conference with the principal, suspension, or expulsion and may require law enforcement involvement.

YARD RULES:

1. All food is eaten in the lunch area only.
2. Walk to and from all areas.
3. Follow game rules.
4. Include everyone.
5. Play fairly.
6. Be a good sport.
7. Use kind words.
8. Keep hands and feet to yourself.
9. Use the restroom and get drinks during recess and lunch.
10. Freeze when the bell rings, wait for the aides to blow the whistle, return equipment (person who checked it out), and line up quietly and quickly.
11. Put lunch boxes, clothing and personal items in designated areas by the rooms and not on the yard.
12. Play in designated areas, not in planters, hallways, or behind buildings.
13. Use only school equipment, no toys from home.
14. Hats are worn for sun protection and must be worn appropriately, e.g. baseball bills in front. **NO HATS OR HOODIES ALLOWED INDOORS.**
15. We encourage you to use sunscreen daily.

HALLWAYS:

1. Respect others by walking quietly, in straight lines, staying to the right. Be safe by always facing forward. Always keep your hands and feet to yourself, away from the walls, doors, signs, and especially other students.
2. Stay with a “buddy” while out of class.
3. Return to class promptly.

CAFETERIA AREA:

1. Keep food and drinks to yourself.
2. Chew with your mouth closed.
3. Stay seated while eating. Remain at the table until you are dismissed.
4. Hold food trays with two hands.
5. Use quiet voices.
6. Follow adult directions.
7. Keep your area neat and clean.

AUDITORIUM AND ASSEMBLY BEHAVIOR:

1. Be polite at all times. Enter and exit quietly, listening for directions.
2. Sit quietly and correctly.
3. Show appreciation by clapping only. No whistling, hooting, and NO booing ever!
4. Enjoy the program with quiet enjoyment and politeness to our friends.

DRESS CODE: Enjoy childhood and dress appropriately.

1. No shirts with suggestive language or depiction of violence, drugs, tobacco, or alcohol advertising.
2. No distracting clothing such as hats (except for sun protection), halter tops, bare midriffs, spaghetti straps, sunglasses, or long earrings.
3. No make-up tattoos or body marking.
4. Safe shoes only, preferably sneakers/tennis shoes. For safety purposes, no flip flops, open-toed or open back shoes, no “heelies,” and no “Croc” type shoes.
5. No baggy pants. Pants must stay up without a belt.
6. No long, hanging chain key or wallet chains.
7. Hats outdoors for sun protection only.

CELEBRATIONS OF EXCELLENT BEHAVIOR:

- Caught Being Good
- Monthly Awards Assembly
- Friday School Spirit Day
- Lunch with the Principal

CONSEQUENCES FOR POOR CHOICES:

- “Benched”
- Behavior Reflections must be signed by a parent and returned the following day. NO EXCUSES. Student participates in social education during recess and/or lunch the following day and subsequently until the signed Behavior Reflection is returned.
- Conference with the principal
- Multiple infractions may result in consequences to be determined by the principal including exclusion from extra-curricular activities.
- **Continuing or severe infractions** such as fighting, stealing, bringing weapons or look alikes **WILL** result in suspension and/or expulsion and may result in law enforcement involvement. For some infractions, consequences are mandated and there is NO school discretion.

Calabash Elementary School Positive Behavior Expectations



| OUR SCHOOL RULES | BE SAFE | BE RESPONSIBLE | BE RESPECTFUL |
|------------------|--|--|--|
| HALLWAYS | <ul style="list-style-type: none"> • Walk in the hallways • Watch where you're going • Stay to the right | <ul style="list-style-type: none"> • Go directly to class • Hands off the walls | <ul style="list-style-type: none"> • Use quiet voices |
| BATHROOM | <ul style="list-style-type: none"> • Go with a buddy • Flush the toilet and wash your hands • One person to a stall • Walk | <ul style="list-style-type: none"> • Use the restroom then leave quickly • Return to your classroom promptly • Use restroom during recess/lunch • Conserve supplies (paper, water, soap) | <ul style="list-style-type: none"> • Give people privacy • Keep bathrooms neat and clean |
| YARD | <ul style="list-style-type: none"> • Walk to and from areas • Keep hands and feet to yourself | <ul style="list-style-type: none"> • Use bathroom and get water before the bell rings • Freeze when the bell rings | <ul style="list-style-type: none"> • Follow game rules • Play fairly • Include everyone • Be a good sport • Use kind words |
| CAFETERIA | <ul style="list-style-type: none"> • Walk • Hold your tray with two hands • Keep food to yourself | <ul style="list-style-type: none"> • Be patient • Clean up all trash • Stay seated until you're dismissed | <ul style="list-style-type: none"> • Use quiet voices • Follow directions • Keep your hands and feet to yourself • Chew with your mouth closed |
| AUDITORIUM | <ul style="list-style-type: none"> • Sit flat on seat • Keep your hands and feet to yourself | <ul style="list-style-type: none"> • Sit where directed • Follow adult directions • Keep the auditorium clean | <ul style="list-style-type: none"> • Listen quietly to the program • Show your appreciation by clapping |

CALABASH SCHOOL CODE

Calabash takes pride in its high standards and exemplary educational program. Our school code protects the rights of every child to learn in a positive, safe, and nurturing environment. We welcome students who agree to follow the school code, and parents who agree to support it.

