

*Developing Today's Youth
To Become Tomorrow's
Leaders*

El Sol

Science and Arts Academy

An Excellent Public School



FAMILY HANDBOOK 2007-2008

1010 N. Broadway Street
Santa Ana, CA 92701
(714) 543-0023

www.elsolacademy.org

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El Sol Academy's Mission Statement



**Our mission is
to provide a rigorous academic environment
that prepares students
for entrance into a college preparatory track
at the high school of their choice
and to create a culture of kindness,
creativity, courage and honesty
that will permit our graduates
to assume leadership in the 21st century.**

The El Sol Academy Team

Administrative and Teaching Staff

Monique Daviss, Executive Director

***** Principal Diana Clearwater

Bilingual Resource Teacher/ Literacy coach

Tristan Gude, Assistant to the Executive Director

Edmond Cobos, 7th Grade

Guadalupe Cruz, 6th Grade

Martha Cecilia Caballeros, 5th Grade

Susan Palacios, 5th Grade

, 4th Grade

Jacqueline Fung, 4th Grade

Lina Monley, 3rd Grade

Griselda Ramirez, 3rd Grade

Tim Weyland, 2nd Grade

Yadira Catalan, 2nd Grade

Adriana Cervantes, 2nd Grade

Juan Hernández, 1st Grade

Ana Chilcoat, 1st Grade

Gabriela Martinez, 1st Grade

Miriam Villegas, 1st Grade

Ivet Gonzalez, Kindergarten

Silvia Romo, Kindergarten

Bertha Picasso, Kindergarten

Sara Flores, Kindergarten

Jeff Palmer, Music Teacher

Instructional Aides

Michelle Cervantes, Instructional Aide

Melba Zamora, Instructional Aide

Jacklyn Lozano, Instructional Assistant

Veronica Jimenez, Instructional Assistant

Office and Support Staff

Lina Palomo, Office Manager

Blanca Jimenez, Food Service Clerk

Maria Gutierrez, Noon Supervisor

Martha Rodriguez, Noon Supervisor

Eva Aguas, Noon Supervisor/Night Custodian

Krystal Garcia, Noon supervisor

José Bradley, Custodian

El Sol Academy's School Board

President: Rob Balen

Treasurer: Michael Madrid

Secretary: Kent Yamaguchi

Members: Jenny Rios
Kathy Sabine
Isaac Zfaty
Susan Mas

Board meetings are held every second Thursday of each month.

ADMINISTRATION and LEADERSHIP

EL SOL SCHOOL BOARD

The Board is comprised of elected members, a parent member, and the school administrators. It meets monthly to monitor, plan and discuss school matters and to provide counsel. As necessary, the Board also formulates policy to insure that the mission is being honored. The monthly meetings are open to the school community and the public in general.

PARENT PARTICIPATION

Parents, legal guardians and teachers of enrolled students at El Sol are entitled to participation in the school's Parent Group. Parents play a significant role at El Sol by providing parent volunteers, hosting special events for the families, appreciation lunches and gifts for the staff, and providing supplemental activities and funding for programs, supplies, and equipment to lend support to the quality of education provided at our school.

PARENT VOLUNTEER PROGRAM

Every family is required to volunteer 20 hours per academic year per child. Such activities may include copying, grading, filing, chaperoning, teaching/demonstrating, assisting, repairing, painting, or the sharing of special talents. Such service may take place during the school day, evenings, or even on the weekend. Please consult your child's teacher, Parent Group or office staff for available opportunities. Families are responsible for recording their service hours in the school office.

SCHOOL LIFE

ADMISSION POLICY

The following guidelines are implemented to ensure a fair and orderly admission process. All families seeking admission are asked to participate in an orientation meeting to learn about the dual language program and mission of the school. Following attendance to this meeting, families are asked to submit a completed application for consideration. Students will be asked to participate in formal language testing to identify their language dominance, required for proper placement in the dual language program. When necessary, a lottery will take place to determine admission. When transferring from another school, the academic records for each student will also be required along with a current immunization record. Additional testing may be required to determine proper placement in the school's dual language program.

Applications for enrollment will be considered in the following order of preference:

1. Children who are siblings of currently enrolled students.
2. Children of families in the Santa Ana community seeking a dual language education.
3. Children of families in the Orange County community seeking a dual language education.
4. Due to the nature of the dual immersion program, applications for grades 1 and above will be considered on an individual case by case basis.

