

Message From The Principal

Welcome, students and parents to Phelan Elementary School. I am anticipating another great year with you and the rest of the Phelan community. We are very proud of our team of teachers and support staff that is here to serve you and meet all of your educational needs. Together, we are committed to continuing the many activities, procedures, and programs that have proven to be successful based on your feedback and that from numerous other sources. Additionally, we are completely energized by the idea of implementing the various positive changes that will continue to improve what we feel is already a powerful learning environment. We hope that you are prepared to become partners in a wonderful educational experience.

We have prepared this Parent and Student Handbook so that we may facilitate a better understanding between the families, students, and school. In this handbook, you will find all the information you will need regarding school policies, procedures, and special programs. Please read it over carefully, and keep it in a safe place so you can refer back to it as the year progresses. If you have any questions regarding the information in this handbook, please feel free to contact the office and we would be happy to discuss it with you.

Thank you for taking the time to review this handbook with your family. With your support, cooperation and participation, Phelan Elementary School will continue to be a community of safety, respect and responsibility. Working as a team, we can make wonderful things happen!

Have a terrific year!



Mrs. Stewart, Principal

Snowline JUSD Board of Education

The Snowline Joint Unified School District (SJUSD) Board of Education meets at the Snowline Staff Development Center (building behind the district office) on the second and fourth Tuesday of each month at 6:00 p.m. (unless otherwise posted). Please feel free to contact our office if you would like the meeting dates for the 2010-2011 school year. The district office is located at 4075 Nielson Road in Phelan. Trustees would appreciate your input and involvement to help them represent your views as best as possible.

Snowline JUSD Board of Education Trustees

Michael Patterson – President
michael_patterson@snowlineschools.com
Ann Bashaw – Clerk
ann_bashaw@snowlineschools.com
Karie LaFever - Trustee
karie_lafever@snowlineschools.com
David Nilsen - Trustee
david_nilsen@snowlineschools.com
Dale Schinke – Trustee
dale_schinke@snowlineschools.com

Phelan Elementary School Office Staff

Stacey Stewart	Principal
Monica Chavez	Principal's Secretary
Cindy Montgomery	Clerk/Receptionist
Krystal Argusa	Attendance Clerk
Diana Gordan	Health Technician
Arianne Thompson	Health Technician

Office Hours	7:00 a.m.-3:30 p.m.
Office Telephone	(760) 868-3252
Office Fax	(760) 868-1044

Phelan Elementary School Hours

The daily schedule for 2010-2011 will be as follows:

Pre-Kindergarten	8:05 a.m. -11:05 a.m.
Pre-Kindergarten	11:30 a.m. - 2:30 p.m.
Kindergarten	
Morning	8:05 a.m. -11:25 a.m.
Afternoon	11:30 a.m. -2:50 p.m.
Grades 1-5	8:05 a.m. – 2:50 p.m.

Phelan Elementary **Policies and Procedures**

Visitors

All Phelan Elementary School parents/guardians are welcome and encouraged to visit the classrooms of their children. For the safety of all individuals on campus, however, we require that all visitors to first report to the school office to obtain visitor passes. No one may be on campus without a visitors' pass. The entire campus remains locked during school hours.

Volunteers

Each year parent volunteers contribute many hours of their time as classroom helpers, home workers, and community resource assistants. Both teachers and students look forward to their help. As a result of the tremendous benefit to our students, Phelan Elementary School is constantly seeking to identify family members who wish to contribute their time and skills to improve the educational experience.

District policy mandates that all volunteers complete a volunteer form each year. Available in the office, the document is reviewed by the SJUSD Police Department to help ensure student safety in the presence of volunteers.

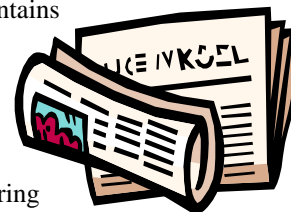
Under the direction of a teacher, classroom volunteers work with an individual student or a group of students in reading, language arts, mathematics, and other classroom activities. They may assist by preparing teaching materials as requested by the teacher, typing, posting bulletin boards, or constructing special learning materials to meet the needs of the students. Home workers are volunteers who have offered to perform services for the school in their home. They may be called upon to do many of the aforementioned tasks. The teacher may request the services of a home worker through the principal. Community resource assistants are individuals who have a special talent, profession, job, or travel knowledge that would be of educational value to the students. We are in the process of developing a list and would appreciate volunteers from the community.

