

WEST WIND



**Student Handbook
2010-2011**

West Wind Elementary School

Student Handbook 2010-2011

Table of Contents

Topic	Page
School Day Schedule	
Principal's Message	1
Staff Members	2
School Map	3
Student Arrival/Dismissal	4
Attendance and Transportation	5
Parking Lot Safety	6-7
Visitors	7
Lunch Program	8,9
Health Services	9
School Safety	11
Grading Policy	12
School Standards	13-14
School Wide Behavior	16-17
Playground Rules	18
Sexual Harassment Policy	Dist.
Pesticide Notification	21
Snack Policy	22
Parent Involvement Policy	Dist.
West Wind Song	23
District Calendar	24
Parent and Student Signature	25

West Wind Elementary School

School Day Schedule 2010-2011

***** Student arrival on campus is 7:20 am *****

Regular Day

Grade	Start Time	A.M. Recess	Lunch	P.M. Recess	Dismissal
Kindergarten A.M.	7:40 a.m.	9:30 – 9:40	-----	-----	11:00 a.m.
Kindergarten P.M.	11:00 a.m.	-----	-----	12:55 - 1:05	2:20 p.m.
1st	8:00 a.m.	9:10 - 9:25	11:00 – 11:50	12:55 - 1:05	2:20 p.m.
2nd	8:00 a.m.	9:30 - 9:45	11:15 - 12:05	1:15 - 1:25	2:20 p.m.
3 rd & 2/3 combo	8:00 a.m.	9:40 - 9:55	11:30 - 12:20	1:15 - 1:25	2:20 p.m.
4 th & 4/5 combo	8:00 a.m.	10:10 - 10:25	11:45 - 12:30	-----	2:20 p.m.
5th	8:00 a.m.	10:25 - 10:40	12:00 - 12:45	-----	2:20 p.m.
SDC	8:00 a.m.	10:10 - 10:25	11:45 – 12:30	-----	2:20 p.m.

Minimum (Tracking) Day

Grade	Start Time	A.M. Recess	Lunch	P.M. Recess	Dismissal
ALL KINDERGARTEN	7:40 a.m.	9:30 – 9:40	-----	-----	11:00 a.m.
1 st	8:00 a.m.	9:20 – 9:35	10:55 – 11:25	-----	12:25 p.m.
2 nd	8:00 a.m.	9:40 – 9:55	11:10 – 11:40	-----	12:25 p.m.
3 rd & 2/3 combo	8:00 a.m.	10:00 – 10:15	11:25 – 11:55	-----	12:25 p.m.
4 th & 4/5 combo	8:00 a.m.	10:20 – 10:35	11:40 – 12:10	-----	12:25 p.m.
5 th	8:00 a.m.	10:35 – 10:50	11:50 – 12:20	-----	12:25 p.m.
SDC	8:00 a.m.	10:20 – 10:35	11:40 – 12:10	-----	12:25 p.m.

*** Breakfast is served from 7:20 a.m. through 7:40 a.m.

West Wind “Dive into Learning!”

Welcome to the West Wind Family! I would like to extend a warm welcome to a new school year. The staff and I are looking forward to working with you and your children this year. We will strive to continue to provide an exciting, rewarding, and rigorous educational program for each child at West Wind Elementary School.

The updated West Wind Elementary School Parent/Student Handbook is enclosed for Grades K-5. Please take this opportunity to review the handbook and acquaint you and your student with the routine schedules and procedures of West Wind Elementary School as well as policies adopted by the Lancaster School District, and the Board of Education. Please use the handbook for ready reference when you have a question about school policies and procedures. If further information is needed, please feel welcome to call the office at 948-0192. Our school office hours are from 7:00 a.m. to 4:00 p.m.

I am confident that the upcoming year will be filled with rich and rewarding educational experiences for our students, staff and families.

Sincerely,

Linda N. Edmond, Principal

edmondl @ lancsd.org



West Wind Elementary School
44044 36th Street West, Lancaster, CA 93536
Phone: (661) 948-0192 Fax: (661) 940-8388

2010-2011 Staff Members

Administration

Support Staff

Principal: Linda N. Edmond
School Secretary: Sally McCament
Office Assistant: Stephanie Madsen
Office Assistant: Heather Long
Program Clerk: Vilma Cienfuegos

Psychologist: Veronica Salinas
Resource Teacher: Stacy Rudy
Speech Therapist: April Purschke
School Nurse: Kathy Dinsmore
Health Clerk: Pam McBride

Teachers

Kindergarten:

Mrs. Bisby, K (pm)
Mrs. Zirille, K (am)
Mrs. Firth (am)
Mrs. Sinclair (pm)

1st Grade:

Mrs. Maloney
Mrs. Hansen
Mrs. Romero
Mrs. Simi

2nd Grade:

Mrs. Postadzhyan
Mrs. Gottenbos
Mrs. Spears

3rd Grade:

Mrs. Hertel
Mrs. Podany
Mrs. Moro

2nd/3rd Combo:

Mr. Baldus

4th Grade:

Mrs. Stephens
Ms. Manning
Ms. Medina

4th/5th Combo:

Mrs. Hibbert

5th Grade:

Mr. McQuarrie
Mrs. Rosales
Mr. Richmond
Mr. King

SDC:

Ms. Bigler

Instructional Assistants: *English Language Learners* – Aixa Castro, *Resource:* Sue Swetz,
Library Media Specialist – Cathy Siciliano,
Classroom – Florence Rubenstein.