ARRIVAL AND DEPARTURE FROM SCHOOL

- Students are not allowed on school grounds before 7:35 a.m. They must be lined up with their classes at 7:55 a.m. Halesworth gates will close at 8:05. A child arriving to school after 8:00 a.m. is considered tardy.
- All parents and visitors must sign in, in the office, when arriving on campus and wear a **visitor's badge** if they plan to remain on campus.
- Any student leaving the school grounds before dismissal must be signed out by the parent or authorized adult. Please minimize classroom interruptions by making doctor appointments after dismissal or on the Wednesday modified day at 1:30.
- Fourth, 5th, 6th and 7th graders are allowed to ride bicycles to school. All riders must have a lock, wear a fastened helmet, and park their bicycles in the designated area next to the Halesworth gate.
- No skates, skateboards, or scooters may be ridden to school or on the school grounds.

ATTENDANCE AND TARDIES

Please Call (714) 543-0023 to Report an Absence.

It is essential that students be prompt and regular in attendance. Every absence, even for part of the day, interferes with your child's progress in school. *Absence from school is the greatest single cause of school failure.*

When your child is going to be absent, please call the school at **(714) 543-0023**. If you are not able to call, please send a note explaining the absence when your child returns to school. When a child is absent, the school secretary calls the student's home to verify the absence. **The following communicable diseases must be reported to school office: chicken pox, strep throat, measles, and lice.**

Classes begin promptly at 8:00 a.m. If your child arrives late to school, he or she must report to the school office and check in with the school secretary and obtain a late pass to class.

Excessive tardies or absences may result in the student being asked to return to his or her home school.

CLASSROOM VISITS

Parents are welcome to volunteer in the classroom with prior arrangement with their child's teacher. Other visits to a classroom are to be arranged with the principal. When visiting a classroom, it is requested that visitors not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom program. Most classroom visitations should not exceed 20 minutes. Any visitations to the school other than volunteer time arranged with your child's classroom teacher needs to be approved by the principal before the desired date. Classroom observations are to be arranged with the principal. We wish to minimize any disruptions to the students' learning environment.

COMMUNICATION

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **THURSDAY PACKETS:** Each Thursday the school sends home packets containing your child's papers, school correspondence, and any Parent Concilio flyers.
- **PARENT/TEACHER CONFERENCES:** Parent/Teacher Conferences are scheduled for November 26th-30th and March 20th-28th. During conference weeks, school will be on a modified day schedule. Report cards will be distributed in November, March and June. Your child's teacher will schedule a specific date

and time for your conference. If you feel a conference is needed at another time, please contact the teacher through the school office.

- **NEWSLETTER:** The Administrative newsletters inform parents of activities taking place at El Sol and in the community.
- **WEBSITE:** Please visit our website for any updates, news and information: www.elsolacademy.org.

CONFERENCES

Informal parent-teacher conferences constantly take place at El Sol. Parents are encouraged to assume an active role in their child's education. We do ask, however, that appointments be made with the teacher if an extended visit is in order. Your child's teacher will arrange an appropriate time and place to meet. Formal parent-teacher conferences are scheduled annually at the end of the 1st and 2nd Trimester. During the formal parent-teacher conferences, a detailed assessment of your child's performance will be shared by the homeroom teacher.

CURRICULUM

El Sol's educational focus offers a curriculum that is intellectually rich and focused on problem solving. Students are taught in a dual language (Spanish/English) setting, following a 90/10 dual language acquisition model. Our students will enter high school with well-developed skills in reading, writing, mathematics, science and a refined artistic ability.

DUAL LANGUAGE PROGRAM

The dual immersion language program, promoting bilingualism and bi-literacy in English and Spanish, prepares students to excel in the global marketplace. Our goal is for students to attain fluency and literacy in both Spanish and English and meet or exceed grade level proficiency in all academic standards. Students learn to think, speak, read and write in both languages and develop positive cross-cultural relationships. The California Department of Education standards guide all instruction in our program.

