

# *Camino Grove School*

## **Parent Handbook**

700 Camino Grove Ave.

Arcadia, CA 91006

(626) 821-8353 Fax: (626) 294-0911

School Website: <http://cg.ausd.net>



*A* NATIONAL SCHOOL  
*of*  
EXCELLENCE

PANTONE GREY 430, PANTONE GREEN 341, PANTONE RED 185,  
PANTONE YELLOW 131, PANTONE BROWN 464, PANTONE ROYAL BLUE

## **Student Absences:**

Email: [kheltsley@ausd.net](mailto:kheltsley@ausd.net)

or call (626) 821-8353 (x 5351)

*To reach a teacher's voicemail, when prompted for an extension, enter 53 + their 2 digit room number.*

*(Example: Room 4 would be ext. 5304,*

*Room 24 would be ext. 5324)*

*School Office Supervisor - ext. 5350*

*Health Office - ext. 5352*

# Camino Grove Parent Handbook

## MISSION STATEMENT

Camino Grove School is committed to providing quality education through a positive learning environment which will foster responsible, ethical individuals who:

- \* have a strong sense of self worth
- \* can contribute positively to a changing environment
- \* have a continuing love of learning

We believe this to be the shared responsibility of faculty, students, family, and community.

## **ARCADIA UNIFIED SCHOOL DISTRICT BELIEFS:**

- Students are clients of the school district entitled to quality work.
- Teachers are leaders entrusted to create quality work for students.
- Principals as leaders of leaders are accountable for the success of the school.
- District-level staff has a responsibility to work with schools and support initiative and effort to design quality work for students.
- All support staff contribute to an environment conducive to engaging students in quality work.
- The superintendent has a critical responsibility to communicate a vision of the future and to initiate and support action toward the vision.
- The Board of Education is responsible for setting policies that are consistent with these beliefs and that help the district to realize its vision.
- Developing quality work requires commitment to continuous professional growth on the part of educators and district staff.
- The resources of the district must be organized to support the school's obligation to provide quality work.
- Schools and families are partners in helping students develop a sense of ownership for their learning.
- The school district has a responsibility to enlist family and community resources necessary to support students' school success.

This handbook is brought to you by the members of the School Site Council. Camino Grove School Site Council (SSC) includes a team of teachers, administrators, parents, and classified personnel. The council's function is to administer School Site Plans that address the educational needs and goals of our students. The members of SSC are elected to a two-year term and meet monthly to ensure that the school's objectives and program needs are being met. If you would like more information on how to serve on SSC, please contact the school office.

# Camino Grove Parent Handbook

## SCHOOL POLICIES

### ABSENCES

Satisfactory school progress is dependent upon regular attendance. The only excused absences are those resulting from illness, medical/dental appointments, court appearances, religious observances, or death in the immediate family. All other absences are considered unexcused.

When your child is absent for any reason, **a phone call or email is required each and every day your student is not in school. Please send emails to: [kheltsley@ausd.net](mailto:kheltsley@ausd.net). If you call or email, please do NOT send a note.** School and district policy indicates that if a child has a temperature with an illness, **parents should keep their child at home for twenty-four hours after his/her temperature has returned to normal without the use of medicine.** When a student has been diagnosed with a *contagious* condition such as chicken pox or head lice, parents are required to notify the school nurse in the health office as soon as possible.

Students absent for 5 or more consecutive days are **required** to bring a note from a doctor.

### STUDENT PE EXCUSE PROCEDURE

A parent may write a PE excuse for an ill or injured student for up to 3 days. PE excuses of 4 or more days require a note from a doctor.

### Administrative Regulations regarding Absences and Excuses (abridged)

A student's absence shall be excused for the following reasons:

- Personal illness (*Education Code 46010*)
- Quarantine under the direction of county or city health officer (*Education Code 46010*)
- Medical, dental..., appointments (*Education Code 46010*)
- Participation in religious instruction or exercises...
  1. ...student shall attend at least the minimum school day.
  2. ...student shall be excused for this purpose on no more than four school days per month. (*Education Code 46014*)
- Attendance at funeral services for a member of the immediate family.
  1. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if... out-of-state. (*Education Code 46010*)

# Camino Grove Parent Handbook

## ABSENCES (continued)

2. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son / son-in-law, daughter / daughter-in-law, brother, sister or an relative living in the immediate household of the student. (*Education Code 45194, 46010*)

A student's absence shall be excused for justifiable personal reasons including but not limited to:

- Appearance in court.
- Observation of a holiday or ceremony of his/her religion.
- Attendance at religious retreats for no more than four hours during a semester.

(Additional excused absences are not applicable to elementary school students)

Students absent without a valid excuse for more than three days in one school year...(or)...tardy on three or more school days (*without a valid excuse*) in one school year shall be classified as truant. (*Education Code 48260*)

From AUSD Master Agreement for Short Term Independent Study: The Independent Study Program is a voluntary alternative to attending the regular education program at the school.

Additional Guidelines: A student's independent study program must last at least 5 consecutive days.

## Board Policies regarding Absences and Excuses (abridged)

The Governing Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school regularly.

Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (*Education Code 46010, 46010.5, 48205*)

## Requesting school work when your child is absent

If you wish to pick up school work for your child who has missed school, please contact the school office by 9:00 a.m. Work is usually available for pick up in the office by 3:00 p.m. When coming to pick up work, for the health of our staff and students, please **do not** send your sick child into the office to get it.

# Camino Grove Parent Handbook

## When Parent/Guardian is Out of Town

If you are going out of town and leaving your child in the care of another adult, please visit our website, [cg.ausd.net](http://cg.ausd.net). Click on the "Forms and Downloads" link and print and complete the "Temporary Custodial Responsibility" form.

## DROP OFFS AT SCHOOL

In part because we are teaching your children responsibility and the natural consequences of both planning and preparation, the school will NOT accept drop offs in the office of any item that your student forgot to bring to school with them, including but not limited to: jackets, backpacks, lunches, water bottles, instruments, homework, library books, any student work and projects. *(Certain exceptions may apply.)*

## ACCESS TO CLASSROOM AFTER SCHOOL

Students are encouraged to take all necessary items with them as they leave the classroom at the end of the day. Classrooms will **not** be unlocked after school by the custodial or office staff for students to obtain items.

## CAMPUS ACCESS

During the regular school day, once the final tardy bell rings each morning, the school gates will be locked and the only access to campus will be through the school office.

**All visitors and volunteers to the campus must check in at the office first.** You must sign in and be issued a visitor badge to wear while on campus. Please sign out when you are ready to leave. This is for the safety of your children and visitors in case of an emergency. Please note, prior to working on campus or assisting in any and all school activities including, but not limited to field trips, classroom visitations and parties, book fairs and grade level theme days, all volunteers must have completed the volunteer registration form and have a current TB clearance form on file in our health office. Children, who are not Camino Grove students, **may not** accompany parent volunteers or visit campus during school hours.

