

Please read and check off on cover sheet

TOPANGA ELEMENTARY SCHOOL September 2003

TOPANGA SCHOOL POLICIES AND INFORMATION

Please be sure to review the school's policies and information.
Important information has been added.

ARRIVAL TIMES:

Grades K-5 school begins at 7:55 a.m. with the first bell and we ask that children who walk or are driven to school arrive no earlier than 7:30 a.m. There is no supervision before 7:30 a.m.

Please remember that children must be in line in the assembly area and ready to go to class at 8:00 a.m. To avoid your child missing valuable instructional time, it is important that he/she arrives at school before the 7:55 a.m. bell.

All students in grades 1 - 5 meet their teachers daily in the assembly area. Parents may not drive children to the upper-playground.

AFTER-SCHOOL PLAYGROUND

The Los Angeles Unified School District provides a playground director for our playground until 6:00 p.m., Monday through Friday. There is no charge for this program. The after-school playground is not, however a "child care" program and may be closed in the absence of the playground director. If this occurs, we will have to call you or someone on your emergency card to pick your child up.

Arrangements for staying on the after-school playground are to be made before your child comes to school. Do not call the school office to make these arrangements with your child. We are not able to deliver messages during the instructional day.

CAFETERIA

A cafeteria menu will be coming home shortly. Cafeteria prices have increased this year: \$1.00 for lunch (milk included) and .60 for breakfast (served between 7:30 a.m. and 7:55 a.m.). Milk (.35) and juice (.60) may be purchased separately. If you prefer that your child does not carry money to school, lunch card may be purchased from our cafeteria (cash only).

Be sure your child is provided with lunch money, lunch card, or a sack lunch (marked with name and room number) daily. Do not include glass bottles with lunch/snack boxes. Remind your child to take his or her lunch from the house or car and bring it to school.

If lunch money or a lunch is forgotten, our cafeteria manager will provide your child with crackers and milk.

Please note: The office is unable to loan lunch money or to deliver messages to students during the instructional day. Students must come to school prepared with homework, lunch or lunch money, information about after school arrangements, and other items needed for the day.

ATTENDANCE

A written note is necessary, explaining your child's absence or tardiness. Students who are habitually absent or tardy will miss a crucial portion of their education. Regular attendance and punctuality are important factors in your child's school achievement and character development. Parents of students who are tardy three times will be contacted to see what assistance can be offered to be sure students arrive on time. See Attendance and Tardy policy.

EMERGENCY CARDS

Please complete both sides of the emergency card and return immediately. Only parents of students new to Topanga School do not have to complete the card as that it was done at registration.

Without current phone numbers and addresses, it is impossible for us to reach parents in case of an emergency. The school district asks that these cards be frequently updated with new information since release in case of an emergency depends on this data. We must have a minimum of two phone numbers whereby someone can be reached in case your child is ill or injured. We cannot safeguard your child's health and safety without this information.

Reminder: Students may not remain on the after-school playground without a signed and returned After-School Playground Emergency Information Form.

EMERGENCY TAGS

Emergency tags are kept in the classroom and each child will wear one in the event of an emergency evacuation. Please complete both sides of the enclosed tag. As with emergency cards, notify the school of any changes in home and/or work information.

RELEASING STUDENTS DURING THE SCHOOL DAY

Students released during the school day must leave from the school office only, not the classroom. Students will be released only to parents, guardians, or persons whose names are on the child's emergency card. Please be sure to have your photo I.D. when you come to pick up students.

****IMPORTANT HEALTH POLICIES** - READ CAREFULLY!**

Medication at School:

School District policy states that NO student may take or be given medication (prescriptions, cold tablets, vitamins, Tylenol, etc.) during school hours except upon written request from a licensed physician who has responsibility for the medical treatment of the student.

If medication is necessary, it is to be in original labeled bottle by pharmacy with student's name, name of medication, dosage, etc. Only the school nurse or her designees may dispense medication to children during school hours. An adult must bring the medication to the school office - do not send medication to school with your child. Forms for completion by your physician are available in the school office. Request medication form from office staff.

Stitches, casts, splints, hospitalization, surgery, communicable diseases:

School District policy states that students returning to school with stitches, casts, crutches, ace bandages, or after a communicable disease or extended illness/surgery, **WILL NOT BE READMITTED TO CLASS WITHOUT A DOCTOR'S NOTE.**

STUDENT ACCIDENT INSURANCE

Attached is information regarding a modestly priced student accident insurance policy (approved by the Board of Education). The school district is not liable for the medical bills involved in an accident. Low cost insurance is certainly worth considering.

TELEPHONE MESSAGES - PLEASE READ - VERY IMPORTANT

Telephone messages for students will NOT be taken, except in an emergency. Please arrange procedures with your children prior to their arrival at school as to where they are to go or what they are to do if you are not at home when they return from school.

Students that are not picked up by 2:45 p.m. are sent up to the after-school playground where there is supervision. They cannot wait by the office after 2:45 p.m.

Reminder, students are not permitted to use the pay phone during school hours. They may use an office phone, if necessary.

CLASSROOM VISITATIONS

Parents are encouraged to observe in their children's classrooms. If a teacher conference is desired after a visitation, a separate appointment should be made. All campus visitors have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or

within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.

By law, and for the protection of your child, all visitors must secure a visitor's pass at the office when entering school. Preschool children are not to accompany parents during classroom visits or **during volunteer time.** Classroom visits are limited to 20 minutes.

LABELING BELONGINGS

Mark your children's belongings - coats, sweaters, lunch boxes/bags, etc., with their names and room numbers. If this is done the items can easily be returned. Please retrieve all sweaters and jackets daily so they won't be lost.

RAINY DAYS

Because the indoor after-school playground space is limited during inclement weather, we are requesting that on rainy days students go home at 2:30 p.m. unless it is absolutely necessary for them to remain at the after-school playground.

FORGOTTEN HOMEWORK, SWEATERS, LUNCHES, ETC.

Please be sure your child is prepared with everything he/she needs before you leave the house in the morning. The office is unable to interrupt the classroom with deliveries during instructional time. In the event of an emergency, do not bring items to the classroom, please come to the office.

LOITERING/TRUANCY ORDINANCE

On May 23, 1995 the Los Angeles City council passed a Loitering/Truancy Ordinance. In essence, the ordinance prohibits any person under the age of 18 and subject to compulsory school attendance, from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds between the hours of 8:30 a.m. and 1:30 p.m. on days when the student's school is in session.

DISTRICT WEAPONS PREVENTION HOT LINE (1-800-954-HELP)

The District's Weapons Prevention Hot line has been successfully in place for approximately four years. The District is making a concerted effort to relaunch the use of the hotline at schools. Parents and staff are encouraged to use the hotline. There are Spanish-speaking operators available. Encourage others to use the hot line. Remember the number is 1-800-954-HELP.