Please keep in mind that we have redefined volunteering at Phelan Elementary School. No longer does it solely refer to individuals able to participate at the school during school hours. Volunteering references anyone who supports

school goals and children's learning and development in any way, at any place, at any time. The desire to help is the only prerequisite to be a volunteer, and the most important volunteer role is at home supporting your child on a daily basis. Family Education Nights are designed with this in mind to help families help their children. Our family involvement program was recently recognized by the California Department of Education as a model for other schools to replicate, so help us continue to experience success in this area. Please contact the school office if you would like to become more involved in the education of our students. Your assistance is greatly appreciated.

Communication

At Phelan Elementary School, we do our very best to inform the home about schedule changes and calendars. Please look out for messages brought home by your child which may inform you about upcoming school activities, special events, and calendar changes. The "Phelan Flyer" newsletter is published and sent home once a month. It contains many helpful and informative articles as well as calendars of events. Do not hesitate to call whenever you're wondering about a meeting or other activity.



Arrival

Students should not arrive on campus earlier than 7:30 a.m., when supervision is provided. When dropping off students please do not use the bus lane or staff parking lot.

Attendance Procedures

Children who attend school everyday are more successful students. Regular attendance is essential and required by law. If it is necessary for your child to be absent, please call the school on the day of the absence for verification. If it is not possible to call the school office, it is required that a note be sent the following day to excuse the absence. Excused absences deemed valid by the California Education Code are: (1) illness; (2) medical appointment; (3) appearance in court; and (4) bereavement of an immediate family member.

To maximize attendance and learning, please attempt to schedule appointments during the afternoons of minimum days or other non-school

hours so that your child may avoid early checkouts. Additionally, keep in mind that late arrivals to school compromise the learning of students who are tardy and are disruptive to the educational process. Unexcused tardies of more than 30 minutes are treated as unexcused absences. Late arrivals of 30 minutes are considered unexcused tardy unless a medical note is provided. After three consecutive excused absences from school for illness a medical note must be provided. Three courteous telephone calls we be placed to notify family members of absences prior to marking absences unexcused. Any combination of three unexcused absences or tardies initiates notification of the attendance concerns to district police officers. They oversee the district's School Attendance Review Board (SARB) designed to ensure that attendance policies are followed and students maximize their presence in school.

Ultimately, we believe strongly in the research that says that regular attendance improves academic performance. Please continue to emphasize good attendance. Efforts made during 2009-2010 school year by students, families, and staff members led to our best school-wide attendance percentage in years and increased student performance. While beating Pinon Hills Elementary School in our monthly attendance challenge is fun, increasing student achievement is the most important result of maximizing student attendance. As we say to all students on a regular basis, "When you miss school, you miss out!"

Attendance Awards

To earn a perfect attendance award a student must be at school **everyday and on time**. Attendance awards are given out at trimester awards assemblies.

Tardies

Responsible behavior includes being on time and ready to enter the classroom at 8:05 a.m. All students arriving late must check in at the office to receive a tardy slip before going to class.



Emergency Cards

It is very important that we keep our emergency cards current. Please be certain to notify the school of any changes in information that would be listed on the card. Additionally, please list

the responsible persons carefully, as legal requirements dictate that we can only release your child to individuals listed on your emergency card.

A request for information that is new to emergency cards references e-mail addresses. If you would like to receive information about our school's events and other important items, please provide your e-mail address.

Dismissal

To ensure student safety, students may not leave the school campus during school hours unless they are signed out in the front office. Anyone signing a student out must be listed on the student's Emergency Card. Photo identification will be required in order to sign out a student. **No student will be released to anyone who is not on the Emergency Card or who is unable to provide proper identification.** At the end of the school day students will be dismissed for home transportation according to what is on file in the office unless the office receives written notification prior to the end of the school day. **State law prohibits us from accepting phone calls to change departure plans in any way.**

Early Sign Outs

All students leaving school during the school day for any reason must be signed out in the office by a parent or guardian before 2:20 p.m. or 12:15 p.m. on Minimum Days. Students returning to school later that same day must check back in at the office before returning to class.