## Arcadia Unified School District Parent/Guardian Visits to Classrooms

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program, open house activities and other special events (BP 1250).

**Visitors are expected to:**

## Camino Grove Parent Handbook

- Follow the established school policy in requesting a classroom visitation
- Contact the school site principal or designee via written request for a classroom visit or as otherwise required by the established school policy
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with any students, teachers, and/or instructional aides during the visitation unless invited to by the classroom teacher
- Not interfere with any school activity
- Keep the length (30-minute standard, unless otherwise mutually agreed-upon)

and frequency (no more than 1 time per month, unless mutually agreed-upon) of classroom visits reasonable, as established by the principal or designee

- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

### **Relevant Education Code/Board Policy/Administrative Regulations:**

- Parents have the legal right to visit their child's classroom to observe the teaching and learning (AUSD Board Policy 1250).
  - *Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians (Education Code 49091.10).*
- Parent/Guardian visits to classrooms will be in accordance with Board policy and administrative regulations (EC 49091.10, 35160).
  - *AUSD BP/AR 1250 -- While "To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, the Board requires that all visitors and outsiders register with the principal or designee upon entering school grounds."*
- Supervision - The site administrator has the right to accompany parents/guardians to classrooms as a condition for visitation (BP 1250), or to designate administrative personnel, teachers on special assignment, or program specialists as guides.
- Timeliness - "Reasonable time frame" is not defined. Timeliness works both ways and is arranged with the teacher and principal or designee (BP 1250). The site principal or designee has the supervisory control to set appointments at a mutually beneficial time.
  - *Upon written request by a parent/guardian, the Superintendent or*

## Camino Grove Parent Handbook

*designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations (Education Code 49091.10).*

- Communication - Communication between parties must always be civil. Communication, both verbally and in writing, must occur in such a way as to not be perceived as aggressive, volatile, or hostile by any party.

- *AUSD BP 1313 requires "...consistent and appropriate communication and interaction between all parties.... The Board requires positive*

*communication among all staff and parents/guardians and prohibits volatile, hostile, or aggressive words or actions that could negatively impact the learning environment."*

- The Visit - During the visit, a parent may not:
  - Engage in disruptive actions, activities or communication (EC 32210, 32211, 44810, 44811; BP 1313, BP 3515.2).
  - *Speak or interact with any student (including their own), teacher, or instructional aide (EC 44810; BP 1250).*
  - *Conference with the teacher (EC 44811; BP 1250).*
  - *Electronically listen or record the teacher or students (EC 51512).*

### **DISASTER PREPAREDNESS POLICY AND CHECKOUT PROCEDURE**

Our Emergency Preparedness Plan has been developed to ensure the safety, care, and feeding of your child(ren) in the event of a disaster and you are unable to get to school for several days.

#### **IN THE EVENT OF AN EARTHQUAKE OR OTHER DISASTER, PLEASE DO THE FOLLOWING:**

- \* The student pick up area is on the playground. The parent, or someone listed on the Emergency Card, should come to the Sixth Avenue playground gate.
- \* Look for the sign indicating "STUDENT REQUEST". Complete the STUDENT EMERGENCY RELEASE FORM and give it to the staff member.
- \* Your request form will be taken, verified with the student's emergency card, and your child(ren) will be located at their classroom assembly area.
- \* Then proceed to the "STUDENT RELEASE" area where you will be reunited with your child(ren). You will be asked to sign your child(ren) out.

**PLEASE REMEMBER . . . The Safety and Security of everyone is our goal.**

#### **IMPORTANT:**

1. Sixth Avenue is our emergency vehicle access. Please do not double park, block driveways, park in a red zone or in front of fire hydrants. Also, be sure not to inhibit the flow of traffic on Sixth Avenue.
2. Please, do not search the campus for your child(ren). We have designated

## Camino Grove Parent Handbook

search & rescue teams that will complete this task in a most efficient, predetermined manner.

3. Please, do not remove your child(ren) without signing them out at the "student release" gate. This is extremely important as we might send a search team to find your "missing" child(ren), when actually your child is safe at home with you. This can unnecessarily endanger the lives of our search team and waste valuable time.

4. When you get to school, please be prepared to wait. We must document who takes your child(ren) and where they plan to go. With this information,

should you, your spouse, or any designated friend or relative come to the school and find that the child has been released, we will be able to tell you what time the child(ren) were released, with whom, and their destination. Your extreme patience will be required and greatly appreciated! Be prepared. Explain your family emergency plan to your child(ren). For example, who might be picking them up in a disaster, how long it may take for you or another designated person to get to them if a disaster should occur. If you should have any questions or concerns regarding the disaster plan at Camino Grove, please contact the Principal or the School Office Supervisor.

### **Safety**

If you have concerns regarding campus safety, please visit our website, [cg.ausd.net](http://cg.ausd.net) . Click on the "Forms and Downloads" link and print and complete the "To Report Safety Concerns" form.



# Camino Grove Parent Handbook

## GUIDELINES FOR STUDENT BEHAVIOR

**At Camino Grove School, every student has the same rights, responsibilities, and rules.**

### **Your rights:**

1. You have the right to be treated with respect and kindness at school.
2. You have the right to be safe and clean at school.
3. You have the right to learn at school.
4. You have the right to express yourself.
5. You have the right to tell your side of a problem.

### **Your responsibilities:**

1. You are expected to treat others with respect and kindness at school.
2. You are expected to help make our school a safe and clean place.
3. You are expected to allow and help others to learn at school.
4. You are expected to arrive at school and be in your seat, ready to work **on time**.
  - On time is 8:25 a.m. for all grade levels everyday.
5. You are expected to complete all assignments on time and to the best of your ability.
6. You are expected to express your needs, ideas, and answers to questions or problems in a polite and honest manner.

### **Your basic rules:**

1. Always follow directions and requests of school personnel.
2. Use good common sense: if someone might get hurt, do **not** do it!
3. Keep hands, feet, and objects to yourself.
4. Stay in assigned areas.
5. Use restrooms and drinking fountains at school in a respectful and courteous manner and at appropriate times.
6. During lunch, eat quietly and politely, clean up your area, and remain seated until dismissed by Lunch Playground Supervisors.
7. Bring only the amount of money needed for each day. Students may not borrow, give, or lend money to other students. Students may not share food.
8. Arrive at school no earlier than **7:50 a.m.**, as there is no supervision prior to this time.
9. Leave all toys, trading cards, electronic devices and personal sports equipment at home unless special permission is given by your teacher to share only in the classroom.
10. Gum or candies are not allowed in the classrooms or on the playground.
11. Leave skateboards, scooters and rollerblades/shoes at home.