El Sol Academy's 90/10 dual language program begins with a greater amount of Spanish in the early years in order to provide a solid basis for future academics. The program is modeled after similar programs throughout the United States and Canada with proven success. The percentage of Spanish and English instruction is as follows:

Grade	Spanish	English
K	90%	10%
1 st	80%	20%
2 nd	70%	30%
3 rd	60%	40%
4 th -7 th	50%	50%

Content area instruction in both English and

Spanish in addition to continued Spanish language
Arts instruction

EARLY DISMISSAL

A note from home is necessary when a student is to be dismissed early from school. If you wish to pick up your child during the school day, please make arrangements to have him or her signed out in the school office. Students may only be released to adults listed on the Emergency Card. We have established this procedure for the protection of all students. Please make every effort to schedule appointments after 3:00 p.m. **Dismissal within the last 15 minutes of the school day is very DISRUPTIVE to the classes.**

As a reminder, children are dismissed at 1:30 p.m. every Wednesday.

INDEPENDENT STUDY CONTRACTS

When you know in advance that your child is going to be out of school for 5 days for a reason other than illness, please contact the teacher and the school office in advance so that we can prepare an Independent Study Contract for your child so the absences will not be considered unexcused.

FIELD TRIPS

Teachers may schedule field trips during the year to enhance and support the instructional program. A student permission form will be sent home for parents to sign allowing the student to attend the trip. Teachers will notify parents if volunteers are required. For safety, siblings are not allowed to attend school field trips.

HOMEWORK

Homework is part of the school curriculum. It provides students with practice in applying those skills that they have been taught in school and/or it allows them to extend their learning. Students who do not finish classroom work may be asked to complete it at home, which could increase homework time. The daily amount of homework will vary based upon maturity, ability, and needs of students and the individual competencies of each pupil. The following represents a suggested guide.

<u>Grade</u>	<u>Suggested Time Schedule for HW</u>	<u>PLUS (+)</u>	<u>Recreational Reading</u>
K	10- 15 minutes	+	10- 15 minutes
1	10-20 minutes	+	10-20 minutes
2	15-25 minutes	+	15-25 minutes
3	20-30 minutes	+	20-30 minutes
4	40 minutes	+	20-30 minutes
5	45 minutes	+	20-30 minutes
6	45 minutes	+	20-30 minutes

KINDERGARTEN

A child entering kindergarten must be five years old by December 2nd of the year he/she is to be enrolled.

REGISTRATION

All El Sol Academy families will be given first opportunity to register siblings for the following academic year (generally in March).

El Sol Academy admits students of any race, color, age, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. El Sol does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies and school-administered programs.

SCHOOL SCHEDULE

Office hours are 7:30 a.m. to 4:00 p.m. Instructional hours are 8:00 a.m. to 3:00 p.m. Mondays, Tuesdays, Thursdays, and Fridays and 8:00 a.m. to 1:30 p.m. Wednesdays. There is no supervision or child-care for students prior to 7:35 a.m. They should not be on school grounds before that time. The Halesworth Gate opens at 7:35 a.m. Arriving

students are to sit at the lunch benches and wait for the bell. A warning bell will ring at 7:55 a.m. alerting students to line up at their designated area. School starts promptly at 8:00 a.m. Students are expected to be lined up at their classroom door by 7:55 a.m.

DAILY SCHEDULE

Gate opens	7:35
Students enter Classroom	7:55
Classes begin	8:00
Recess - Kindergarten	9:30 – 9:45
Recess – 1 st , 2 nd	9:45 – 10:00
Recess – 3 rd , 4 th	10:00 – 10:15
Recess 5 th , 6 th	10:15 – 10:30
Lunch - Kindergarten	10:45- 11:30
Lunch - 1 st	11:15- 12:00
Lunch – 2 nd	11:45-12:30
Lunch - 3 rd , 4 th	12:15– 1:00
Lunch 5 th , 6 th , 7 th	12:45 – 1:30
Kindergarten-7 th grade classes end	3:00
<u>Note: Wednesday Classes end</u>	<u>1:30</u>

There is a fee based after school program available.

STUDENT RECORDS

Such records generally include a cumulative record of all academic performance, educational testing, and health immunization records. Psychological evaluations are kept in an additional confidential folder. Such records are maintained in a secure cabinet in the school office.

TESTING

Students participate in achievement testing set forth by the State of California. In addition, all students participate in testing to measure Spanish language aptitude.