Playground Supervision

Safety is a primary concern at Phelan Elementary School. The school provides adult supervision during school days beginning at 7:30 a.m. To ensure safety, children should not be at school before this time. There is no supervision after school, so please keep in mind that children should leave for home immediately after the end of the school day at 2:50 p.m. (unless involved in after-school activities such as *Phelan R.O.C.K.S.*).

Children visiting our school are not allowed on playgrounds or playground equipment during school hours. Playgrounds and equipment are available for the sole use of Phelan Elementary School students during school hours.

Divorce/Child Custody

If your child(ren) have special or unique custody or visitation arrangements, it is most important that you bring this to the attention of the office staff. A copy of the "Order to Show Cause" document or final divorce papers should be given to the office. California State Law allows both natural parents of a child to pick up that child from school unless court documents state otherwise. Please understand that without specific court documents to the contrary, the non-custodial parent MAY sign out and remove the child from school.

Walkers/Pick-ups

Phelan Road is marked for safety, but it still presents a serious hazard for those having to cross it. It is strongly recommended that all students needing to cross Phelan Road do so in the crosswalk. This will maximize visibility for drivers and increase safety for students. Those students who walk to and/or from school will be given passes signifying that consent has been granted by their parents/guardians. Students who walk to and from school should take the same route each day. It should be a route decided on by you and your child together. Students should walk **directly** to and from school everyday.

Parent Drop-Off/Pick-Up

All traffic safety laws are in effect for a school zone. Parent cooperation is expected when picking up your child or dropping off your child in the Drop Off/Pick Up area. Students will not be dismissed to cross the parking area without an adult escort.

When parking to pick up your child, please park in appropriate parking slots. Please do not double park as this causes a challenge for those needing to exit the parking lot. Students in this area will only be released to the parent or an authorized adult.

Bus Riders

Students who ride the bus do so under the authority of the driver. Rules will be given on the bus and students are held responsible for their actions if they fail to follow them. Any student engaged in disorderly conduct or exhibiting a persistent refusal to submit to the authority of the driver shall be deemed as sufficient reason to deny transportation. Students residing outside of the SJUSD

boundaries are not allowed to ride the bus. Such students are required to provide their own transportation to and from school. **Students are expected to act responsibly on the bus, as well as at the bus stop.** Questions about bus conduct should be directed to the Transportation Department at (760) 868-6739.

Students deemed "bus riders" must ride the bus home everyday unless they



have written notification from their parents stating otherwise. Notes must be received by the front office before dismissal time. **State law prohibits us from accepting phone calls to change departure plans in anyway.**

If a parent wishes to pick up a child who normally rides the bus, the parent must notify the school office in writing or in person and meet their child at the Student Drop-Off/Pick-Up area. Bus riders **will not** be released to parents at the bus area.

Breakfast, Lunch & Snacks

There is a daily breakfast and lunch program available to all students. Lunches cost \$2.00 and breakfasts cost \$1.00. They may be purchased daily, weekly, monthly, or yearly. Prepayments are encouraged through an incentive plan, which gives free meals with the purchase of blocks of meals. Pre-pay for your child's school meals at www.PayPAMS.com. Money goes directly into your child's account. No more lost money! Breakfast is served from 7:30 –



8:00 a.m.

Free or reduced lunches are available to families who qualify under federal requirements. **Money cannot be lent to students by the office or cafeteria.**

Homework

Homework is a school-related assignment that requires time and effort outside the structure of the regular school day. It is an essential component of the instructional program at Phelan Elementary School and is designed to reinforce classroom learning and expand the school experiences of students so that academic achievement is improved.



The SJUSD Board of Education has an established board policy that governs homework for all schools in the district. Phelan Elementary School adheres to Board Policy #6154, which states:

Homework for Elementary Grades

1. Ordinarily, homework assignments [per night] should not exceed one-half hour at grades K-3 and one hour at grades 4-6.
2. Kindergarten homework assignments should stimulate students to talk often with their parents and encourage parents to read to their children.
3. Homework assignments in grades 1-3 should promote the development of skills. They should also encourage family participation.
4. In grades 4-6, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques and habits.
5. Homework assignments should not require use of specialized materials at home, such as encyclopedias, unless the school lends such materials to the students or the teacher knows such materials are available at home.

Make-up Work

As a general rule, students shall be given the opportunity to make up schoolwork missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule; that students who miss schoolwork because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the option of the teacher, except that if the student's absence was due to suspension, the student shall be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided and, upon satisfactory completion within a specified period of time, receive full credit for the work missed and made up.