Cafeteria Staff: Sylvia Aceves (*Cook Manager*), Cindy Tainatongo

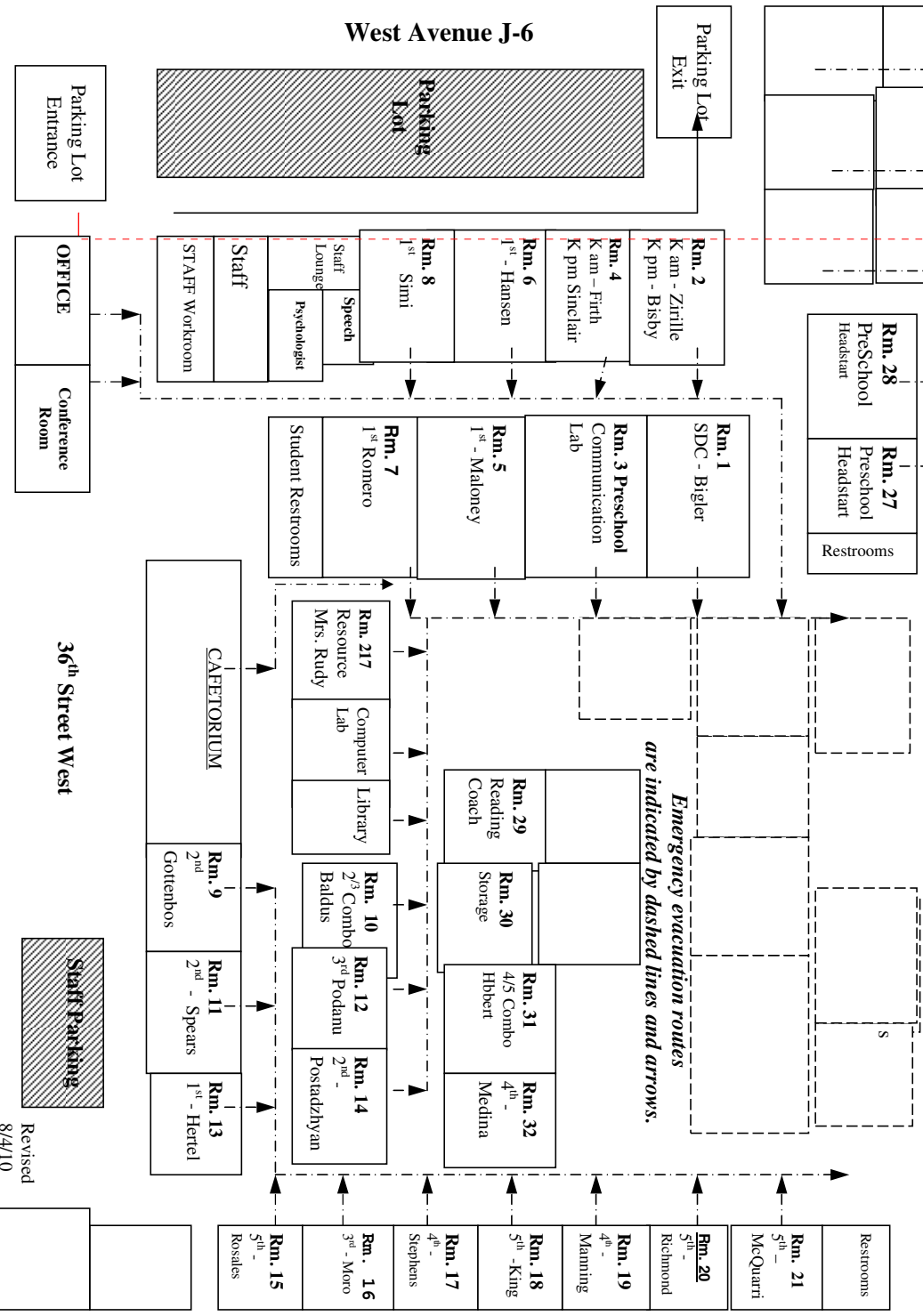
Site Custodians: Ed Lloyd (Day), Mike Dortch, Jeff Vidal (Evenings)

Playground Supervisors: Angela Doyle, Tracy Van Sickle, Megan Messer, DeeDee Aguila, Silvia Gonzalez

Comment [MSOffice1]:

WEST WIND ELEMENTARY SCHOOL School Map

35th Street West - Bus Loading and Unloading

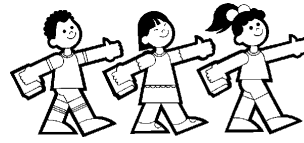
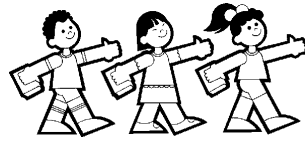


West Avenue J-6

West Avenue J-8

36th Street West

Revised
8/4/10



❖ *ARRIVAL*

Classes begin promptly at 8:00 a.m. The supervisory staff is on playground duty at 7:20 a.m. For safety reasons, it is imperative that your child arrives no earlier than 7:20 a.m. Parents will be called for any students arriving prior to 7:20 a.m.

- It is recommended that parents not accompany their students to the playground after the first week of school.
- Parents may **NOT** accompany their students into class unless they have a TB test & fingerprints on file, are on the teacher's volunteer list in the office, and have a volunteer sticker.

❖ *DISMISSAL*

Dismissal time for early kindergarten is 11:00 a.m. 1st through 5th grade dismissal is 2:20 p.m. Remember students are to be picked up on time. For your children's safety we do not want them waiting alone.

- Parents may use the traffic lane, pick up students at a designated area or wait in the front of the school for their students.
- Parents are not permitted on campus between 8:00 am – 4:00 pm unless they have an appointment with a staff member. Please call the office/teacher /staff member to schedule meetings 24 hours in advance.

❖ *MINIMUM DAY SCHEDULE*

8:00 a.m. – Classes begin, students follow regular daily schedule for grades 1 through 5.

7:30 a.m. – All kindergartners in the p.m. class attend the morning sessions with dismissal at **11:00 a.m.**

12:25 p.m. – All classes - grades 1 to 5 are dismissed.

NOTE: Tracking days are minimum days. Students will be dismissed at 12:25 p.m. Please pick up your students on time.

❖ *COMMUNICATION*

- New families and students to West Wind. Teachers will contact you approximately 1 week from your child's first day.
- Parents can communicate with teacher(s) or other staff by contacting the office, leaving phone messages, and/or via e-mail.
- Teachers have 24 hours to return messages/letters/phone calls/e-mails.
- It is requested that parents not stop teachers to talk about their students from 7:20 am – 2:20 pm. Please follow the protocols for conferencing about your students.

❖ **ATTENDANCE and TARDIES**

- California State law requires that students attend school regularly and punctually.
- If circumstances prevent a child from attending school, their parent/guardian must notify their student's school office by phone prior to 10:00 a.m. or upon the student's return to school, a note from the parent/guardian stating the date and reasons for the absence are required. Absences that are not a result of illness, medical, or bereavement are extremely costly to the District.
- Students with more than 30 absences for the school year, excused or unexcused, may result in referral to the School Attendance Review Board (SARB), or possible retention.
- Law in California prohibits tardiness. Education Code Section 48260 states that any student who is tardy to school in excess of 30 minutes on each of more than three days is considered a truancy. This includes early withdrawals of 30 minutes or more. As with absences, excessive tardies, early withdrawals may result in a referral to SARB. Excused tardies and withdrawals include only the following: Illness, Medical Appointment, or Death in immediate family.
- Early withdrawal of students is strongly discouraged. West Wind keeps track of all student attendance. Tardies and early withdrawals count against perfect attendance awards.

Regular, punctual attendance is a good habit to form early in life. It is directly related to the progress a child makes in school. With your help, your child can develop a feeling that school is so important that he/she will want to be in attendance each day and all daylong.

Upon return to school from an absence, it becomes the child's responsibility to make up the work he/she has missed.