## Camino Grove Parent Handbook

12. Only students in grades 3-5 should ride bicycles to school. Bikes must be walked on and off campus and locked in the bike rack. **Students must wear a helmet.**
13. For safety reasons, run and play only in designated areas. Display good sportsmanship and follow game and equipment rules discussed in your class.
14. You may not enter a classroom if a teacher is not present.
15. Go directly home after school, unless you are involved in a regularly scheduled youth activity. All school rules are in effect at after-school activities.
16. During an assembly, you will be courteous to all speakers by not talking while they are speaking and showing your appreciation in an appropriate manner (i.e. clapping).

### **Examples of Unacceptable behavior:**

1. Repeatedly disrupting instruction and learning.
2. Having three or more unexcused absences or tardies.
3. Being disrespectful to adults.
4. Using profanity and/or obscene gestures.
5. Destroying school or personal property.
6. Stealing.
7. Fighting (real or play).
8. Cheating.
9. Physically harming or threatening a staff member, visiting adult, or another student.
10. Throwing sand, rocks, or other objects.

### **Possible consequences for unacceptable behavior could be:**

1. Assignment of an appropriate task.
2. Loss of a privilege.
3. Detention after school (with parent notification).
4. Removal from the classroom.
5. Mandatory classroom attendance by parent.
6. In-school suspension.
7. At-home suspension.
8. Expulsion.

### **GUIDELINES FOR SUSPENSION AND POSSIBLE EXPULSION:**

All district discipline policies are now available online. To access this information, please visit the following website - <http://info.ausd.net/discipline>  
At Camino Grove School, every student has the same rights, responsibilities, and rules.

# Camino Grove Parent Handbook

## **INDEPENDENT STUDY**

Independent Study is available to all students who must be out of school **five** or more days. Independent Study allows the child to have a program of study that is similar to classroom study but is located away from the usual school classroom. Parents should speak to Mrs. Heltsley in the school office, a minimum of one week **prior** to the absence, to sign up for this program. You may email Mrs. Heltsley at [kheltsley@ausd.net](mailto:kheltsley@ausd.net) to sign up as well. It is very beneficial for a child to be on Independent Study if he/she must miss school because this program provides the opportunity for an uninterrupted educational program. Independent Study also permits the district to collect regular state funding even though the student is not in class. Independent study is considered an excused absence. (For additional information regarding this program, please see page 3 – “Absences” section of this handbook.)

## **LUNCH POLICY**

Students may bring a lunch from home or they may purchase a hot or sack lunch prepared by Nutrition Services. If you would like to put money on your student's lunch account, please make your check out to A.U.S.D. Nutrition Services for any dollar amount and return it to the School or Nutrition Services Office. Please be sure to include your student's full name and student ID number on the memo portion of your check. Online payments are also available by going to [www.ausd.net](http://www.ausd.net). Click on the “e-Funds Online Meal Payments” link and then follow the instructions.

### **Arcadia Unified School District - K-8 Healthy Lunch Guidelines:**

In an effort to create safer schools for all children, to help students develop an increased awareness of their own responsibility in making healthy nutritional choices, and to meet state and Federal mandates to school districts regarding nutrition, the PTSA and the Arcadia Unified School District have adopted the following guidelines for grades kindergarten through eight.

**Rationale:** Many students must follow diets that are restricted because of food allergies, religious beliefs, or other reasons. In order to protect student health, sharing food is therefore not permitted. The district provides a variety of healthy lunch selections each day. The lunch selections served at school must meet specific nutritional guidelines. The guidelines assure your children are being provided with a healthy and nutritious meal.

**Guidelines:** For these reasons the AUSD, PTSA, and administration have committed to work together to promote healthier food choices at school. Whether a child purchases a meal at school or brings one from home, the PTSA and AUSD wish to promote a safe and healthy lifestyle.

# Camino Grove Parent Handbook

In support of the desire to promote safe schools and healthy children, the following Healthy School Guidelines are adopted:

- Students should develop an increased awareness of their own responsibility in making healthy nutritional choices
- Students may purchase their lunch at school through the school's cafeteria or bring a lunch from home with them in the morning.
- Student lunches should promote healthy choices. Candy and soft-drinks do not meet the food guidelines set by the state for The Healthy Meals Act, and should not be included in lunches brought from home.

## Due to SAFETY concerns:

- **Parents are not to bring lunch to their children** during the school day.
- Students may not have lunch delivered to school by outside vendors.
- Students **may not share** any food items with other students.
- Students may not provide food to other students.

No child will be allowed to go hungry. If a child forgets their lunch, they shall be provided with a lunch by the school and be given the opportunity to pay for it at a later time.

*Please be aware, providing special lunches for groups of students is not an appropriate school activity.*

## **BREAKFAST**

Beginning at 7:50 a.m., breakfast is available for a nominal charge prior to the start of the school day. Choices include fresh fruit, milk, cold cereal, English muffin, bagel & cream cheese, etc. Students who qualify for free or reduced meals, are charged a reduced rate.

## **PARENT-TEACHER CONFERENCES**

A parent may request a teacher conference any time during the year by contacting the school office or sending an email or note to the teacher.

## **APPOINTMENTS**

Please attempt to schedule appointments after school. We realize some offices are unable to accommodate requests for specific appointment times. When an appointment is made during the school day, please inform your child's teacher via email or a note, so that your child can be ready at the appropriate time.

# Camino Grove Parent Handbook

## **PARTIES**

The Arcadia Unified School District policy permits **two** room parties each year. Your cooperation is appreciated in adhering to this policy because when one room has an additional party, through the thoughtfulness of a parent/guardian, other classes feel disappointed their class is not doing the same. The same is true if parents recognize their child's birthday by sending gifts, special lunches, or "goodies" to school. We will be unable to distribute these items to the classroom. **(Party invitations, which are addressed to less than the total class membership, may not be distributed at school.)**

## **SAFE ROUTES TO SCHOOL**

To enhance our school safety plan and to further provide a safe and secure environment for students, we will only use the Camino Grove Avenue (front of school) entrance for dropping off and picking up students. The Sixth Avenue gate is locked at all times. Please adhere to the following arrival and pick up times:

### **Arrival Times:**

7:50-8:22 a.m. All Grades

### **Pick Up Times:**

2:35-2:50 p.m. All Grades (M, T, Th, F)

1:45-2:00 p.m. All Grades (W)

12:27-12:45 p.m. All Grades (Minimum Days)

11:40-11:55 a.m. All Grades (Collaboration Days)

The following information is provided to assist you in developing a home to school route for your child. The City of Arcadia provides crossing guards located at the following intersections:

- Sixth Avenue and Camino Grove
- Encino and Camino Grove

Students who live south of Camino Real should cross Camino Real at Sixth Avenue and proceed north to Camino Grove Avenue and the school entrance.

Students who live north of Duarte Road should cross Duarte Road at Santa Anita Avenue using the crossing guard or at the signals located at First Avenue, Second Avenue, or Fifth Avenue. Students should proceed on Duarte Road to Sixth Avenue and then south to Camino Grove Avenue where the crossing guard will assist them in crossing the street to the school.