1. Students must be in class on time each day. It is the legal responsibility of parents to get children to school on time. Chronic tardiness or excessive unexcused absences can lead to legal disciplinary review.
2. Students must complete class work and homework assignments on time.
3. Students must use appropriate language. Vulgarity will not be tolerated. Parents of offending children will be notified.
4. Students must behave in an appropriate manner in the class room and on the yard. Disruptive behavior and physical or verbal abuse will be documented on a student discipline card which is kept in the office. Parents will be notified if the problems persist.
 - a. Students must use school restrooms in a proper manner.
 - b. Students must be accompanied by an adult at all times in the garden area.
 - c. Students must remain in the play areas only (not the halls) during recess, lunch and after school.
5. Students must not bring soda or gum onto school grounds.
6. Students must wear safe, close-toed sports-type shoes. District policy states that the wearing of sandals to school is not permitted for safety reasons.

We enforce the LAUSD policy which states that students will be suspended from the classroom or the school for willful defiance, disrespect, vulgarity, disruptive behavior, verbal abuse, ethnic or religious slurs, bodily harm, and destruction of school or personal property. These behaviors will not be tolerated. A first offense will institute a warning to the student, as well as parental notification by the student's teacher or a school administrator. Further offenses will result in consequences of a more severe nature.

THE CALABASH LIBRARY

Using our school library is a privilege. An application for a school library card will be distributed at the beginning of each school year. The application requires a parent/guardian signature. The following rules apply to all visitors to our library:

1. *Be quiet.*
2. *No food or beverages.*
3. *No running, jumping, or other inappropriate behavior.*

4. *Please use shelf markers when looking for books. Return books to their original shelf position when done by using the shelf marker.*
5. *Leave the book shelves neat.*
6. *Book check-out policies (distributed with the school library card application) must be followed.*
7. *Please treat all books carefully, as you will be financially responsible for any damage.*

Violation of library rules will result in expulsion from the library.

CALABASH LIBRARY HOURS

The Calabash Library is open each scheduled school day from 9:00 AM to 3:15 PM. The library is available for general use during lunch hours and after-school.

SCHOOL EVENTS

BACK-TO SCHOOL NIGHT (PARENTS ONLY)

This event is designed for parents only and will be held normally in late September. Teachers meet with their students' parents in the classroom to discuss their instructional program, daily schedule, homework assignments and opportunity for classroom parental involvement. Also discussed are the expectations for your child while in the classroom for the upcoming year.

OPEN HOUSE

This event, held in the spring, welcomes all family members, as this is the children's opportunity to share their classroom accomplishments with the entire family. Open House also provides the chance to visit the next grade level.

PTA AND SCHOOL-SPONSORED EVENTS

The following events are normally held each year, coordinated by the school and the PTA. Dates are subject to change.

Entertainment Books: Will begin in September.

Back To School Night: This event will be held in last September and it is for adults only.

Lunch on the Lawn: Fall and Spring. Join us for a picnic on the lawn and celebrate our wonderful school.

Movie Night: Come in your pajamas and watch a movie with your friends. Parents must accompany their children at all times.

Red Ribbon Week: A program dedicated to Anti-Drug education, held each October.

Calabash Fall Festival: The date of this fun event will be announced early in the school year.

Spring Fundraising drive: Held annually each spring.

Book Fair: Held annually with proceeds benefiting the school library.

Open House: This family event is held each spring.

Dr. Seuss Week: emphasizing student reading.

Melody of Words: This annual El Camino family of schools event is a celebration of books and reading. Authors of books from different genres and for different age groups share their work.

Spelling Bee: School-wide and El Camino Real Complex of schools compete,

Volunteer Tea: Held each spring recognizing Calabash volunteers.

Teacher Appreciation: A national event held in May.

VIRTUE ASSEMBLIES

Every month, students who excel in a variety of areas are recognized for their achievement. Students are presented to their peers and given a keepsake certificate. If your child is selected to receive an award, you will be notified by your child's teacher.

FIELD TRIPS

Teachers will send home approval forms for any scheduled field trips. Please return your completed forms as soon as possible. If teachers do not receive completed forms when needed, students will be unable to attend the field trip. Parents who volunteer to serve as a field trip chaperone should keep in mind that they **may not bring other children** who are not Calabash students on any classroom or school-sponsored field trips. Additionally, parent volunteer field trip chaperones will be required to complete and return our "*Field Trip Chaperones Guidelines*" form.

HALLOWEEN COSTUME PARADE

This event is normally held on Halloween or the last school day before Halloween. Students may dress up in costume to celebrate. Costume and masks should be appropriate to an elementary school setting. Replicas of weapons are not permitted on campus. Students and teachers participate in a Halloween Parade, after which each classroom usually celebrates with a class party. You will be informed by your child's teacher as to times and details prior to this event.