❖ **TRANSPORTATION**

Parents Transporting Students to and from School

Many parents choose to transport their children to and from school. If that is your choice, please use extreme safety precautions. Sometimes children, who are excited and are in a hurry, fail to use proper precautions when crossing the street. Caution children to use crosswalks. Students may not walk across the main parking lot. They must be picked up at the loading lane/traffic lane in front of the school. See traffic lane procedures on pages 8 and 9.

Bicycles

Only students in grades 3-5 will be permitted to ride their bicycles to and from school. Lancaster School District Policy 5142.3 requires those students to wear bicycle helmets. Students in grades K-2 are not permitted to ride bicycles to school. Riding double is not allowed.

While on campus bicycles must be walked on the sidewalk. Bicycles must be individually locked in the bike rack. The bike area is off limits to students not riding bicycles. Students are encouraged to have their bicycles registered with the police department.

Bicycles are not to be left at school overnight. Students who refuse to follow bicycle standards will have to find other means of transportation to school. The school is not responsible for bicycles. Bicycle helmets are a requirement in accordance with state law and help prevent serious head injuries for students if they fall. *Bicycles that are not locked properly may be confiscated by West Wind Staff. Parents/guardians may come pick up.*

Bicycles, scooters, skateboards, rollershoes, etc. may not be used on campus

PARKING LOT

Parking lot is open from 8:05 am – 1:50pm **only**. Parking before and after these hours is for staff use only. To ensure the safety of ALL students attending West Wind Elementary School and the tenant organizations, the following parking rules have been established. These rules apply to **ALL PERSONS** using the parking lot. Please remember that children are not allowed to cross through the parking lot. When walking students into school use the designated gates and sidewalks. **SPEED LIMIT IS 5 MPH**. Please drive slowly through the parking lot during “lot open” hours or when using traffic lane.

- The parking lot gate on 36th Street West is an ENTRANCE ONLY gate.
- The parking lot gate on Avenue J-6 is an EXIT ONLY gate and right turn only during drop off and pick up times
- Handicapped areas are for the **HANDICAPPED ONLY**. (handicapped users must be present. Please display your handicapped license plates or notice for others to see. Special parking placards are available in the West Wind office for \$5.00 each.
- Please do not block neighbor’s driveways. If the lot is closed, please park in parking zones only. Your car will be ticketed in “No Parking” zones.
- Do **not** leave your car in the traffic lane. Park in designated parking area only. Do not wait in “Bus Loading” or “No Parking” zones/areas.

Bicycles, skateboards, and roller skates/blades are NOT PERMITTED on campus. Students in grades three and above may ride their bicycles to and from school if they follow the parking lot rules, wear a helmet, and lock their bikes.

STUDENT DROP OFF/PICK UP: The lane in front of the main building has been designated as the **student drop off/pick up area**.

- Please do not park, wait, or drop off students in the bus loading areas around our school.
- Do not walk across street through the traffic lane. Parents/students must use designated crosswalks
- Parents are to park and walk students across streets to and from school. Unescorted students on our busy streets are extremely hazardous.
- Parents/students using traffic lane must wait in the yellow loading/unloading areas in front of the main entrance. For safety reasons, students are not to be picked up/dropped off in traffic lane outside the school gates.
- West Wind parking lot will be closed during dismissal and drop off times. (Before 8:05 am and after 1:50 pm). The parking lot is open for public use from 8:05 am – 1:50 pm.

- Never leave any children in the car unattended!
- Do what our supervisors recommend. They are there to assist the students.
- License plate numbers of unsafe/uncooperative vehicles will be turned into traffic enforcement officers.



Leave the house with a SMILE on you face, KIND words in your heart, a double dose of PATIENCE, and 5 or 10 minutes to spare. Tell us what we are doing well and KINDLY let us know how to improve.

AB1297 requires all traffic to stop when a school bus is flashing red lights. This is required both in school load zones off the main street and those that must load and unload on public streets.

❖ *VISITING THE SCHOOL*

Teacher Meetings/Conferences

- Conferences are scheduled several times a year. (See West Wind's Calendar)
- Parents are **not** to conference with teachers especially before and after school unless a meeting is scheduled 24 hours in advance.

Visitor Sign-in

The Lancaster School District Policy states that the Board of Trustees and staff of the school welcomes and strongly encourages members of the community, as well as other interested persons, to visit our schools. * (Policy 1250). Per civil code 3-2.10, persons without specific written authority or permission to occupy premises are considered trespassers.

Visitors must stop in the school office, sign in and wear a visitor pass and/or district ID badge.

The Lancaster School District requires that all district schools maintain a **closed campus**. Students leaving school must obtain the Principal's permission. Students leaving school during the day must be signed out in the school office by a parent/guardian or designated adult who is listed on the student's emergency card. (see "Early Withdrawal" p.5)

Current ID is required when picking up a student/students.

The Lancaster School District Policy requires West Wind Elementary School, and all other district school sites, to maintain a closed campus for the safety and protection of your children. Once students arrive on campus, they are to proceed to the blacktop area until the first bell rings. Students must remain on the school grounds from the time they arrive until proper dismissal time unless they are signed out through the school office by a parent or adult listed on the Emergency Card.

Parents **may not** accompany students to their classrooms that arrive late to school. Students must go directly to class.

Parents, visitors and volunteers (see p. 4) must check in through the office any time they 7.

are on campus. They will be assigned a visitor's badge/sticker upon sign-in. Anyone not wearing a name tag or visible identification may be escorted off campus.

All volunteers **must** be on a classroom volunteer list and have a **current** Mantoux TB test and fingerprint on file in the office.

❖ **FOOD SERVICE**

Breakfast and Lunch

Breakfast and lunch are both extensions of the classroom environment. Students will act in a responsible manner and exercise proper behavior. School-authorized persons do supervision during breaks. All food is to be consumed in the cafeteria building.

Brown Bag

Breakfast and hot lunches are available in the cafeteria each day, or students may bring a sack lunch and purchase a carton of milk. Juices are permissible, but **No sodas are allowed.** Snacks are to be of a nutritious nature. No candy or other junk food. Hot/spicy snacks such as "Cheetos" are not allowed. Snacks are to be snack size. No large bags of anything are allowed. (See page 27)

Students are responsible for bringing their lunch/breakfast money to school each day or prepaid accounts may be purchased on a monthly basis. Students are informed when they have only 1-2 prepaid lunches remaining in their account. Money will not be loaned. Survival lunches will be provided for those who do not have either money or lunch but no more than two days per month.

Lunch Permit

If you live within walking distance of the school, you may obtain a pass granting your child permission to go home for lunch. The pass will be issued upon the presentation of a written request signed and delivered by a parent. The pass does not grant the child permission to go to a store, an eating establishment for lunch or to a friend's home. The pass is valid unless revoked for misuse.