# Camino Grove Parent Handbook

## SCHOOL HOURS

### Regular Days:

#### All Grades

Monday	8:25 a.m.-2:35 p.m.
Tuesday	8:25 a.m.-2:35 p.m.
<b>Wednesday</b>	<b>8:25 a.m.-1:45 p.m.</b>
Thursday	8:25 a.m.-2:35 p.m.
Friday	8:25 a.m.-2:35 p.m.

### Minimum Days:

#### All Grades

Monday	8:25 a.m.-12:27 p.m.
Tuesday	8:25 a.m.-12:27 p.m.
Wednesday	8:25 a.m.-12:27 p.m.
Thursday	8:25 a.m.-12:27 p.m.
Friday	8:25 a.m.-12:27 p.m.

**Common Core Collaboration Days: All Grade Levels: 8:25-11:40 a.m.**

## STUDENT LED CONFERENCES

Student Led Conferences are an opportunity for students to demonstrate their academic ability, set goals and to celebrate their achievements. They are led by the student using self-assessment techniques, a portfolio of their work, and student performance.

## TELEPHONE/MESSAGES

Please help our office staff by making after school arrangements with your child **before** dropping off at school. The only time a telephone call is transferred to the classroom is in the event of an **emergency**. To leave a message for a teacher, when prompted for an extension, enter 53 + their two digit room number. (Example: Room 4 would be ext. 5304, Room 24 would be ext. 5324.

## TRAFFIC CONTROL/CHILD DROP OFF AND PICK UP

### Arrival Time:

**Your child should not arrive on campus before 7:50 a.m., as there is no adult supervision before this time.** Upon arrival, grades 1-3 students are to proceed to the blue tables in the covered lunch area and grades 4-5 students are to proceed into the multipurpose room where supervision is provided until they are dismissed at **8:22 a.m.** to go to their classrooms. **TK & Kindergarten students** are to proceed to the **blue table** in the covered lunch area marked with the "Kindergarten" sign where supervision is provided until their teacher picks them up to take them to the classroom.

# Camino Grove Parent Handbook

## Morning Delivery:

- ☺ **Slowly** drive your car as far **forward** as possible before unloading students in front of the kindergarten and school office building.
- ☺ **NEVER** park in the no parking zones.

## Afternoon Pickup:

- ☺ **Slowly** drive your car as far forward as possible **before loading students**.
- ☺ **No waiting or parking in loading areas (these also serve as fire lanes)**.
- ☺ If your child is not waiting in the loading areas as you pull up **you may not wait**. Please proceed to an empty parking space, walk to the loading area, and accompany your child to the car using appropriate crosswalks. This will help the loading process and ease the congestion on Camino Grove Avenue.
- ☺ Students must be picked up immediately after school, **no later than 2:50 p.m., 2:00 p.m. on early release days, 11:55 on Collaboration Days, or 12:45 p.m. on minimum days**. We are concerned with the safety of all children. **Supervision is not provided after the above listed times.**

## PARKING LOT PROCEDURE

### Drive-Thru Drop Off:

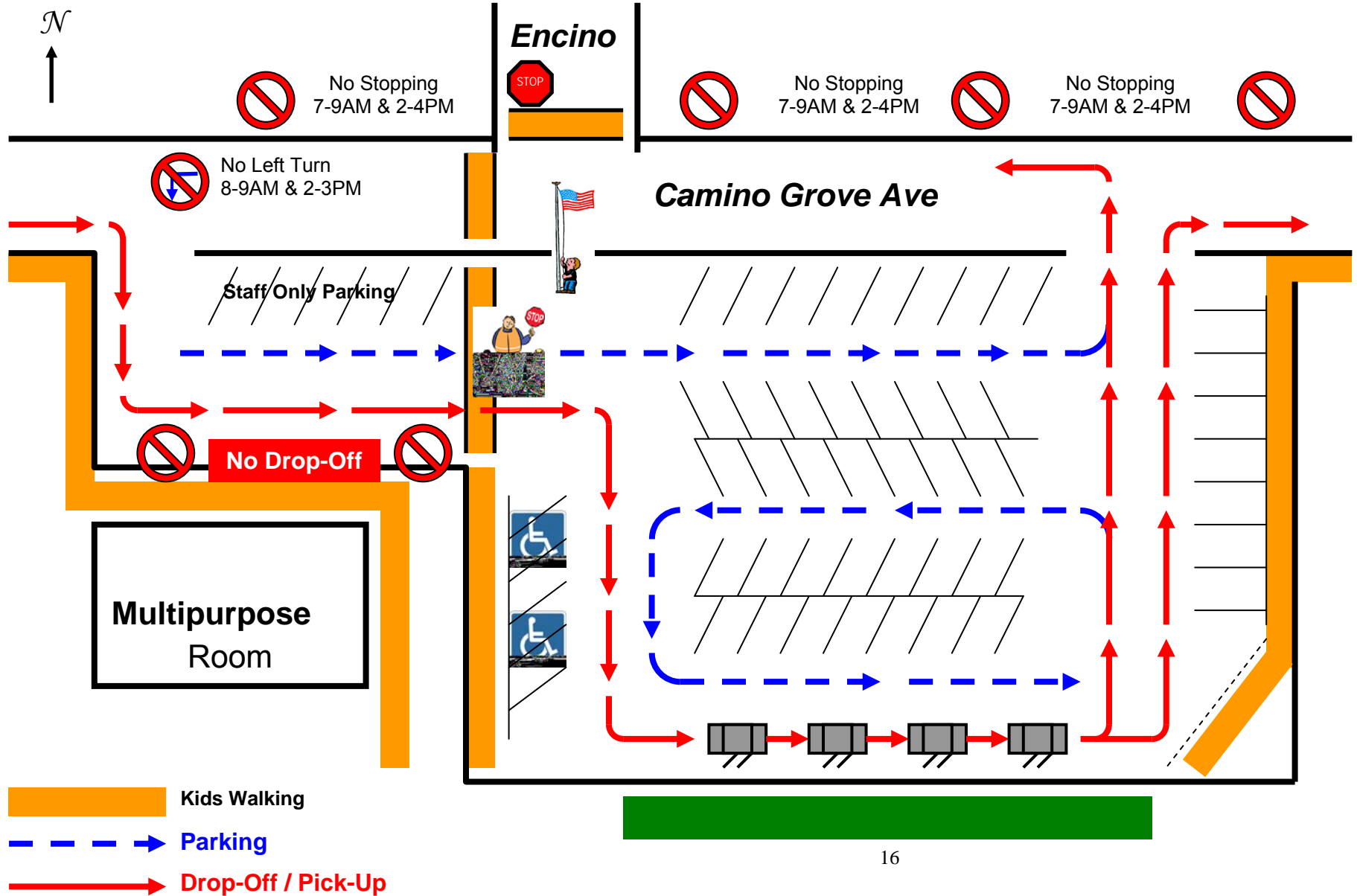
- ☺ Drive through entrance is on the West driveway. Exit at the East driveway. Center driveways are closed.
- ☺ Please refer to the traffic flow map for drop-off/pick-up and parking directions.