VOLUNTEERS/VISITORS TO SCHOOL

Parents are required to complete 20 hours of volunteer work each year for each of their students enrolled at El Sol. These hours can be completed in a variety of activities throughout the year.

All visitors to El Sol including parents and volunteers are required to sign in at the office and wear a badge while on campus. This procedure has been developed for the benefit and safety of all students and visitors.

Parents are welcome to volunteer in the classroom with prior arrangement with their child's teacher. Other visits to a classroom are to be arranged with the principal. When visiting a classroom, it is requested that visitors not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom program. Most classroom visitations should not exceed 20 minutes.

STUDENT LIFE

AFTER SCHOOL PROGRAM

El Sol Academy's after-school program offers students group activities, including but not limited to: tutoring to support improved academic performance; enrichment academic activities in reading and math; participation in the school's Chess Club; and art, music and drama education. There is a fee for participation in the after-school program. Please see the front office for an application and fee schedule.

DISCIPLINE PLAN/BEHAVIOR

Students must follow classroom and school rules, and the directions of teachers and staff. Teachers are responsible for establishing a discipline plan and assigning consequences for misbehavior. Students who commit repeated or serious infractions may be sent to the office for further disciplinary action. Disciplinary actions may include: detention for recess, lunch, classroom time or after-school; parent phone calls or meetings; apologies; behavior contracts; suspension or expulsion for serious offenses. The school depends on the support of parents with these disciplinary actions.

Our top five school rules based on the Peace Builders Program reinforce our belief that each student has a right to learn and each teacher has a right to teach. Each student will:

1. Be kind, considerate, and cooperative.
2. Respect self, others and property.
3. Be on time and prepared to learn.
4. Respect the learning and teaching process.
5. Be positive.

Offenses that May Result in Suspension or Expulsion under Ed. Code 48900.1

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e) Committed robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness.
- p) Sexual harassment
- q) Hate violence
- r) Harassment, threats, bullying, hazing, or intimidation, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
- s) Terrorist threats against school officials, school property, or both.

DRESS CODE/UNIFORM POLICY

Pride in one's appearance is important in fostering good self-esteem and a positive attitude toward school and others. Therefore, the students at El Sol Academy are expected to attend school in a clean and well-presented manner, wearing clothing consistent with the uniform policy. Parent adherence to the policy is important in fostering student responsibility, self-respect, and sense of community. Parent's consistent support of the charter rules and philosophy is very important.

Students must adhere to the school's uniform policy as follows:

All clothing must fit properly and be in good condition, clean, free of tears, ragged edges, and safety pins. Cartoon characters, team logos, or brand names are not acceptable on uniform clothing.

Tops:

Red, navy blue or white
 Solid colored shirts, with sleeves and collars, for both boys and girls.
 Turtlenecks and sweaters, sweatshirts and vests may be worn if they are red, navy blue, or white.
El Sol Spirit shirts may be worn any day and are encouraged on field study days.

Bottoms:

Pants/Shorts/Skirts/Skorts/Dresses/Jumpers. Navy, khaki and school plaid in uniform style.
 Solid brown, black, or navy belt must be worn when belt loops are present.

Shoes:

Tennis shoes are recommended. All shoes must have closed toe and heel. No dress boots, high heels/platforms, flip-flop, sandals, or dress up shoes, please.

Hair & Grooming

Hair must be neatly groomed and styled in a way so that it does not interfere with the student's vision. No colored gels please. If earrings are worn, they must be post-style for safety reasons. No hats, please.

Special Notes:

If students are dressed or groomed inappropriately, it will be brought to his/her attention by the teacher or principal. If the student comes again to school dressed or groomed inappropriately, parents will be notified. There are resources at the school to assist families with uniform issues. Please call the office for assistance or questions. Although it is not possible to anticipate every style, trend, or haircut, unacceptable items not addressed in the uniform policy will be dealt with on an individual basis by the administrative staff along with the student's parent(s).

INTERNET USE

Access to the Internet will enable students to explore libraries, databases and information resources while exchanging messages with Internet users throughout the world. While the school does have a filtering system in place parent/guardian should be aware that some material on the Internet may contain items that are objectionable or inaccurate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed and disadvantages. Students will be accessing the internet in their classrooms, computer lab and library with an authorized adult present for guidance. However ultimately, parent/guardians of minors are responsible for setting and conveying the standards that their children should follow when using information sources. To that end, El Sol supports and respects each family's rights to decide whether or not to apply for Internet access. Internet access may be revoked at any time by the school or parent/guardian.