Cafeteria

Breakfast and hot lunches are available in the cafeteria each day, or students may bring a snack lunch and purchase a carton of milk or juice. Students are responsible for their own money. **No charged lunches will be issued. Money will not be loaned from the office or cafeteria staff.**

Forgotten lunches/lunch money may be left in the office by parents. Students may not call home to ask parents to deliver these items unless granted permission by a site administrator.

Breakfast and Lunch Prices: Payable each day or prepaid cards will be available.

<u>Breakfast</u>		<u>Lunch</u>	
Student (with milk)	\$ 1.00	Student (with milk)	\$ 1.50
Reduced	\$.30	Reduced	\$.40
Adults (w/out milk)	\$ 1.50	Adults (w/out milk)	\$ 2.50
*Prepaid (reduced)	\$ 6.00	*Prepaid (reduced)	\$ 8.00
*Prepaid (regular)	\$12.00	*Prepaid (regular)	\$22.00
Milk	\$.30	Juice	\$.30
		Ice Cream	\$.50

***Consists of 20 paid lunches**

Survival Meals: A “survival meal” consisting of a cheese sandwich, fruit, and white milk, will be available to any student (full or reduced price) forgetting his/her lunch money. Should requests for this service exceed one 2 per month additional requests will be denied. WW has “Lunch on the Lawn” the first Wednesday of each month. Parents and siblings are welcome to attend.

Parents are welcome for lunch. Please check in at the office and wear a visitor sticker.

Outside food is permitted but parents must stay with your student. **Outside food may not be dropped off.** Parents may **not** accompany their child to the playground or to class.

Birthdays – **Only Kindergarten celebrates students’ birthdays.** Please check with your child’s kindergarten teacher for guidelines. Students in grades 1st thru 5th may pass out birthday invitations at school **ONLY** if all students in their class are included. This may only be done at the end of the day. No other activities are permitted. No flowers (Kindergarten thru 5th grades), balloons (Kindergarten thru 5th grades), or food may be delivered (1st thru 5th grades).

❖ **WELLNESS POLICY**

Beginning in 2007 the state has specific requirements regarding types of food students consume on campus. Based on state guidelines and district Student Wellness Policy #5030, our staff and parents have developed a suggested nutritious snack list for our students as a guideline as to what to bring to school at snack time. West Wind PTA and School Site Council have approved the suggested nutritional snacks. (See list on page 27)

The state is also requiring schools **not to accept any homemade items** for any school activities.

❖ **HEALTH SERVICES**

Student Emergency Card

It is IMPERATIVE that we have emergency phone numbers to call in case of accident or severe illness. Please be certain that an emergency card is completed and the information is up to date for each of your children enrolled at **West Wind Elementary**. If any information changes - address, phone number, or any question of guardianship, please be sure the card is updated immediately to insure parental contact in case of an emergency. Please be certain that there is always someone listed on the emergency card who may be contacted.

Emergency Cards must be kept up to date to enable the school to contact you promptly.

HEALTH CLINIC: Our district has established a Health Clinic for our community. This clinic provides immunizations and school physicals.

IMMUNIZATIONS: The California State Law requires that all students have proper/up-to-date immunizations for unconditional admission to school. Students with incomplete immunizations will be referred to the school nurse.

SCHOOL PHYSICALS: The State of California requires all Kindergarten students to have a school entrance physical that needs to be completed after 4 1/2 years of age. Our district requires that a copy of this physical be kept in your child's cumulative folder.

ADMINISTRATION OF MEDICATION: The parent or legal guardian of any public school pupil on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. ILLNESS/INJURY: If a student becomes ill during regular school hours, the nurse/health clerk, or other office staff, will provide basic care until parents, or alternate persons listed on the Emergency Card can be contacted. In the situation of a student accident, the school will provide basic first aid only. If an injury requires more than basic first aid, the parent will be notified immediately. In the event of a serious injury, paramedics will be called first as the safety of a child is of primary importance. Parents will be notified as soon as possible.

MEDICAL RESTRICTIONS: All information regarding medical restrictions MUST be placed on the student's Emergency Card. All students requiring medical procedures must have an Individual Health Plan (IHP) stipulating medical protocols.

It is important that we know if your child has any special medical restrictions or needs. Please furnish the school office with written notification from your doctor if your child's activities must be limited or if he/she must be administered medication at school. The child must come to the office for dosages at the appropriate time. **No child will be permitted to carry any medication while on school grounds.** This includes non-prescription medicines such as cough drops, throat lozenges and aspirin. Any medications or non-prescription medicines kept at school for your student must be accompanied with a school form signed by your family doctor.

Child Abuse Reporting Law

Lancaster School District employees are required by law to immediately report to the Department of Children Services any child who has injuries, bruises, and/or marks "of a suspicious nature", who exhibits signs of neglect and/or sexual abuse, or who verbally reports abuse to a school staff member, or other district employees.

Drug Free School Policy

The law requires us to make the community, parents and students aware of the dangers of using drugs, alcohol, and tobacco. The Lancaster School District policy is as follows: (Policy 3515.3).

Drugs, alcohol and tobacco possession, sales or use is not permitted at any school or District site or any activities, athletic events and meetings. This includes employees,

students, and visitors.

Use of drugs, alcohol and tobacco on school premises or at school-sponsored events is a violation of law and Board policy (Policy 5131.6 (a) R&R) therefore, they are not permitted. Students violating this policy shall be subjected to disciplinary procedures. Students shall receive instruction on drug, alcohol, and tobacco education regarding the effects of such behavior.

❖ *SCHOOL SAFETY*

Safety Plan SB187

Senate Bill 187 requires school to identify appropriate safety strategies and programs that will address the school's procedures for complying with existing laws related to school safety.

Each school site must maintain the comprehensive school safety plan in the school office, and make the plan available for public review. The School Safety Plan Committee shall meet annually to review the plan and amend as needed.

Emergencies and Disaster Preparedness Plan

Lancaster School District Policy 6114.1 states that the school district must be prepared to respond immediately and responsibly to events which may be threatening or disastrous. The plan should be reviewed and updated annually. The disaster plan shall include, but not be limited to:

1. Fires (Fire drills shall be sounded not less than once every calendar month per ed. code 32001.)
2. Bombs (threats or actual bomb detonation)
3. Disasters such as floods, heavy snows, torrential rains, earthquakes, and tornadoes.
4. Disasters such as riots, chemical accidents, airplane crashes.

