



Student and Parent Handbook 2023-2024

**Grovecenter Elementary School 775 N. Lark Ellen Ave
West Covina, CA 91791
(626) 974-4400**

Mrs. Ann Anderson Principal

Welcome to another terrific school year at Grovecenter Elementary!

This handbook is designed to help familiarize you with the policies and procedures at school. Please take a few minutes to read and discuss the information with your child. Contact your child's teacher or the school if you have any questions. We anticipate that your child will work hard this year, and we will do everything possible to make sure he/she has a positive learning experience. We look forward to working with you. Thank You for all of your support!

OFFICE HOURS

Monday-Friday: 7:30-4:00 p.m. (When school is in session.)

VISITORS

During a traditional school year, all visitors must report to the office before proceeding to any other part of the campus. All visitors must sign-in and wear a badge for the entirety of their visit. **Everytime a visitor checks in, their California ID card or California Driver's License will be scanned and copied into our Raptor System. Raptor will check the database for any record of child sexual offenders.**

Teachers will receive 24 hour advance notice of visits by persons who are not employees of the district. Visits by parents or guardians of students shall be arranged by a mutually agreed-upon conference between the teacher and the person scheduling the visit. Classroom visitations or observations by representatives of outside agencies, educational or community, will be scheduled in cooperation with the teacher whenever possible.

VOLUNTEERS

During a traditional school year, all volunteers must complete an application and allow our office to scan and take a copy of a valid CA Driver's License or CA Identification Card.

Volunteers are expected to follow an appropriate dress code. Clothes should fit correctly, not show excessive skin, be an appropriate length, and not contain disrespectful logos/sayings/pictures. Volunteers are not to discipline students.

CONFIDENTIALITY

As a volunteer, you may observe or hear students receive praise and/or consequences for their choices and behavior. Please do not speak to other parents about the students, for example, sharing with a parent about the poor behavior of a child that is or is not theirs. We appreciate you being mindful and respectful of our students' feelings and reputation.

You may also observe conversations between staff members. Please do not share what you observe or hear with other parents. If you have a concern about something you have seen or heard, please ask to see the Principal.

FIELD TRIPS

Teachers may choose to ask parents to chaperone a field trip. **Parents may not attend a field trip without proper district clearance, fingerprints, and a TB test (at their expense).** The office has the necessary forms and can help you with the clearance process. There will be no overnight field trip during the 2023-24 school year.

IMPORTANT DATES

August 21	First Day of School		November 20-24	NO SCHOOL- Thanksgiving Break		TBA	Open House
September 7	TK-5 Back to School Night		Dec 22	Minimum Day		April 1-5	Spring Break
			Dec. 25 - Jan 5	Winter Break		May 27	NO SCHOOL- Memorial Day
September 1	NO SCHOOL- Student Holiday		January 15	NO SCHOOL-MLK, Jr. Day		June 3	Minimum Day
September 4	NO SCHOOL-Labor Day		January 26	NO SCHOOL- Teacher PD Day		June 4	Minimum Day
November 10	NO SCHOOL- Veterans Day		February 12	NO SCHOOL- Local Holiday		June 5	Minimum Day
November 17	NO SCHOOL- Teacher work day		February 19	NO SCHOOL- President's Day		June 6	Minimum Day/Last day of school!

ATTENDANCE

Studies report that EXCELLENT ATTENDANCE IS DIRECTLY RELATED TO EXCELLENT ACADEMIC ACHIEVEMENT!!

- The CA Health Department states that it is acceptable for students to have up to 10 absences in an entire school year.
 - Excused absences include illness with fever or vomiting, doctor appointments, or dentist appointments. **Going out of town, bad weather, vacations, and personal reasons WILL NOT be considered excused absences.**
 - All students who will be **out for more than three days** may apply for independent study. Please see the office for more information.
 - Please make every effort to schedule healthcare appointments after school hours.
- * **If your child has a fever, please do not send them to school. This will put everyone at risk. Children can return to school once they have been fever free, without the use of a fever reducer (Tylenol or Motrin) for 24 hours.*****

TARDIES

It is essential that your child arrives at school, EVERY DAY, AND ON TIME!!

- Tardy students, as well as those who are checked out of school early, constitute a serious disruption to the instructional program.
- Students who have excessive absences or tardies will be referred to the School Attendance Review Team, the district School Attendance Review Board, or the Los Angeles County District Attorney's Attendance and Chronic Truancy (ACT) program.
- There will be attendance incentives throughout the school year. :)

RELEASING STUDENTS DURING SCHOOL HOURS

When students return on campus, students may be released only to parents or individuals listed under contacts in Aeries. If parents wish to add or remove a contact name, they can login to Parent Portal and make the changes. Parents must check students out at the office, and identification may be required.

BIRTHDAY PARTIES

The appropriate use of instructional minutes is crucial to us, as is student safety. Treats will be passed out at the end of the day. If you would like your child to share their birthday with their classmates, here are a couple of excellent alternatives that we suggest: Only store bought items.