Internet Access Rules: Students Grades K - 5

I agree to follow the above rules and understand that if I break them I may not be allowed to use the computers again and may have other consequences. These include, but are not limited to. The following:

1. I will follow the directions of my teacher/adult leader while at the computer
2. I will not make copies of anything I find on the computer without adult permission
3. I will keep my password private and not share it with anyone else. I will use only my password when I am on the computer. I will not ask or use anyone else's password. If I find out someone else's password I will tell that person and the adult so the password can be changed.
4. I will not use words, pictures, drawings, etc. that are not allowed at school or home. That includes drugs, threats, and unkind, etc.
5. I may not sell or buy anything on the computer
6. I will not give out my (or anyone else's) full name, my address, or phone number to anyone without my parent/guardian and teacher's permission
7. If something breaks I will tell the teacher or adult in charge right away.
8. I will treat the computer equipment and other users work carefully and not damage it in anyway. I understand if I do I may have to pay for fixing the damage if it was done on purpose or when playing around.

Internet Access Rules: Students Grades 6-8

I agree to follow the above rules and understand that if I break them I may not be allowed to use the computers again and may have other consequences. These include, but are not limited to. The following:

1. I accept personal responsibility for my use of the Internet and El Sol's network. I understand that all rules of conduct expected on El Sol's campus apply when using the network.
2. Illegal activities of any kind are strictly forbidden. Illegal activities are those acts that constitute a violation of Education Code, local, state and/or federal laws. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Internet.
3. Unauthorized access to other user's work and/or resources is prohibited. This includes the use of another's password to gain access. Access is to be limited to those resources needed to complete educational goals.
4. The network shall not be used for personal and/or commercial financial gain. Product advertisement and/or political lobbying is prohibited.

5. Use of language and/or transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religion is prohibited. Inappropriate language is never to be used.
6. Use of the system to encourage the use of drugs, alcohol, tobacco, promotion of unethical practices, and/or and restricted activity as defined by law or School policy is prohibited.
7. Downloading of copyrighted material is for personal use only and may not be placed on the system for distribution without the author's and School's permission.
8. Damaging of computers, other user's work, and/or networks is prohibited. Any software having the purpose of damaging any computer and/or network is prohibited.
9. Computer equipment (hardware and/or software) may not be removed from the school site without written permission from a school administrator.
10. When using work of another, credit must be given to the person who created that work. Plagiarism is prohibited.
11. Students are not to reveal full names, home addresses, telephone numbers or any other personal information about themselves, other students, or School employees without written parent/guardian and staff approval (for scholarships, grants, and other educational uses only).

LOST AND FOUND

Please check lost-and-found where, Lunch boxes and clothing items are often found there. All items not claimed at the end of each trimester are given to charitable organizations.

Please put your child's complete name on everything he/she brings to school. There may be several children with identical book bags, lunch boxes, or jackets. There may also be several children with the same first or last name. Having your child's name on everything makes it easier for him/her and the staff to identify belongings. El Sol is not responsible for lost or stolen items.

LUNCH/SNACKS

Snacks and lunches that students bring to school are kept in the classrooms and can become warm before eaten. Please keep this in mind when selecting items to send with your children. Encourage your children to bring home any food they do not eat so that you will know what they are eating. Please mark their lunches with their first and last names.

- **Snacks:** All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat at this time, i.e. fruit, crackers and cheese, etc.
- **Lunch:** El Sol provides a lunch program for all students. Lunch is \$2.00 a day. The school also has a free or reduced lunch program for those families who qualify under federal requirements. Please see the office staff for further information.