Inclement Weather

When the temperature registers in excess of 100 degrees, we offer students a choice of being outside or inside. Students who are sensitive to the sun and heat are encouraged to wear West Wind hats only and long sleeve clothing and to stay inside or under the shade pavilion. If you wake up to snow on the ground or think it might snow, please **listen to a local radio station (KHJ 1380 AM, KAVL 97.7 FM, KTPI 103.1 FM, KUTY 1470 AM, Spanish, KLKX 93.5 FM) to determine whether or not there will be school.** A decision is usually made late at night or early in the morning (before 2 a.m.) as to whether it is safe to run the buses. If the buses don't run, then school is closed. West Wind Elementary School is in the Lancaster School District and only announcements made about Lancaster School District apply. Please do not call the school district or the school office, as they will probably be closed too. If you arrive at school and do not see cars in the parking lot, **do not** drop your child off, as it is likely school is closed. Students are never to climb the fence to get to school. If the gates are locked, there must be a reason. Check further before leaving your student.

❖ **GRADING POLICY**

- 1.0 The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents identify the student's areas of strength and those needing improvement. Parents and students have the right to receive grades that accurately reflect the student's achievement and effort. Grades are an important form of home school communication and should be clearly understood by parents.
- 2.0 Teachers shall evaluate student's work in relation to District and state grade level standards. This evaluation will consider performance over a period of time and be based on multiple measures. The District shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Teachers shall inform students and parents on how achievement will be evaluated in the classroom.
- 3.0 Grades should be based on consistent and objective evaluation of the student's work and his/her level of mastery of course content and standards. Students shall have the opportunity to demonstrate this mastery through a variety of channels such as classroom assignments and participation, homework, tests, projects, and portfolios. A balanced instructional approach with multiple measures should be used to provide an accurate evaluation of a student's achievement and academic growth.
- 4.0 Teachers will use Board-approved report cards. When reporting student grades to parents, teachers may add narrative descriptions, observational notes, test results, and/or samples of student work to better describe student progress and growth in specific skills and subcategories of achievement.

❖ **HOMEWORK**

Lancaster School District Policy states that "The Board of Trustees believes that homework assigned to students in the Lancaster School District should be an integral part of their total learning experience." (Policy 6154).

In an effort to raise instructional standards and to improve curriculum, the State Department of Education has identified Homework as an area that is to be strongly emphasized. Homework is defined as school-related work assigned by a teacher, which will require time and effort outside of the regular classroom. Students need to be responsible for knowing what their homework is daily. Students forgetting their homework may **not** return to school to get it.

West Wind's aim is to provide the highest quality education possible for each child; therefore homework is an essential part of the student's learning program. Students are provided homework at the discretion of the individual teacher. Homework will generally be assigned for the following reasons:

1. Independent practice of things learned in class
2. Preparation for the next day's lesson
3. An extension or enrichment of learned skills
4. A long-term project such as a written report or a science project
5. Completion of daily assignments

Parents play a very important role in helping establish and maintain good homework habits. You are encouraged to provide your child a special place to do his/her homework and to provide support by monitoring the work to be sure that the assignment is completed. We do expect the students to do their own work with plenty of positive encouragement from parents. Homework may very well be the key that unlocks the door to a successful school career.

If a student is absent for 1-2 days, they may get their homework upon returning to school. If absent 3+ days, homework may be picked up at the end of the school day in our office at parent request.

❖ *INDEPENDENT STUDY*

Independent Study may be used if a student is going to be absent for a reason that is unexcused. Independent Study requires a **minimum of 3 days notice** to prepare the contract and collect work. The contract is filled out in the school office, not by the teacher, and must be filled out completely and signed by the parent/guardian before the student leaves the school. There will be no “**after-the fact**” Independent Study contracts. All requirements of the contract must be fulfilled and all assigned work must be completed to receive credit. Any contract not completed will result in unexcused absences.

Independent Studies is allowed for no less than 5 days. Failure to complete an Independent Study contract will result in denying future Independent Study. **ACT students are not permitted to go on Independent Study.**

❖ *FIELD TRIPS*

The Lancaster School District board recognizes that field trips are important components in the instructional program of the schools. (Policy 6153) All school-sponsored trips involving students shall have proper supervision by school employees. Parents are encouraged to participate in such supervision but are not allowed to drive their students to field trips. Teachers have the right to deny any student permission to go on a field trip.

Per Ed. Code 35330(d), all persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during the field trip or excursion.

❖ *SCHOOL STANDARDS*

Student Dress and Grooming

Lancaster School District policy (Policy 5132) states that “students reflect pride in themselves and in their school by wearing clothing that enhances their appearance. Students’ dress is expected to be conducive to a positive school climate and to an orderly educational program. All clothing and accessories shall reflect good taste.” Those students who persist in violating the district’s standards may be suspended or expelled in accordance with legal provisions.

The basic responsibility for the grooming and dress of the students rests with the parents and it must be assumed that parents have furnished guidance to their children in this area. However, the *California State Code* does stipulate that: "All pupils who go to school without proper attention having been given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for school."

Students are expected to follow the specific guidelines listed:

1. All students will wear shoes. For student safety West Wind recommends no open toed shoes. Sandals may be worn during June & September only but . . . must have a strap over the top of the foot and around the heel. Platform shoes are very dangerous and may not be worn to school.
2. Shirts or blouses that reveal the midriff are unacceptable. Shirts, trousers, belts, etc, which are more than two sizes larger than the body size are unacceptable and students will be asked to call home for a change of clothes.
3. Pants/shorts are to be worn in the appropriate manner - not sagging over the derriere or oversized and baggy.
4. Short skirts, shorts, or dresses are inappropriate. The bottom of the shorts, skirts, or dresses must come at least to the end of the fingertips.
5. Skirts/Dress length must be no less than 2" above the knees or longer when kneeling.
6. Cutoff jeans may be worn only if the legs are hemmed.
7. Fishnet shirts or blouses, or tops with spaghetti shoulder straps, may be worn only if a tee shirt is worn underneath. Standard tank tops with shoulder straps of 1" to 2" are permitted as long as it fits both around the arms and neck.
8. Any style of clothing, gang related or other, which may be disruptive to the educational environment is not acceptable.
9. Shirts advertising alcoholic beverages, tobacco products, drugs, or having vulgar expressions printed on them are not acceptable.
10. All clothes shall be clean, neat and appropriate for school – free from tears and holes. Hats will be permitted to be worn during inclement weather, school related activities, or by permission of the principal. Students may wear hats on campus before school, morning break, during lunch recess, and after school. ONLY WW hats/caps may be worn. No other hats/caps are acceptable. Hats must be worn with the bill forward. Any hats that do not fall within these guidelines are prohibited. **HATS/CAPS/HOODS WILL BE REMOVED INDOORS.**
11. Make-up, long or artificial nails are inappropriate for K-5 grade students. This includes lipstick, colored chapstick, eye makeup, foundation, and distracting nail colors. Sunscreen is acceptable.
12. For safety reasons long dangling hoops and earrings are **not** permitted to be worn to school. Body piercing other than on the ear lobes is inappropriate for school and can be a health hazard.