Students who miss schoolwork because of truancy or other deliberate actions should not expect to receive credit for the time missed, nor should they expect to take any missed examinations for credit, but the final decision

should rest with the teachers who may make allowances for mitigating circumstances.

Our intention at Phelan Elementary School is to support the academic program through the use of homework. For more details about the homework guidelines for teachers, parents, and students as stipulated in Board Policy #6154, please contact our school office at (760)868-3252.

Independent Study Contracts

On those occasions when a family emergency or vacation occurs during the regular school session, parents should request an Independent Study Contract (ISC) for those days so that attendance credit is earned. Prior notice is necessary for this. Please contact the school Attendance Clerk or your child's teacher before the absence so that the study packet can be prepared for you.

District Promotion Policy

All students must meet state and district proficiency standards each year in order to be promoted to the next grade. Your child's teacher will explain the standards to you and tell you when your child is performing below the expected levels in reading, language, and math. Together, we will develop an Individualized Learning Plan to help your child reach the standards.

Minimum Days

Seventeen (17) minimum days are scheduled for the 2009-2010 school year. School times are 8:05 a.m.-12:45 p.m. These days are set aside for conferences, teacher collaboration time, staff development, and the last day of school. Please review the 2010-2011 Student Calendar at the back of this handbook. The Student Calendar is also available on our district and school website at www.snowlineschools.com.

Textbooks / Library Books

Students are responsible for all textbooks and library books that are issued and checked out to them. Students that lose or do not return these books will be charged the cost for replacing them.

At the end of the school year the office will hold report cards of any students who have not returned or paid for lost books. Books can be returned or paid for in the school library or the school office.



Immunizations

To enroll your child in California schools, they must meet the following immunization requirements:

Polio: 4 doses-only 3 required if 3rd dose is after the fourth birthday

DPT/DtaP: 5 doses-only 4 required if 4th dose is after the fourth birthday

MMR: 2 doses-both must be given after the 1st birthday

Hepatitis B: 3 doses required

Varicella (chickenpox): 1 dose required



Medications

If your child has a medical condition that requires medications, please inform the school. If at all possible, you should give all medications at home. The school is required by law to have your written authorization, as well as written authorization by a physician for all medications taken at school, **including all over-the-counter medications**. Students are not allowed to bring aspirin, Tylenol, cough drops, or any other prescription or non-prescription medications to school.

If school personnel must give medication, the following instructions must be observed:

- Medications must never be transported by the child. **Parents are responsible for bringing the medication to and from the school office.**
- A written statement signed by the physician and parents must accompany all medications, which includes the name of the medication, the method, amount and time when the medication is to be given. (A medication form can be obtained in the front office).
- All medications must be in the original labeled container.
- Only the amount of medication to be given at school should be brought to school.
- If your child has a chronic condition that requires medications frequently, please contact the district nurse at (760) 868-5805 to make necessary arrangements.

Vision and Hearing Screening

California State law mandates that children have their hearing checked during kindergarten or first grade, second grade and fifth grade and vision screened upon first enrollment to California

schools and at least every three years thereafter. However, NO school screening should take the place of regular eye examinations by an eye doctor. School vision screening is very limited. All children should have their vision checked by an eye doctor upon entering school and if there are any difficulties in reading and/or a history of vision problems.

Illness

Children **MUST** be excluded from school for communicable diseases. Children will not be permitted in school if they have a fever or are vomiting.

Personal Items of Students

Often students wish to bring trading cards, MP3 players, radios, tape recorders, video games, or other personal items to school. These may become disruptive to the educational process, so we request that such items not be brought to school. Additionally, we provide no insurance for such items and feel badly when they are lost, broken, or stolen. We assume no responsibility for personal items brought to school, so please make certain that only materials that directly assist the educational process are brought each school day. Our rule is that students should only bring to school items they use for the learning process.

School-wide Behavior

The SJUSD Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. SJUSD Board Policy #5131 indicates that on school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

The staff members of Phelan Elementary School strongly believe in positive discipline. Research indicates that students achieve best when high expectations are set, fair and consistent consequences are assigned to correct misbehavior, and support systems are in place and used to provide education. All staff members endeavor to create such an environment on campus so that students may feel safe, secure, and cared for, resulting in educational success for all. Our use of PBIS (Positive Behavioral Interventions & Supports) practices, the Falcon Center, Peace Patrol, a strict anti-bullying policy, and daily and monthly

rewards for following school rules are examples of our commitment to ongoing behavioral improvement school-wide.