### Park and Walk:

- ☺ If you plan to park and walk your student to the front of the school, please park in the parent parking area on the two northernmost lanes in the school lot.
- ☺ After parking, walk your student past the center driveways to the inside crosswalk. **For the safety of your children, do not walk through the parking lot.**
- ☺ Students walking to school from Fifth or Sixth Avenue may use the sidewalk by the West driveway. Walkers from Eighth Avenue may use the sidewalk by the East driveway. **Sixth Avenue is not a school entrance and for everyone's safety, gates on Sixth Avenue are locked.**

# Camino Grove Parent Handbook

## Camino Grove Traffic Flow





# Camino Grove Parent Handbook

## Arcadia Unified School District RULES REGULATING SCHOOL ATTENDANCE

**TO PARENTS:** Please keep this sheet for reference. Each absence will require a note from the pupil's guardian. If absence is due to illness, please specify the nature of such illness. If illness is of a suspicious nature, feel free to call the school Health Services Assistant.

Disease	Child May Return to School	Incubation Period
<b>Common Cold &amp; Sore Throat</b>	Upon recovery and when temperature remains normal for 24 hours after having been elevated and/or discontinuing medication.	1 – 3 Days
<b>Conjunctivitis</b> is inflammation of conjunctiva of the eye. It is called <b>Pink Eye</b> when acute and is highly contagious.	Upon recovery from weeping of either eye; no further dried exudate on eyelids upon awakening; no low-grade temperature; eyes no longer sensitive to light. May return to school 24 hours after medicated therapy to alleviate these symptoms.	1 – 3 Days
<b>Influenza</b>	Same as common cold, except requires longer convalescence to prevent recurrence.	1 – 3 Days
<b>Scarlet Fever &amp; Strep Throat</b>	<ol style="list-style-type: none"> <li>1. Until clinical recovery; may return to school, under medication, if symptom-free.</li> <li>2. Readmittance by note from private physician or by school Health Services Assistant.</li> </ol>	2 – 7 Days
<b>Infectious Hepatitis</b>	Seven (7) days after onset and with written consent of private physician	20 – 50 Days (commonly 25 days)
<b>Chickenpox</b>	Seven (7) days after eruption first appears and after all crusts are dry on exposed areas; no fever, or cold symptoms.	14 – 21 Days
<b>Measles (Rubeola)</b>	Seven (7) days after appearance of rash and after all catarrhal symptoms have disappeared.	9 – 11 Days
<b>German Measles (Rubella)</b>	When recovered – usually of short duration	14 – 21 Days
<b>Mumps</b>	When swellings are gone – usually 10 days	12 – 26 Days
<b>Whooping Cough</b>	On recovery and at least 21 days after appearance of typical paroxymal cough.	7 – 10 Days
<b>Impetigo</b> Ringworm (Fingernails, Body, Scalp) Scabies	Ringworm: May remain in school if sores are treated and kept covered. Scabies: Must remain at home, under treatment, until free. Generally 1 – 2 days.	Usually within 5 Days/10-14 Days Unknown/1-2 Days
<b>Mononucleosis</b>	With written permission of private physician.	Unknown-may be of long duration
<b>Pediculosis (Head Lice)</b>	When head has been treated with specific shampoo and the hair is free of nits.	

The above contagious diseases require readmission by the school office personnel. Children who have been ill should be instructed to bring their notes from parents directly to the school office to be readmitted **before going to the playground or classroom.**

**Temperature Range:** Between 96.0 and 99.6 may be considered a normal temperature range. Students with elevated or sub-normal temperatures will be excluded from school. Students who vomit or develop a fever during the school day, may not remain at school. Students who have a fever during the night or before school should remain at home 24 hours after the temperature has returned to normal without medication before returning to school. Strict adherence to these suggestions by all will not only benefit the child who has been ill, but the total health and attendance pattern of the school community.

# Camino Grove Parent Handbook

## When is a Child Sick Enough to Stay Home???

A few simple rules can help you make that call.

It's 7:00 a.m. and you're trying to get everybody dressed, fed and out the door. Suddenly you hear a small voice that stops you in your track, "I'm sick...I can't go to school." With the clock ticking you try to diagnose the problem: Fever? Aches and pains? Cough? Upset tummy? Now you have to decide if your child really needs to stay home from school.

Unless the symptoms of an illness are obvious, such as a fever, vomiting, diarrhea, the decision ends up being a parent's judgment call. The parent has to know his or her child and know how the child acts when sick. If your child physically doesn't look well or they're not their normal spirited self, it may be a good idea to keep them home for a day and let them rest.

If you still can't decide, here are a few simple guidelines:

- Children with a temperature of higher than 100 degrees should stay home from school. They should not return to school until they have had an unmedicated normal temperature for 24 hours.
- Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, bronchitis or pneumonia should not return to school until they have taken the medication for 24 hours.
- Children who are vomiting or have diarrhea should stay home. The 24 hour rule is a good guideline here also.
- When symptoms are mild and vague—"I don't feel good" or "My tummy hurts"—they will probably perk up once they get to school.
- Parents should make sure "sick days" are not appealing. Staying home sick should mean staying in bed—either sleeping, reading or playing quietly in bed. Children who are rewarded with TV, videos or special treats could quickly learn to prefer home to school. We want children to want to come to school.

Helpful hints for keeping our kids well:

- Washing hands is the single most important thing they can do. A child who hasn't washed their hands can pass germs along on a pencil or through a group activity.
- Parents and teachers should instruct children to turn their heads and cough into the crook of their elbows. This method reduces the transfer of viruses and bacteria through our hands. Do not cough into your hands. If the child should cough into their hands, please remind them to wash their hands.
- It is important that your child eats 3 meals a day,...this includes breakfast. Many students have come to school with a headache and/or stomach ache, and the majority of them are due to lack of food. Breakfast is the most important meal of the day; please be sure your child is not skipping it.

One more reminder:

- **Please keep the phone numbers on your child's emergency card updated.** In the event of an emergency, it is important that we have a current phone number to reach a **local** parent, relative, or friend. Fax numbers are not acceptable.

## MEDICATION AT SCHOOL

**Any** medication taken by students during the school day must be kept in the health office in their original containers and administered only by authorized office personnel. Medication must be brought to the office with a signed *Physician's Recommendation for Medication* form (available in the office), which states the name of the medication, amount to be given, and the time it is to be administered. The medication remains in the office and the child must come to the office at the designated time(s) for administration. This includes all prescriptions, inhalers, aspirin, cough syrup and over the counter medications, both oral and topical, etc. Please do not send any medications to school with your child to take on his/her own. These must all be kept in the office for the safety of all of our students.