Fridays are Spirit Days (optional): Show your pride and spirit by wearing our school colors - green and tan, your West Wind shirts and sweatshirts, and your pride chains/tags.

IF IN DOUBT, DON'T WEAR IT!!

Dress and Cleanliness

Pupils are expected to be neat and clean on entering school. The guidance of students in appropriate dress for school is the shared responsibility of home and school. **The principal, assistant principal, or principal's designee may send a student home to prepare properly for school should the student be unclean, improperly groomed, or if the attire is deemed unsafe, immodest, or potentially disruptive to the educational process.**

Shoes/Boot

- No steel-toed boots or shoes.
- No heellies.
- No shoes with roller skates or blades attached to the bottom.
- No flip-flops, slippers, thongs, or beach sandals.
- Sandals are unsafe on the playground. Sandals are not recommended but may be worn during hot weather. (June/Sept ONLY) Sandals must have a back and top strap.
- No high heels are allowed at school (nothing over 1 inch will be permitted).
- Shoes must be of appropriate size and worn fully laced and tied or closed as intended.
- Socks may not be pulled above mid-calf when wearing shorts.

Accessories

- Excessive jewelry, jewelry disruptive to the educational process, or accessories (this includes artificial nails) that might cause injury, distraction or disruption is not allowed.
- No pants, pocket, watch, or wallet chains. No large chain or spiked necklaces
- Stocking cap type hats may be allowed during inclement (extremely cold weather conditions) with permission of administration.
- No bandanas, hairnets, or wave caps are allowed at school.
- No logos other than West Wind are permitted on any attire.

Hair

- Hairstyle and color must not be disruptive to the educational process. Spiked hair (more than 1 ½") and Mohawks are prohibited due to the possible distraction in an educational environment. Spray-in hair color is not permitted.
- Permanent color is limited to shades that could occur naturally (blonde, brown, and black, auburn-red).

THE PRINCIPAL WILL HAVE THE LAST WORD ON WHAT CAN AND CAN'T BE WORN. IF IN DOUBT, DON'T WEAR IT.

Personal Items

Students are **NOT** to bring unnecessary valuables to school. The school cannot assume responsibility for a child's personal items. It is recommended that coats and backpacks be clearly labeled in an inconspicuous area for identification purposes. It is also recommended that students only bring the amount of money they need for school purchases and never carry large amounts of cash to school. If a student has a large amount of cash on him/her the parent will be called to make the parent aware that the student has the money.

Students are NOT allowed to bring their own P.E. equipment (balls, bats, gloves) from home or any kind of toys/stuffed animals to school. Virtual pets, hand-held games, or anything that is the "latest trend" and proves to be disruptive to the educational process is NOT allowed at school. If students bring items to share, the items must stay in their backpacks when sharing is over. Any items brought in to share **must** have teacher approval.

All personal items that are taken from students will remain in the administrative offices. First incident = warning. Second incident = item taken from student and **must be picked up by parent/guardian only**. Third incident = item is taken away permanently until the end of the year. All items not picked up by the end of the school year become property of West Wind. **The school is not responsible for the loss or theft of personal items.**

❖ SCHOOL WIDE BEHAVIOR POLICY

All organized societies have something in common – A SET OF RULES. West Wind School is no exception. We must, at appropriate times, sacrifice personal desires to the rule for the good of all. **We expect our students to learn and observe the rules. Classroom standards and consequences are posted in every classroom.**

Student Discipline

Discipline at West Wind is based upon the following tenets:

- We believe in the right of the teacher to teach without student disruption.
- We believe in the right of the student to learn without disruption from other students.
- We believe the ultimate responsibility for a student's behavior rest with the student and his/her parent(s) or guardian(s).
- We believe in the safety and welfare of all students and staff at West Wind.

Respect

Students are expected to respect the right and dignity of all other persons on campus.

- Students should respond quickly and with respect to the directions of staff members.
- Rude, discourteous and threatening behavior will not be tolerated.
- Profane, vulgar language and /or gestures are unacceptable.
- Students are expected to respect the privacy of others. Hands, feet, and objects are to be kept to oneself.

Students will be held responsible for their actions on the way to school, during school, on the way home after school, and at all school-related functions.

Students are expected to conduct themselves in keeping with their level of maturity, showing respect for established authority, and the rights and welfare of others.

West Wind School employs an Assertive Discipline plan. This plan involves the students being responsible for their behavior at school. Students will familiarize themselves with classroom and general school rules. At the beginning of the school year students attend an assembly West Wind 101 and again in January. School rules and policies are presented to the students. Failure to comply has consequences and adversely affects grades and progress. The school staff will positively acknowledge appropriate conduct.

California Education Code gives teachers the right to suspend students from their classes for up to two days. **Anytime a student is sent to the office from the classroom for willful misbehavior, the parent will be contacted.**

More Severe Offenses

A severe incident such as blatant swearing or belligerent, defiant, uncooperative behavior will result in a student being sent to the office. The principal will follow this plan:

- * first visit - counsel the student
- * second visit - letter or phone call to parent. Parent may be required to sit in class with their child. Child may be sent home.
- * third visit - a formal suspension may occur

School Rules – Students

Students will treat others with respect, courtesy, and consideration by obeying the following school wide rules:

- Students will allow teachers to teach and students to learn without disruption.
- Students will respond quickly to all directions of teachers and other in authority.
- Rude, discourteous and threatening behavior will not be tolerated.
- Profane, vulgar language and/or gestures are unacceptable.
- West Wind is a “No Hands” school. Fighting, pushing and rough playing is not permitted. Bullying and verbal abuse is not permitted.
- Walk in the hallways.
- No playing in the restroom.
- Students may eat snack and lunch in the designated areas only (not on playground) and will clean up after themselves.
- Respect school property and other student’s property at all times.
- Students are not allowed in classrooms when there is **no** teacher present.