We ask that your review the following lunch procedures with your child:

1. Lunch bags and boxes should be labeled with student's names.
2. There will be a container in the office for snacks and lunches brought to school after the start of the school day. Clearly mark these with the student's name and

- grade. Students may come up to office and pick up their snack or lunch during their recess.
3. Students must be walked to the lunch area by their teacher.
 4. Playground equipment is not allowed at the lunch tables.
 5. Students must sit at designated tables while eating.
 6. Students must sit for 15 minutes at their tables before being excused.
 7. Do not walk or run with food in your mouth.
 8. Keep hands, feet, and food to yourself.
 9. To be dismissed after the first 15 minutes, students need to:
 - Make sure their area is clean
 - Remain seated
 - Wait to be individually dismissed by an adult
 10. Throw trash in the appropriate trash containers when dismissed.
 11. Walk from the lunch area to the playground after being dismissed.
 12. The lunch tables are reserves for students only. Family members or visitors may not sit in lunch area during lunchtime.

PICTURES/CONSENT TO PHOTOGRAPH

Members of the media, including newspaper photographers and television camera crews, may visit our campus during the school year to photograph and/or interview children. We would like your direction on whether or not you give permission for your child to participate. Except for a media request on a controversial matter about which we would notify you separately, the permission will cover the entire school year. Your signature also permits El Sol to use the photographs or interviews in our own publications and on our Internet web site.

PLAYGROUND RULES

Recess is a privilege that is earned through making appropriate choices and following safety rules. We at El Sol desire our students to have a fun and safe recess, in order for this to occur, all students will observe these rules:

- Follow adult directions the first time given.
- Food is not allowed on the playground.
- Students should play in the designated areas as indicated by staff.
- A count of 30 is used when waiting for your turn.
- Use appropriate language: no put-downs or rude words or actions.
- Use playground equipment in the correct manner and for its intended use.
- Bounce playground balls on the ball walls not against the portables.
- Use restrooms as needed, but not as play areas.
- Running is only allowed on sand, grass or bark chip areas.
- *Walk around the buildings and on the asphalt.*
- Freeze when the bell is rung.
- Walk to your line when the bell is sounded.
- Play games by El Sol Rules only.
 1. Play fair: If you are out go to the end of the line.
 2. Be ready to play when you enter a game.

3. No "Time Out"! A play may be interrupted for interference only.
4. Never give "Cuts" to anyone.
5. Stand behind the line while waiting for your turn.
6. **Everybody plays or nobody plays. (No "Closing" games).**
7. No "Do Overs."
8. Play the same on everybody (No playing "easy" on your friends).
9. **Solve disputes using the Peaceful Playgrounds strategies: Talk, Walk, or "Rock, Paper, Scissors."**
10. Lines are out in all games.
11. No running on the blacktop except for P.E., basketball, and soccer.
12. No "Tag" or "Pegging" games.

RECESS

All children are offered a time for outdoor play during a morning recess as follows:

Kindergarten	9:30-9:45 a.m.
1 st and 2 nd	9:45-10:00 a.m.
3 rd and 4 th	10:00-10:15 a.m.
5 th and 6 th	10:15-10:30 a.m.

TELEPHONE/CELL PHONES/MESSAGES

One of our goals at El Sol is to enable "teachers to teach, and students to learn." In order to accomplish that goal we are always looking for ways we can protect the valuable instructional time in the classroom from unnecessary interruptions. *Parent requests to get messages to their child or the teacher during the instructional day can have a significant impact on the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions.

- ❖ ***Please do not call the office to relay messages to your child/ren unless it is an absolute emergency.***
- ❖ ***Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:***
 - ❖ Who is picking them up after school?
 - ❖ Do they need to ride the bus or are they walking home?
 - ❖ Whom are they going to go home with?
 - ❖ Do they need to go to daycare today?
 - ❖ What are they to do if it rains?
 - ❖ Do they have their homework?

❖ STUDENTS ARE NOT ALLOWED TO USE CELL PHONES DURING SCHOOL HOURS

TOYS/ELECTRONICS

Students may not bring toys, electronic games, or trading cards to school. Items brought to school for “sharing time” are to remain in the classroom and should not be brought onto the playground. Anything brought from home is brought at the student’s risk, realizing that items can be misplaced, or lost when on the school campus. Toys, electronics devices including I- pods, cell phones or other prohibited will be confiscated.

HEALTH AND SAFETY

ACCIDENTS

In the case of most minor scrapes or falls, students will be treated by a capable and caring staff member. Should the injury be determined to be serious, parents and/or those designated in the "Emergency Cards" will be notified as soon as possible. Emergency medical services will be summoned as necessary.