The responsibility of all students is to live their daily campus lives within the guidelines of the established expectations and rules of the school. Falcon behavior is based on three concepts: respect, responsibility, and safety. All students are taught to follow the ABC's (Act respectfully, Be responsible, Create a safe environment). While numerous support systems are used to educate students about expected behavior, they must also be willing to accept the appropriate consequences for violations. It is essential that they understand that maintaining the most effective learning environment and school safety are of primary concern and is key to their success and the success of all students.

Alcohol/Narcotics/ Dangerous Drugs

Drug possession and use are not tolerated throughout the school district. SJUSD Board of Education Regulation #5114 states:

*Any student in possession of any controlled substance, alcoholic beverage, or intoxicant of any kind will be recommended for expulsion from the Snowline JUSD on the **FIRST** offense. The Snowline JUSD Board of Education will make the final decision as to the student's status in the district.*

Look –Alike Drugs

Look-alike drugs are defined as any substance that is:

1. Designed to resemble a controlled substance, or
2. A product by appearance that would lead a reasonable person to believe it would have an effect (stimulant or depressant) similar to one or more controlled substances.

Any person who knowingly distributes, or possesses with intent to distribute, an imitation controlled substance is guilty of a misdemeanor (six months in the county jail and/or \$1,000 fine).

Weapons and Dangerous Instruments

Students shall not possess weapons or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor during any school-related or school-sponsored activity away

from school facilities. Possession of or bringing such weapons or devices on school grounds or without designation is cause for **immediate** suspension and a recommendation for expulsion.

Sexual Harassment

At Phelan Elementary School and throughout the entire school district, sexual harassment is prohibited and discouraged. SJUSD Board Policy #5145.7 states:

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Bullying

Phelan Elementary School staff members are committed to creating a learning environment that is absent of bullying. Such behavior will not be tolerated at the school and is against Snowline JUSD policy. To emphasize our belief that all bullying must be eliminated, we have developed and implemented a school anti-bullying policy. Please review the document located in the Snowline Joint Unified School District Parent Handbook.

Student Recognition

There are many ongoing programs in the classrooms, the school, and the district to recognize and encourage student accomplishment. Positive achievement in both academics and citizenship is expected of all students. Students are encouraged to find their strengths and use these strengths to the best of their ability. Recognition occurs both spontaneously and formally.

The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem.

Playground Rules

Over the years, extensive effort has been directed toward the development of playground rules that foster safety and fairness for all students. They are:

Asphalt Area Rules

1. All games are open to others.
2. Freeze when the bell rings.
3. Do not interfere with games.
4. Walk at all times except when playing organized games.
5. No kicking playground balls.
6. Food is only allowed in the snack area.

Grass Area Rules

1. All games are open to others.
2. Freeze when the bell rings.
3. Do not interfere with games.
4. Walk on the ramp.
5. Chase or contact games are not allowed.
6. Only playground balls or Frisbees may be thrown.

Snack Area

1. Keep food in the designated area.
2. Clean up after yourself.
3. Use good table manners.

Game Rules

1. Treat games with respect.
2. Put all game pieces away correctly.
3. Show good sportsmanship.
4. Follow the rules of the game.

Equipment Rules: Playground Balls

1. Sitting on playground balls is not permitted.

Equipment Rules: Bars

1. Staff members on duty will determine the safety of activities.

2. Students must hold onto the bar at all times.
3. Dangerous play such as chicken fights, death drops, and sitting on top of the bars is not permitted.

Equipment Rules: Slides

1. Up the ladder, down the slide, feet first, on your bottom.
2. Do not interfere with play.
3. One at a time.

Equipment Rules: Swings

1. Onlookers must stay clear of swings.
2. Count one full swing to 25 for your turn.
3. Count backs are not allowed.
4. Dangerous play such as twisting, jumping out, swinging sideways, and running between swings is not permitted.

While we formally review these rules with all students three times per year, please remind your child of them throughout the school year. Doing so will help to ensure safety and fairness for all students while on the playground.