Playground Rules

1. “No Hands” policy. No fighting, verbal or physical, wrestling, pretend or otherwise.
2. Stay in assigned playground area.
 - a. Students are only allowed in designated areas before and after school. during recess students are not allowed in hallways.
 - b. Stay away from machinery or men working in the playground area.
 - c. Do not go past the tree line (5 ft. from fence)
 - d. Do not talk to people through the fence. No one, including parents, are to pass any item(s) to their students through the fence. Please come to the office.
 - e. NO EATING OUTSIDE except during a.m. snack time. Snacks are to be eaten under the shade **Pavilion ONLY**. All trash must be placed in the trash container. Students found littering will lose their outside snack privileges.
 - f. Students are to play at least 5-10 feet away from fences.
 - g. Students must have a nurse’s pass to go to the health office. All yard supervisors have these passes. No more than 1 child will accompany the sick or injured child to the health office.
3. Play safely.
 - a. No running on the blacktop unless in a supervised game.
 - b. No touching. **KEEP HANDS AND FEET TO YOURSELF.**
 - c. No piggyback rides.
 - d. Swing facing the blacktop.
 - e. No tackle games.
 - f. When recess is over students must sit on pavement until teacher arrives.
 - g. Students will be walked to and collected from the playground by their teacher.
4. Use the restroom properly.
5. No gum or candy.
6. Be courteous to others.

Playground Equipment Rules

1. Share equipment and use it correctly according to the rules.
 - a. Use jump ropes on the blacktop, in assigned areas only, and only for jumping.
 - b. Do not bounce balls on building walls.
 - c. Return all playground equipment to the ball rack.
 - d. No tree climbing. No throwing dirt, rocks, pebbles, leaves or sand.
 - e. No small hard balls such as golf balls, racquetballs, or tennis balls.
 - f. No games of throwing a ball at any person, such as Dodge Ball, Elimination Ball.
2. Student’s backpacks are not permitted on the playground during recess and lunch.

Swings – count 30 complete swings (one swing = one forward and back motion) to get a turn. Do not jump from the swings. Stand far enough in front while waiting for swings. Count backs (counting for a turn once you have been on the swings) are legal.

Tetherball - The first student in line is the referee. No catching, stopping or grabbing the tetherball after the game has started. No touching the pole. No stepping into the striped area. No rewinds (taking time to unwind the ball once your turn is finished. Only two wins are allowed per person then you must line up again.

Handball – One bounce only. If the ball goes over the court, the person is out that hit it. No second round chances. No friendship playing. Only two wins are allowed per person, and then you must line up again

Twirling Bars - Count of 30 equals one turn, example one-one thousand, two –one thousand, etc.

There will be Noon Duty Supervisors on the playground carrying walkie-talkies at all times during recess along with one person in the cafeteria and one on the lunch lines.

Cafeteria Behavior

Standards of behavior in the cafeteria will be the same as in the classroom. Students are expected to:

- Walk at all times.
- Stand in line quietly keeping hands, feet, and other objects to themselves.
- Sit at assigned table until dismissed.
- Use polite manners and common courtesy.
- Use quiet inside voices.
- Clean their area before being excused.
- Raise hand to be excused.
- Food is to be eaten in the cafeteria only.
- Throw away trash before leaving the cafeteria.

THROWING OF FOOD WILL RESULT IN PARENT CONTACT BY THE PRINCIPAL AND POSSIBLE SUSPENSION FROM SCHOOL.

School Wide Classroom Behavior Standards

West Wind teachers employ a school wide assertive classroom discipline plan. This plan involves the students being responsible for their own behavior at school. Failure to comply has consequences and adversely affects grades and progress. When students choose to follow the rules, the school staff will positively acknowledge them.

Consequences

Classroom behavior consequences will include, but are not limited to the following:

1. Verbal warning
2. 10-20 minute time out in classroom or at recess
3. Benching Slip at recess(es).
4. Assigned to Detention (lunch and after school)
5. Call to parent or parent conference.
6. Student will be sent to meet with the principal/assistant principal

Fighting or severe disruption will result in being sent directly to principal. Teachers may assign time-out according to grade level and age group. Other consequences may include:

1. Restriction from special activities
2. Suspension and possible recommendation for expulsion (LSD Board Policy 5131-2.0, E.C. 48900)

Remember: Fighting will not be tolerated. Any student caught fighting (E.C. 48900 (a) (1)) will be sent home and /or suspension. "Play fighting" is NO EXCUSE. Blatant swearing, or belligerent, uncooperative behavior can also be grounds for suspension from school (ED Code 48900 (k)).

Rewards And Incentives

Students who choose to follow the rules and display appropriate behavior will receive any of the following rewards and incentive:

1. Words or actions of praise
2. Positive letters, notes, or phone calls
3. Student of the Month Certificates
4. Pride Chain tags
5. Paws of Praise/Lunch with Mrs. Edmond/Classroom rewards
6. Attend "Special Assemblies"
7. Special grade-level activities/events
8. Classroom rewards

West Wind Wild Cats

"Dive into Learning"



LANCASTER SCHOOL DISTRICT
DEPARTMENT OF FACILITIES

44711 N. Cedar Avenue
Lancaster, CA 93534
(661) 948-4661

July 2007

Dear Parent or Guardian:

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We may use the following pesticides on your school site this year:

COMMON NAME	MANUFACTURER	EPA #	ACTIVE INGREDIENTS	USE
5-6-5 Plus	Whitmere Microgen	499-310	Pyrethrins	Flying insects
Advance	Whitmere Microgen	499-370	Abamectin	Ants
Borid	Westbury Co.	9444-129	Orthoboric Acid	Roaches, ants
BP 100	Whitmere Microgen	499-452	Pyrethrins	Flying insects
CB-80	Waterbury Co.'s	9444-175	Pyrethrins, Piperonyl Butoxide Technical	Wasps, bees
Demand	Zeneca	100-1066	Camoa – Cyhalothrin	Ants, roaches, spiders
Diazinon 4E	Prentiss Corp.	655-457	Diazinon	Spiders, ants, roaches
Drione	Bayer Environ	432-992	Pyrethrins, Piperonyl Butoxide Technical, Amorphous Silica Gel	Ants, Roaches, Silverfish, Bees
Final Blox	Bell Labs	12455-89	Brodifacoom	Mice
Fluorguard	F.M.C.	1812-348-297	N-Ethyl-Perfluorooctanesulfonamide	Ants
Fumitoxin	Pestcon Systems	5857-1	Aluminum Phosphide	Ground rodents
Fusilade II	Sengenta	100-1084	Fluazifop-P-butyl Butyl -2-[4-[[5-(trifluoomerthyl)-2-	Turf & Ornamental herbicide/weed control
Gas Cartridge	USDA-Aphis	56228-2	Sodium Nitrate, Charcoal	Ground rodents
Mecomec 2.5	PDI/Gordon Corp.	33955-483-2217	Methyl, Chlorophenoxy Potassium Hydroxide, Diethanolamine	Herbicide weed control
Niban Granular Bait	Nisus Corp.	64405-2	Orthoboric Acid	Ants, roaches
Pendulum 3.3	BASF	241-341	Pendimethalin	Preemergent/weed control
Round-up Pro Dry	Monsanto Co.	524-505	Glyphosate	Herbicide weed control
Rozol	Lipha Tech., Inc.	7173-184	Chlorophacinone	Ground rodents
Sevin SL	Bayer Crop Science	432-1227	Carbaryl (1-Naphthyl N-Methylcarbamate)	Pest control for trees, turf
Suspend SC	Agrevo	432-763	Deltameterin	Ants, roaches, fleas, spiders
Talstar One	F.M.C. Corp.	279-3206	Bifenthrin	Ants, roaches, spiders
Talstar/Granules	F.M.C. Corp.	279-3168	Bifenthrin	Beetles, ants, roaches
Termidor	BASF	7969-210	Fipronil	Ants
Wasp – Freeze	Whitmere Microgen	499-362	Phenoxybenzl	Wasps, bees

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at <http://www.cdpr.ca.gov>

Parents or guardians may request prior notification of individual pesticide applications at the school site. Beginning July 1, 2005, people listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified when we plan to apply a pesticide, please complete and return the form below to your child's school site.