# Camino Grove Parent Handbook

## UNIFORM POLICY GUIDELINES

### A. Compliance

Students are expected to wear uniforms daily unless circumstances beyond their control prevent this. A note from the parent/guardian explaining the circumstances is expected that same day. If a student is not in uniform and does not have a note or an exemption, the parent will be contacted by phone or written notice.

### B. Exceptions

Students are excused from wearing uniforms in the following instances:

1. When a student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.
2. When a student's parent or guardian has secured an exemption from the uniform policy by following the procedures set forth in Section C.

### C. Exemptions

1. Request by mail or in person an Application for Exemption from Uniform Program. The parents may obtain an application from the school office.
2. Complete the application in full and submit it to the Principal.
3. Meet with the Principal to discuss uniform policy and parent/guardian's objections to the policy. The purposes of this meeting include (a) ensuring the parents understand the reason for the uniform policy and (b) verifying the accuracy of the information on the application. The Principal will then approve or deny the request for exemption.

# Camino Grove Parent Handbook

## UNIFORM STANDARDS

General: All students will come to school in clothing that allows the student to participate in all school activities. All coats, sweaters, and sweatshirts must be labeled with first and last name. Students may **not** wear clothing or accessories that are gang-related, obscene, suggestive, promote drugs, alcohol, or tobacco. Make-up may not be worn or brought to school. Every Friday is uniform optional /spirit day.

### Pants/Shorts (Boys and Girls):

Color: Navy Blue (not faded blue), Khaki (tan), or Black

Style: Fitted at waist or elastic waist (no baggy styles or sweat pants)

Must be size appropriate

Fabric: Twill, cotton, corduroy, polyester (no jeans/denim)

### Shirts/Blouses (Boys and Girls):

Color: White, Light Blue, Navy Blue, Royal Blue, Red, Yellow  
(no turquoise)

Style: Polo, oxford, or turtleneck (no T-shirts)

Note: Shirts must have collars and sleeves and must be tucked in unless wearing leggings

### Skirts/Jumpers (Girls):

Color: Navy Blue, khaki (tan), or black (no jeans/denim)

Note: Skorts or shorts are acceptable (no short shorts)

Inseam must be at least 3 inches

### Shoes (Boys and Girls):

Athletic or appropriate shoes (closed heel and toe)

No cleats or skate shoes (Socks must be worn)

### Sweaters/Sweatshirts (Boys and Girls):

Color: White, Light Blue, Navy Blue, Royal Blue, Red, Yellow

Style: Cardigan, crew neck, V-neck or zippered sweaters or sweatshirts.

(No logos)

### Jackets/Coats (Boys and Girls):

Note: Any jacket or coat may be worn. Must follow general rules.

# Camino Grove Parent Handbook

## UNIFORM STANDARDS CONTINUED

### Hats:

Hats must have a brim that covers the neck. No baseball caps will be allowed. All headgear must be removed while in the classroom.

### Camino Grove Shirts (Boys and Girls):

The PTA sells Camino Grove polo shirts and sweatshirts throughout the year. These shirts are considered part of the uniform and may be worn at any time. Camino Grove T-shirts without collars will not be considered uniform attire, but may be worn on school spirit days.

Consequences for violation of these uniform standards include, but are not limited to:

1. A written notice or phone call to parents/guardians
2. A change of clothing/temporary confiscation

# Camino Grove Parent Handbook

## UNIFORM OPTIONAL/SPIRIT DAY AND STUDENT EXEMPTION STANDARDS

Our goal is to provide a school climate in which there is minimal disruption to the learning process while maintaining a safe, secure, and enjoyable environment for all of our students. The presence of certain types of clothing and attire can cause substantial disruption of, or material interference with, instructional activities and other school events. The following regulations are in effect for the school year during spirit/uniform optional days or for students who have an approved exemption from the uniform program:

1. Hats must have a brim that covers the neck. No baseball caps will be allowed. All head gear must be removed while in the classroom.
2. Sagging/baggy pants and or shorts, hanging or oversized belts and chains attached to clothing or wallets are inappropriate and not allowed. Pants/shorts must be worn at the waist (no more than one size larger than the actual waist size) and stay up without the aid of a belt, rope, or suspenders. Pants are not to drag on the ground.
3. All clothing should be in clean and good condition. Students should use good taste in all aspects of grooming. Shoes must be in good condition. Bare feet, flip flops, and sandals (open toe/heel) are not allowed. All footwear must fit snugly to the foot and shoelaces must be **tied**. No cleats or skate shoes.
4. Clothing or jewelry bearing inappropriate or undesirable advertising, lettering, or symbols cannot be worn at school. Specifically, T-shirts, hats or other apparel representing drugs, tobacco, alcohol, sex, gangs, violence, etc. in word or picture may not be worn. Leave expensive items at home.
5. Beachwear, sheer or revealing garments, torn clothing, and clothing with holes are inappropriate school attire. Halter-tops, backless tops, revealing crop tops, spaghetti straps, and short shorts are inappropriate. Inseam for shorts or skorts must be at least 3 inches. Any top, which does not cover the midriff, is inappropriate.
6. A student's appearance may not detract from nor interfere with the learning atmosphere or process. Any clothing which has a disruptive influence is inappropriate. The discretion of the school administrator will prevail.

Consequences for violation of these standards include, but are not limited to:

1. A written notice or phone call to parents/guardians
2. A change of clothing/temporary confiscation
3. Revocation of exemption

# Camino Grove Parent Handbook

## **PARENT PARTICIPATION**

### **PTA**

Every adult is encouraged to join the PTA (Parent Teacher Association). PTA membership information will be available at Roadrunner Day. There are many opportunities for parents to become involved in school and education. (Examples: Book Fair, Carnival, Room Parents, Red Ribbon Week, etc.) PTA meetings are held monthly in the multi-purpose room. "Caminotes", our school newsletter, is posted on the school website (cg.ausd.net) and Peachjar; it contains information concerning PTA and school activities.

### **PARENT VOLUNTEERS**

Parents are encouraged to participate in their child's education by volunteering in one or more of the following areas: Library Media Center Aide, Art Docent, and classroom volunteer. These activities, which depend on parent volunteers, enhance the educational programs that Camino Grove provides our children. **REMINDER: Every parent who interacts with the children on the Camino Grove campus must have a current TB Clearance and Volunteer Application form on file. TB Clearance forms are good for four years. Contact the school health office to see when yours expires.**

### **SCRIP**

SCRIP is sold by the Arcadia Educational Foundation (AEF) to raise funds for educational equipment and technology for our schools. Scrip is a gift card/certificate sold to AEF by vendors at a discount and then sold to parents at face value. In other words, it costs parents **nothing extra**, but the benefits are immense. SCRIP may be bought in the school office every day. SCRIP orders may only be sent home with your child if prior parent authorization is given. Otherwise, orders must be picked up in the school office by a parent or designated adult.