SCHOOL PROGRAMS

PTA (Parent Teacher Association)

The PTA consists of dedicated groups of parents who assist the school office and staff in various ways throughout the year. The PTA raises money for classroom supplies as well as funding physical education, music, and computer instruction. They coordinate other fundraising activities, including Open House, the Magazine drive, as well as many other activities.

Please see below for information on volunteering at Calabash. Volunteering is a great way to meet new people and help your child and Calabash Elementary School.

If you would like to leave a message for the PTA, please call the school office at (818) 224-4430.

VOLUNTEERING AT CALABASH

Calabash families have the opportunity to become actively involved in the many different volunteer opportunities available at Calabash. You will receive volunteer opportunities form and a classroom volunteer form at the start of the school year with a variety of volunteer options.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is composed of parents, community members and school staff members. Half the members represent the parents and community, and half the members represent the school staff. The School Site Council meets monthly to develop and implement the School Improvement Plan. An agenda is sent home a week prior to each scheduled meeting. Please contact the school office if you are interested in becoming involved the School Site Council.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is composed of parents of children who are identified as English Learners. The parents review the progress of our English Language Development programs and recommend their suggestions to the School Site Council. Elections are held every year. Please contact the school office if you are interested in becoming involved in the ELAC.

COMPUTER LAB

Calabash has a well-equipped computer lab, including sixteen new computers. All classes visit the Calabash computer lab on a regular schedule. After-school computer classes for Calabash students are also available. Parent volunteers are always welcome. In order for your child to have internet privileges at school (in the lab or the classroom), a student signature and parental release form is required each year. Your child's teacher will send the release form home near the beginning of the school year.

DAY CARE

Calabash currently offers an on-campus before-school and after-school daycare program through Creative Kids. If you are interested in enrolling your student in the daycare program, please call (818) 770-8038.

ELL—ENGLISH LANGUAGE LEARNERS

This is a program at Calabash that is designed for students with limited English proficiency.

MUSIC EDUCATION

Music instruction is provided to all students here at Calabash. Students receive instruction from a credentialed music teacher during class hours on a regular basis.

GATE—GIFTED AND TALENTED EDUCATION

Calabash students who have been identified as gifted or high-achieving are clustered together and participate in a rigorous academic program. As mandated by the state, there are no longer "pull-out" programs during the school day. Parents will be notified if their child is eligible.

PHYSICAL EDUCATION

We have an excellent Physical Education program at Calabash. To ensure your child receives the maximum benefit from P.E. and is able to participate comfortably and safely, we recommend that children wear athletic shoes and appropriate clothing.

California State Law requires each student to participate in Physical Education each week, and students are expected to be regularly involved and properly prepared. The state has adopted the Fitness Gram to be the

test for physical education for 5th grade students. The requirements are as follows:

One mile run/walk—11 minutes or less

Sit-ups—minimum of 9 or whatever the child can do with no time limit

Trunk lift—raising their body from the waist 6 inches or better

Flex arm hang—4 seconds or until the child drops from the bar

Shoulder stretch—one hand over head, one hand below, fingers must touch, both right and left

If, for some reason, you need to excuse your child from P.E., you will need to send a written note to the school office before school begins stating why your child is excused. An excuse pass will be given to your child, which excuses him/her from all recesses as well as P.E. For your child to be released from P.E. for more than a week, a physician's note is required.

LIBRARY

All classes visit the Calabash library on a regular schedule. First through fifth grade students borrow books and magazines and conduct research for classroom projects. Kindergarteners participate in story-time programs. Our wonderful library aide, Mrs. Sally Rogan, teaches the students library and literary skills. Parent volunteers are always welcome.

HOMEWORK CLUB

The school library is the home of the Homework Club and provides students with a quiet, supervised environment in which to work on their homework. The School Library is open for one hour after school. Please make sure your child understands the Library Rules, located near the end of this handbook.

BOOK IT READING PROGRAM

Calabash's reading program is called "Book It." Each student is expected to read or be read to at home each day for a period of time. The minimum period of time is based on the student's grade level. Minimum daily reading times are as follows:

| | |
|---------------|------------|
| Kindergarten: | 10 minutes |
| 1st Grade: | 15 minutes |
| 2nd Grade: | 15 minutes |
| 3rd Grade: | 20 minutes |
| 4th Grade: | 30 minutes |
| 5th Grade: | 30 minutes |

Each month your child will bring home a "Book It" reading log to be filled in by you and/or your child on a daily basis. At the end of each month, the form is to be turned in to your child's teacher. Student reading greatly enhances their educational experience. Help your child experience the joy of reading.

AFTERSCHOOL ENRICHMENT PROGRAM

The Enrichment program consists of on-site after school enrichment classes for students. A wide range of classes are available, and the fee is competitive and reasonable. Look for brochures to come home early in the school year.

SCHOOL INTERVENTION PROGRAMS

The following are school intervention programs designed to enhance student learning:

Tutor Tuesdays
PALS Intensive Reading Intervention Program
Response to Intervention
Learning Center
Student Success Team (SST)
Koreh LA
El Camino Real High School Mentoring
Cross Age Tutoring