If you have any questions, please contact our department at the telephone number above.

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at <http://www.cdpr.ca.gov>

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

2009-2010 School Year

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

PLEASE PRINT CLEARLY: School Name: _____

Student Name: _____ Room #/Teacher _____

Name of Parent/Guardian _____

Address: _____

Day Phone: () _____ Evening Phone: () _____

Parent/Guardian Signature: _____ E-Mail _____

WEST WIND ELEMENTARY

West Wind Elementary Parents,

Many students like to bring a snack to eat at the morning recess. This is often necessary to maintain a healthy stamina until lunch. We would like to support your efforts at home in assisting your child in making healthy food choices. Listed below are some suggested nutritious snack choices. Please choose from some of the following options:

½ of a sandwich	½ of a bagel
trail mix (without candy)	graham crackers
cheese and crackers	peanut butter and crackers
nuts	pretzels
granola bar	dry cereal (not sugar coated)
rice cakes	hard boiled egg
applesauce	canned/fresh fruit
carrot and celery sticks	fruit juice (not fruit drinks)
fresh vegetables	lunch meat
beef jerky/meat sticks	yogurt
string cheese	slice of cheese

West Wind is requesting that children **NOT** bring cookies, chips, or Cheetos for **snack time**. These are acceptable for lunchtime, preferably in small portions. Please do not send large portions of any item. Experience shows that students often consume these large amounts of food rather than eating their healthier snacks and lunches. Students are not allowed to share food, and large portions often lead to sharing. **“Hot Cheetos/Chips”, Top Ramen, candy, and gum are not to be brought to school.**

We sincerely appreciate your assistance with this matter.

West Wind Staff

West Wind Spirit Song

(FIRST VERSE)

Here in Lancaster town
Is a place of great renown
It's a school located on this street
Where the students can't be beat

(CHORUS)

Do you see?
It's you and me
We're Wild Cats and we're cool
Sing it loud
Cause we're proud
We are West Wind
Elementary School

(SECOND VERSE)

Our colors black, tan, and green
There is so much that they mean
Such as when we're put to the test
We always try to do our best

(REPEAT CHORUS)

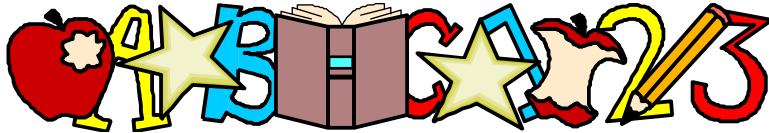
Do you see?
It's you and me
We're Wild Cats and we're cool
Sing it loud
Cause we're proud
We are West Wind
Elementary School

School Colors: Forest green and tan
School Mascot: Wild Cat
School Publication: The Howler

Dear Parents and Students,

You have just completed reviewing the West Wind Elementary School Student Handbook. We have attempted to cover all the important rules, regulations, and procedures of our school. It is your responsibility to know that:

1. Positive work habits and good behavior will be rewarded in many ways.
2. Inappropriate or disruptive behavior will result in serious consequences and will not be tolerated.
3. Attendance is a high priority at West Wind Elementary School and students are expected to be on time and ready to work when they enter the classroom.
4. Academic achievement for all students is our goal and students who do not work to Their potential will be denied participation in extracurricular activities.
5. Students are responsible for their appearance as well as the proper care of all school materials given to them.
6. All students will be treated fairly.
7. Your success at West Wind Elementary School will be equal to your effort and desire.



We have read and reviewed the West Wind Elementary School Handbook. **My signature indicates that I will support the regulations and policies therein. Please return the bottom portion of this page to your child's teacher.**

Teacher: _____ Room Number _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WEST WIND SCHOOL LIBRARY

Dear Parents or Guardians:

The West Wind School Library has many books that students enjoy reading. We would like your child to check out at least one book each week. In order to check out books regularly students must return their books on time and in good condition.

Each class is scheduled to visit the library once each week. If your child is absent on Library day, please see that the book is brought back to school on the day that the student returns. If a book is lost or damaged, it must be paid for before the student may check out another book.

We appreciate your help and ask that you sign the form below and return it to school so that your child may receive a library card and begin to check out the books which may interest him/her.

Please return this form even if you do not want your student to check out library books.

Thank you.

Teacher's Name (please print)

Room Number

Student's Name

Date

If my child checks out a library book, I will make a special effort to see that my child returns his/her book regularly. I also understand that if a book is lost or damaged, it must be paid for before my child is allowed to check out another book. If I am anticipating a move which will involve my child attending another school I will make sure library books are returned.

Yes, I want my child to check out library books.

No, I do not want my child to check out library books.

Parent Signature

Please Print Name

Lancaster School District
INTERNET USE AGREEMENT - STUDENT

STUDENT

I agree to abide by Board Policy/Administrative Regulation 6163.4, which is available to me in my Student Handbook. I understand that the Lancaster School District will provide me access to the Internet for educational purposes. I agree that I will use this access only for that purpose. Internet access is a privilege, not a right. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I have read and understand the **Behavior Rules For Students Using School Computers and Networks.**

Student Name (Please Print)

Student Date of Birth

Student Signature

Date

School Location

PARENT OR GUARDIAN

As the parent or guardian of this student, I understand Board Policy/Administrative Regulation 6163.4 is available to me in the Student Handbook. I understand that this Internet access is designed for educational purposes. However, I also recognize it is impossible for the Lancaster School District to restrict access to all controversial materials, and I will hold my child responsible for materials acquired online. I hereby certify that the information contained on this form is correct. I have read and understand the **Behavior Rules For Students Using School Computers and Networks.**

Parent/Guardian Name (Please Print)

My child may use the Internet
I do not want my child to use the Internet

Parent/Guardian Signature

Date

Work Phone Number

Home Phone Number