Additionally, parents may support the SCRIP program by using Scrip Club, ShopWithScrip.com or signing up for eSCRIP. The school office has additional information about these programs. ShopWithScrip.com offers the opportunity to purchase scrip for vendors that are not normally stocked in the school office and eScrip is where your supermarket, debit and credit cards may be linked to AEF and the school receives a percentage of all purchases. Scrip Club allows you may receive a monthly scrip order directly from AEF and still benefit Camino Grove.

# Camino Grove Parent Handbook

## **SUPPORT SERVICES**

### **ADAPTIVE PHYSICAL EDUCATION**

Adaptive Physical Education is a program of developmental activities, games, sports, and rhythms suited to the interests, strengths, and weaknesses of students possessing movement problems who may not safely and successfully participate in the regular Physical Education Program.

### **ELEMENTARY COUNSELING**

The elementary counselor actively assists teachers, parents, administrators, and other staff members in helping students have the best school year possible. The elementary counseling program deals with preventative lessons as well as crisis intervention.

### **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

The ELD program is designed to provide additional support for students who are learning the English language.

### **SPEECH AND LANGUAGE**

The Speech and Language Specialist provides assistance to students in K-5 who have been identified with special needs in this area. Support is also provided to parents and teachers on ways to help the student in the classroom and at home.



# Camino Grove Parent Handbook

## **COMMUNITY SUPPORT SERVICES**

### **AFTER SCHOOL RECREATION**

The Arcadia Recreation Department offers after school activities from 2:35 p.m. until 4:30 p.m. Mon., Tues., Thurs. and Fri. and 1:45 p.m. until 4:30 p.m. on Wed. with the exception of some rainy days and minimum days. Students who participate in the recreation program must follow standards of behavior that are required during regular school hours. This program usually starts in mid September and continues until late May. In order to participate, students must be registered through the Arcadia Recreation Department. For more information, please call: (626) 574-5113.

### **ARCADIA EDUCATIONAL FOUNDATION (AEF)**

AEF is made up of Arcadia parents and community members who want to assure that Arcadia schools continue to provide the excellent quality of education for the 21st century that has characterized Arcadia student performance in the past. Not only does this benefit our students, but also maintains the hallmark educational program that has contributed to community pride and helps sustain the value of our neighborhoods. Camino Grove parents represent our school in this organization. We are always looking for community members who are willing to serve in this capacity. If you would like more information, please visit our school office.

All tax-deductible proceeds directly benefit Arcadia's students. Most of the money raised by AEF has been used for the purchase of educational technology such as computers, DVD players and chrome book carts. One way to support the foundation is through the purchase of SCRIP. (See section on page 21.) (If you would like to know more about this organization, contact: Arcadia Educational Foundation, P.O. Box 660174, Arcadia, CA 91066-0174.)

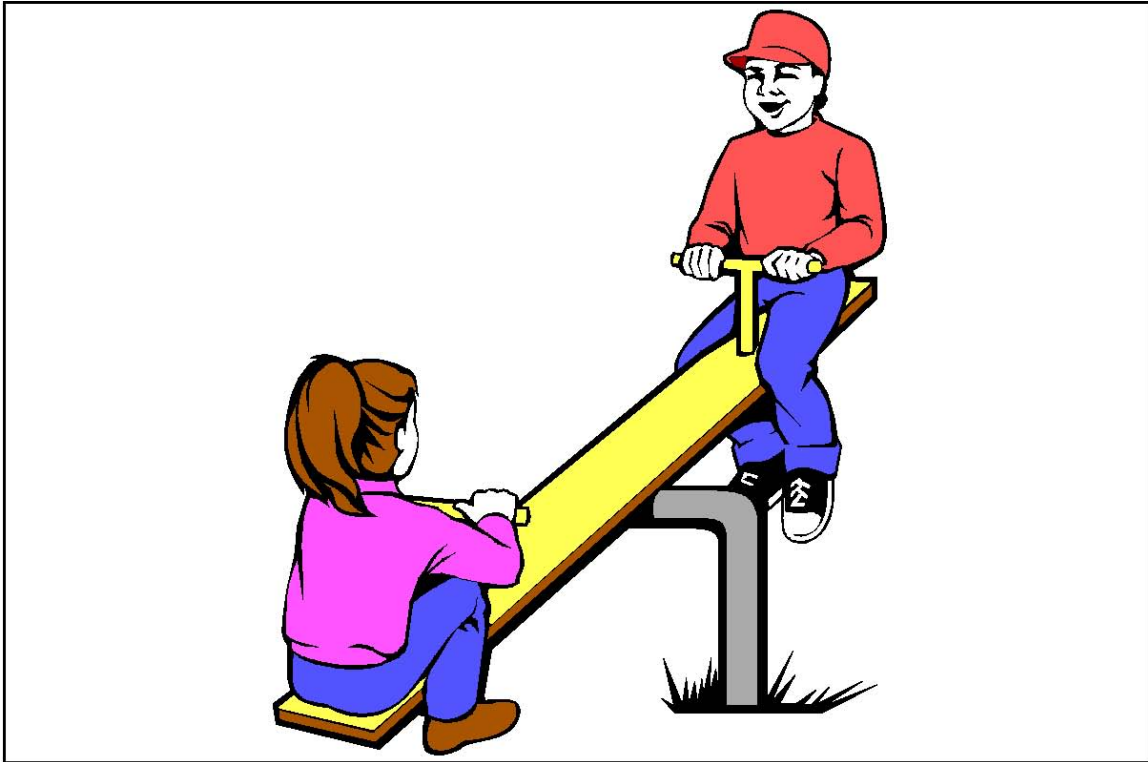
### **DAYCARE**

Purpose: In addition to providing supervision before and after school, the goal of *The Right Club* is to present pleasant and enriching experiences, which complement regular classroom activities and enhance the cognitive and social development of each participant.

For daycare registration information, please visit [www.rightatschool.com](http://www.rightatschool.com)

# Camino Grove Parent Handbook

## PLAYGROUND RULES



Be kind and friendly to others

Keep your hands and feet to yourself

Play safely and be in the right place at the right time

Show respect to our school environment

Play fairly and include others

## PLAYGROUND RULES

These rules have been developed to help ensure the safety of the children at Camino Grove.