Cellular Phones and other Electronic Signaling Devices

SIJUSD Board Policy #5131 identifies rules that govern cellular phones and other personal electronic signaling devices for students while in district schools. The policy states:

Except for prior consent for health reasons, use of personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones during school hours is prohibited. It is the student's responsibility to ensure that his/her pager or cell phone is turned off and secured at all times during the school day. The district shall not be deemed responsible for stolen cell phones or pagers, nor responsible for replacement, stolen airtime, or damage.

Consequences for violation of school rules regarding use of electronic devices are:

First Offense:

Confiscation

Warning

Return to parent

Violation recorded in student discipline record

Second Offense:

Confiscation-return to parent with signed contract

Suspend 1-3 days

Student is charged with violation of disruption of school activities

Third Offense:

Confiscation – return to parent

Suspend 1-3 days

Student is charged with violation of disruption of school activities

Student MAY be recommended for placement in an alternative program

Flagrant disregard of this policy or refusal to cooperate with school authority will result in a suspension on the first offense.

While problems related to the use of cellular phones and other electronic signaling devices are limited at the elementary school level, as always our intention is to uphold district policy and protect the learning environment from disruptions. Students needing to use such devices for health-related purposes are permitted to do so with signed consent from a licensed physician.

Disciplinary Consequences

On the occasion that students misbehave, consequences must be administered in a consistent and timely manner. The beginning of the school year is used to explain school wide expectations and the disciplinary process to all students in the school.

The most important component to student behavioral success is family involvement. Contact will be made through telephone conversations, meetings, or mail to ensure that families are aware of and can assist with the correction and elimination of inappropriate behavior.

Student Dress Code

Students should be dressed and groomed in a manner that will not interfere with or distract from the academic process nor create a health or safety risk for any student. When considering dress for your child, please observe the following requirements:

1. Shoes must be securely fastened, fit properly, and have closed heels and toes. Footwear such as cleats, shoes with wheels, high-heeled or platform shoes,



- and open-toed sandals are not allowed.
2. Clothing which includes gang-related paraphernalia or inappropriate slogans or pictures relating to sex, alcohol, tobacco, drugs, or any offensive item is not permitted.
3. Clothing that shows the midriff or has revealing cutouts are not permitted. Strapless tops and spaghetti straps are not allowed. Short skirts, skimpy shorts, and low-cut pants are inappropriate attire. Undergarments must always remain covered by clothing. It is suggested, but not required, that shorts be worn under skirts for the purpose of modesty and school activities.
4. Hats are not to be worn inside classrooms or other school buildings, except when it is part of a school spirit day.
5. Make-up, cosmetics, and perfumes are not allowed at school.

If you have any questions about what is and is not appropriate school attire as defined by our school rules, please feel free to contact office personnel. We appreciate the collective focus of keeping the learning the point of emphasis when considering the dress code policy.

Chewing Gum

Chewing gum is not allowed on campus at any time.

Lost and Found

Hundreds of items pass through Lost & Found each year. It is located next to the auditorium entrance and may be accessed during school hours. If your child has lost something, please instruct her/him to check the room or feel free to visit it yourself. Items that have names written on them can be returned to their owners, so please put appropriate markings on your child's belongings. At the end of each school year, unclaimed items are donated to local charity organizations.

Inclement Weather Days

Please keep this information for reference in the event of inclement weather. The following radio stations will broadcast information if school is to be canceled:

KFRG - 95.1 FM
KATJ - 100.7 FM
Y102/KVXY - 102 FM
KVVQ/Q103 - 103.1 FM
KIX - 106.5 FM
KFI - 640 AM

KVVQ - 910 AM
Y102 - 960 AM
KCIN – 1590 AM

The district's website may also be accessed to determine if school is in session during times of inclement weather at www.snowlineschools.com. Please refer to the district letter enclosed in this packet for complete inclement weather information.

School Programs

As required by law (California Education Code 48980), mandated notification of various school programs must take place each school year. This serves as notification that you have the right to permit or refuse that your child participate in the school activities identified on the list of school programs.

Phelan Elementary Programs, Activities, Events

Student Success Team

The goal of the Student Success Team is to help students with special learning needs and to develop strategies to help the child be more successful in school and to meet proficiency standards. When you have a concern about your child, please discuss it with your child's teacher first. An SST meeting can be scheduled through the team if additional assistance is needed. The Student Success Team meets monthly with parents. When a meeting is scheduled to discuss your child, you will receive a phone call along with a letter in the mail informing you of the date and time.