CAMPUS SECURITY

We appreciate everyone's cooperation in helping to keep our students safe. We expect all visitors to our campus to sign in at the front office. Students will only be dismissed in the care of parents or those listed on the emergency form.

CHILD ABUSE

In accordance with California state law, our staff is obligated, under penalty of a fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation.

CONTAGIOUS DISEASE

The following communicable diseases must be reported to school office: chicken pox, strep throat, measles, and lice. Please contact the school within 24 hours of diagnosis so that appropriate measures may be considered. Students must be cleared through the office before returning to class.

EMERGENCY SITUATIONS

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. Should any change occur, please notify the school office immediately of new telephone numbers.

In the event of an earthquake, teachers will direct students to "duck, cover, and hold." They will remain under cover until the shaking ceases and they are notified that it is safe to evacuate the classrooms. Upon command, students will be evacuated to the fire drill area in the school, and in a situation threatening our school structure and safety of our students, to Willard Junior High School.

In the event of a major earthquake, school will NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until a parent (or adult listed on emergency card) arrives to pick them up.

HARASSMENT POLICY

In accordance with the laws of the State of California, El Sol Academy is committed to provide an environment free from harassment of any form. Harassment of any student by any other student, parent, or school employee is prohibited. The school will respond to allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

ILLNESS

El Sol believes that it is not in the best interest of ill children to be sent home alone. If a child is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.

IMMUNIZATIONS AND HEALTH REQUIREMENTS

Each student is required to submit a Record of Immunizations in order to comply with the Orange County Health Department regulations and to be in compliance with the State of California. Currently, an immunization Record (yellow card) must be submitted showing the individual shots and dates they were given.

All children entering 1st grade must have a health checkup completed within 18 months of their admission or no later than 90 days after starting 1st grade. This checkup includes immunizations and the TB skin test.

MEDICATIONS

Occasionally it is necessary for students to take medication at school. All medication (including non-prescription drugs such as aspirin) must be brought to the school office in the morning along with all of the following: (1) a doctor's written prescription with the child's name, medication, date and dosage, (2) a note from the parent with the same information, and (3) the container marked with the same information. You may get a form in the office for your doctor to fill out. By law the office cannot dispense medication without the proper forms.

TRAFFIC PATTERNS/PARKING AND TRANSPORTATION

It is quite busy during morning drop-off and afternoon pick-up with both students and vehicles. To reduce the congestion and make this area safe for our students, drive with caution and do not stop or block the entry or exit. Due to addition to the upper campus, please follow the posted traffic patterns.

WALKERS: Examine a local map to determine the safest route to El Sol from your home. Accompany your child to school. Encourage your child to take the same route each

day and to walk with a companion. *Remind your child never to accept rides from strangers and to cross streets only in designated crosswalks.*

BICYCLISTS: Fourth graders and above may ride bicycles to school. Students are required to wear bicycle helmets. Students need to walk their bicycles while on school property and to follow basic traffic regulations

SKATEBOARDS & SCOOTERS: Skateboards and Scooters may **NOT** be ridden to, from, or at school, for safety reasons.

Rev. 9/1/06

El Sol Science & Arts Academy



Student's Name: _____
Last Name First Name

Homeroom Teacher: _____ Grade: _____

Please read below and check appropriate response and sign below:

1. Permission for Internet

As the parent/guardian of this student, I have read and understand these rules and regulations for acceptable use of electronic information resources and understand that use of the Internet is designed for educational purposes. I understand that it is impossible for the School to restrict access to all controversial materials and I will not hold the School responsible for materials acquired on the network. I hold El Sol Academy harmless from any damages, awards, or claims of liability resulting from my student's access to the Internet. I understand that access to the Internet is a privilege, not a right. My student is expected to use good judgment and follow the above-listed rules of use. Should there be breach of the rules my student may lose all access to the El Sol network and have other consequences as deemed appropriate.

I DO give my permission to issue an account for my student to access the Internet on the El Sol network.

At this time I DO NOT accept this agreement, nor do I give permission for my student to access the Internet.

2. Permission to be Photographed

I DO give permission for my child to be photographed, videotaped/filmed and/or Interviewed

I DO NOT give permission for my child to be photographed, videotaped/filmed and/or Interviewed

Parent/guardian signature

Date