## GENERAL RULES

1. All playground equipment must be used in a safe and appropriate manner.

## Camino Grove Parent Handbook

2. Students are expected to treat each other and all playground supervisors in a courteous manner.
3. Any form of fighting, including play fighting, rough play, or wrestling is not permitted.
4. Any form of foul language (profanity) is not permitted.
5. Spitting is not allowed.
6. No walking, running or climbing up the slides. Go down one at a time sitting with feet forward.
7. Clothing, backpacks, lunch boxes, etc. are not to be kicked, twirled around, or thrown at another person.
8. Only one person is allowed on a swing at a time and he/she must be properly seated. Pushing and jumping off and twisting on swings is not permitted. Do not run or play behind, around, between, or within the designated swing area.
9. Tag or chasing games are not allowed on playground. Jumping off high or moving equipment, picnic tables, etc., is also prohibited.
10. Please check with a playground supervisor before leaving the playground or lunch area to use the restroom or visit the health office.
11. Students may play jump rope, hop scotch, ball, etc., in the playground area during recess.
12. Balls are not to be thrown or kicked against classroom walls.
13. Playing in or around restrooms is prohibited. Students should use the restrooms quickly and then return to the playground.
14. Personal play equipment such as baseballs, bats, golf balls, tennis balls, etc. are not permitted at school. Students should only use the equipment provided by the school.
15. No food is permitted on the playground except under adult supervision.
16. Skateboards, roller blades, scooters, skate shoes and skates are not permitted on the school grounds at any time!
17. All running is restricted to grass areas. Walking only is allowed on

# Camino Grove Parent Handbook

blacktop.

18. At recess, students are to stop playing immediately when the warning bell rings. At this time, students are to walk, get a drink, use the restroom, as needed, and line up. If students have playground balls, they are to return them to the ball cart or carry classroom balls to the line.

## LUNCH RULES:

1. Sit in assigned areas (no sitting on the sidewalks).
2. Remain seated while eating. Throw lunch garbage out only when table/area is excused.
3. Lunch playground supervisors will see that each table cleans their area before leaving.
4. Stay seated quietly until you are dismissed to the playground.

## GAME RULES

1. All games (soccer, football, tetherball, basketball, etc.) must be played according to proper rules of the game or the game will end immediately.
2. No tackle games of any kind are permitted.
3. No games are permitted in which a ball or other object is thrown at another person in a manner other than for catching.

### Four Square Rules

1. Server bounces the ball, and then hits it underhand to any square.
2. The ball must bounce only once in the square and then that player hits it to another square.
3. The ball must bounce before being hit to the next square.
4. The ball must be struck with an open hand
5. Waiting players line up against the wall out of the way of the game being

# Camino Grove Parent Handbook

played

6. Stepping on or over the intersecting lines is a foul, causing the player to be out (except when stepping out of your own square).
7. Players rotate towards Square 1. Only the person who is out leaves the game. New players enter at Square 4.
8. Square 1 is always the server.
9. If the ball hits on a line, it is an out for the hitter. The hitter must leave the game.
10. If the ball is made to bounce over the opponent's head, it is an out for the hitter. The hitter must leave the game.
11. For younger or beginning players, they may momentarily catch the ball after it bounces in their square and then bounce it into an adjoining square.

## Tetherball Rules

Fouls:

1. Hitting the ball with any part of the body other than the hands.
2. Stopping continuous play by holding or catching the ball.
3. Touching the pole with part of the body.
4. Touching or hitting the rope.
5. No climbing of the pole or adjusting of the rope and chain are allowed.

Penalty:

A player who commits any of the fouls listed above forfeits the game to his opponent. Play stops immediately after a foul has been committed.

Scoring:

The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent. After a player has won 2 consecutive games his turn is over and he moves to the end of the line. Two new players begin the next game.

## Hopscotch

Each player has a marker. The first player tosses their marker into the 1<sup>st</sup> square. The marker must land completely within the designated square without touching a line or bouncing out. If not or if the marker lands in the wrong square, the player forfeits their turn.

# Camino Grove Parent Handbook

The player who tossed his marker successfully now hops on one leg through the court landing in each unoccupied square and returns to the square with his marker in it, bends over while standing on one leg in the previous square and picks up the marker. Then hops in that square and finishes the court.

If while hopping through the court in either direction the player steps on a line, misses a square or loses his balance and falls, his turn ends. The player does not get credit for completing that current sequence and must start that sequence again on his next turn.

The player who first completes the entire court successfully wins the game.

## Ball Wall (Punch ball) Rules

The goal of the game is to strike (hit or sock) the ball in a downward motion so it bounces on the ground then hits the wall.

Basic Rules:

1. 2 people on the court, the remaining player gets to serve (winner from previous game).
2. The received must return the ball (no outs on a serve).
3. The ball must bounce before the player hits it.
4. After the player hits the ball it must bounce before it hits the wall.
5. The first person in line is the judge if there is a question about a call.
6. Line up on ONE side of the court, OUT of the court.
7. "Black Line", essentially cutting, is not allowed.

A player is out if...

1. The ball doesn't bounce before hitting the wall.
2. The ball doesn't bounce before the player hits the ball.
3. The ball bounces more than once.
4. The ball hits the very corner of the wall and ground.
5. The ball does bounce inside the lines after it hits the wall.
6. The ball is stopped or caught.

## Basketball Rules

Everyone playing basketball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. Half-court: Only 12 students, divided evenly, can play at one time. If at anytime more than 12 students wish to play basketball, the teams will need to divide and play half court. If 12 or less are playing, then you may play full court. Players cannot say, "You can't play." If you do not wish to play ball with a person who chooses to play, then go find something else to do. (This applies even if you were there first. It is not a private court.)

# Camino Grove Parent Handbook

Man to Man Defense ONLY

3 second shot / 5 second throw in

No:

- Double teaming
- Zone defense
- Jewelry or open toe shoes on court

You will be off the court for no less than a week for the following offenses:

- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting; throwing a punch will result in suspension from school
- Swearing
- Arguing with the playground monitor
- Pushing

## Camino Grove Parent Handbook

**Here are some helpful hints to make things run smoothly while your child attends Camino Grove School:**

1. Plan on dropping off and picking up your student 10 minutes earlier than usual. Most parents/guardians tend to get here at 8:20 a.m. and 2:30 p.m. Remember, the earliest drop off time is **7:50 a.m.** and the latest pick up time is **2:50 p.m.** every day except early release Wednesdays when pick up should be made no later than **2:00 p.m.**
2. Look for important information on the Camino Grove website (cg.ausd.net), Peachjar, the school marquee and in your student's take home folder or backpack. Remember to look at emailed List Server messages sent from Camino Grove and the school district, listen to phone blast messages, check the online Events section of the monthly menu and read Caminotes, our PTA's newsletter. Keep your email address up to date with the school office.
3. After school recreation is provided by The City of Arcadia and is cancelled on some rainy days and minimum days. If you have questions regarding **their** program, please call: (626) 574-5113.
4. **Each day** your student is absent, please e-mail [kheltsley@ausd.net](mailto:kheltsley@ausd.net) or call the office at (626) 821-8353. We will need their name, room number, and reason for absence. Please do NOT send a note if you emailed or called. If you know in advance that your child will be absent for 5 days or more, please email [kheltsley@ausd.net](mailto:kheltsley@ausd.net) or call Mrs. Heltsley at (626) 821-8353 and ask for an Independent Study contract.
5. Try to make medical and dental appointments after school. Also, please make after school arrangements **before** dropping your child off at school. We need to help our office staff and teachers by minimizing unnecessary interruptions.

Thank you very much!