Special Education

Students who require extra help for specific learning disabilities receive support from our Special Education teachers. The students are usually referred by the Student Success Team for assessment and when a learning disability is confirmed, a meeting is scheduled to discuss possible special program placement. Parents are involved and informed throughout the process by participating in all Student Success Team and Individualized Educational Plan (IEP) meetings.

An IEP is developed for each student who is qualified for Special Education programs.

GATE/Enrichment

The Gifted and Talented Program is designed to provide challenging, enriched learning opportunities for students who have been identified for the program. Referrals for GATE testing are made through the Student Study Team.



Speech Therapy

The Speech Therapy Program is designed to identify and assist children with speech needs such as articulation, stuttering, and voice and language development. Children with suspected problems are referred to the Student Study Team by their teacher or parents. Such a child is then assessed and may be placed in the Speech Therapy Program if following assessment, speech services are deemed necessary.

Assemblies & Field Trips

Selected assemblies and field trips will be provided to enhance the learning program. When a field trip is scheduled, your child's teacher will inform you of the destination, day, and approximate time of departure and return. Teachers will contact parent volunteers to assist with the field trip as chaperones of small groups of students. For safety and insurance reasons, private vehicles and additional children are not allowed on field trips. All chaperones must have an approved volunteer form on file with the office.

SCHOOL SPIRIT DAYS

Every Friday is School Spirit Day! Wear your Falcon blue with pride!



Student Advisory Council

Third through fifth grade students participate in our Student Advisory Council. They are involved in learning the process of a governing body, as well as developing school ideas and raising funds for school activities.

Opportunities for Involvement

Parent/Family/Community Involvement

At Phelan Elementary School, we understand that parents and families are an extremely important influence in helping their children achieve high academic standards. We cannot improve without help from the parents and families of our students. We understand that when we collaborate with students' parents and families to help the learning process, student achievement occurs at higher levels. As is said in No Child Left Behind, "when parents are involved in education, children do better in school and schools improve."

At Phelan Elementary School we are committed to helping you help your child be as successful as possible. Activities will take place throughout the school year designed to support your role as your child's first and most important teacher. By participating, attendees will be able to maximize the instructional and support roles at home so that student achievement increases.

School Site Council

School Site Council functions in a consultative role with staff members and the principal and is involved in the development of ideas and programs that benefit the children of the school. Elections are held each year to include five parents/guardians for two-year terms. While a formal request for those interested in participating on the School Site Council will be made shortly after the start of the school year, please feel free to notify office personnel of your desire to be elected to a position.

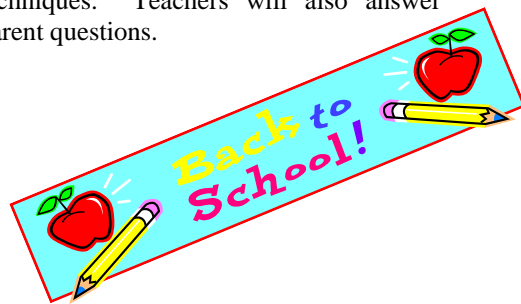
PTST

The Phelan Elementary School Parent Teacher Student Team provides various activities for the students such as room parties, fundraising, book

fairs, and needed items for rooms and playgrounds. All money raised by the organization goes directly to school activities, equipment, or materials. If you are interested in volunteering your time and services to this organization, please contact our office at (760) 868-3252.

Back to School Night

Back to School Night is a time to come and get acquainted with your child's teacher. Teachers will cover such topics as educational philosophy, curriculum, discipline, homework, and teaching techniques. Teachers will also answer parent questions.



Parent/Teacher Conferences

You will be asked to attend at least one parent/teacher conference during the school year to discuss your child's progress. These conferences can prove very valuable in helping us work with your child and in providing you with information concerning their academic achievements. Please make every effort to attend these conferences. Additional conferences can be arranged upon request.



Parent Education Nights

Our Phelan staff will provide an educational workshop for parents. Here parents will learn educational strategies they can use to support and guide their children when working with them at home.

Breakfast with the Principal

On the 3rd Thursday of each month, parents are invited to come in and talk with the principal in an informal setting. You are welcome to voice any concerns you might have, as well as provide ideas or insight that may help the school. This is a casual atmosphere, and you are encouraged to participate regularly.