● A Goodie Bag containing non-food items (pencils, erasers, bookmarks, stickers, etc.). This bag can be handed out to students as they are leaving for the day.

BICYCLES AND SKATES

Students in grades 3 - 5 may ride bicycles to school and must wear a helmet. Bicycles must be parked at the bicycle rack and locked. Students are not allowed to skate, skateboard, or scooter to school. **Bicycle riding, skating, and/or skateboarding IS NOT ALLOWED ON CAMPUS at any time.**

IN CASE OF EMERGENCY

1. Please keep all information in the office updated! In the event of an emergency, your child would not be released to anyone except someone listed by you on the emergency Aeries Portal.

2. We conduct disaster drills throughout the year, where we practice evacuating and setting up emergency care stations. If you come to pick up your child during one of these drills, please be patient and be prepared to "go through" the emergency check out procedures at the Parent Request Gate.

3. In the case of an earthquake or other natural disaster, please don't call our site; we will need our phone lines clear for emergency personnel to reach us. Instead, come to pick up your child as soon as it is safe for you to do so.

We hope we will never have to experience a disaster of crisis proportions, but if we do, be assured your children will be well taken care of until they can be reunited with you!!

HEALTH & SAFETY

Drug, Alcohol, and Tobacco use are strictly prohibited at Grovecenter School. Referrals for 'Stop Smoking' Programs are available in the office.

MEDICATION

If your child needs to take any medication during school hours, prescription or non-prescription (Nose sprays, cough drops), written and signed instructions from both the physician and parent are required. Forms are available in the school office. State law prohibits students from bringing any form of medication with them to school.

FIELD TRIPS

During a traditional school year, we plan for each grade level to participate in at least one field trip throughout the school year. When these have been planned, you will be asked to sign a permission slip and may be asked for a donation to help pay for the admission. Parents may be asked to chaperone on the field trip. Non-school age siblings/children may not accompany parents on field trips. There will be no overnight field trips during the 2023-24 school year.

PARKING LOT

Your child's safety is our highest priority!! Staff parking Lot is for Staff only. We do not have enough parking spaces to accommodate all of our families, and we are a closed campus. **The safest and most convenient way to drop off or pick up your child is to use the student loading and unloading zone in our parking lot.** Please pull all the way forward before allowing your children to exit or enter the car. We have adults on duty who will make sure your children enter our campus safely. **We ask that you follow all traffic rules-**

- The speed limit is 5 mph through the lot.
- Children and pedestrians have the right of way.
- Follow handicap parking space rules
- Park in designated VISITOR parking spaces only
 - Visitor parking is not for Drop off or Pick up
- Do not park in the pick-up/drop lane
- Do not leave your car unattended in the drop off zone
- Right turns ONLY to exit the parking lot.
 - Do not park in the Staff Spaces
 - Don't double park

****Most importantly, follow the directions of our staff members who are there to ensure your child's safety.**

Grovecenter is focused on utilizing positive behavior expectations so that our students are taught to do the right thing, even when no one is looking. We encourage our Eagles to SOAR. SOAR is an acronym meaning:

- **Safety First**
- **Outstanding Character**
- **Acceptance**
- **Respect**

DISCIPLINE

In elementary school, students will make mistakes or have "oops" moments. We acknowledge that this is part of the learning process and that they will be given the opportunity to learn from their mistakes and do better the next time. If a student chooses to break a rule, the action may result in one or any of the following: discussion, loss of recess privileges, detention, parent conference, in-school suspension, and/or formal suspension for extremely egregious offenses.

GENERAL SCHOOL RULES

- Obey all adults at school.
- Keep hands, feet, and objects to self.
- Remain in assigned areas.
- Complete all work assigned.
- Think before you act. If you think there is a chance you might hurt yourself or someone else, don't do it.
- Use kind words towards others.
- Gum is not allowed at school.
- Tackle football, tag, or rough play is not permitted.
- Items from home, such as sports equipment, toys, electronic devices, video games, laser pens, etc. are not permitted at school.
- The school is not responsible for lost or damaged items.

- Students must respect the property of others walking to and from school.
- Students will be held responsible for textbooks and library books they are issued. If lost, damaged, stolen, or destroyed, the student will be required to pay for them.

STUDENT CELL PHONE/ SMART WATCH, GIZMOS. USE

Student cell phones must be OFF during school hours. Cell phones will be confiscated and held for parent pick-up if they ring or are used during school hours. School /Staff not responsible for stolen items.

MANDATORY DRESS CODE

The mandatory uniform/standardized dress policy remains in effect throughout the Covina Valley Unified School District.

Listed below are the regulations:

● **The basic uniform includes navy blue or tan bottoms (pants, shorts, skirts, jumpers), and white, navy blue, light blue, or red polo shirts. Grovecenter School t-shirts may also be worn any day.**

No stretch pants are allowed.

● Clothing must look neat, clean, and fit correctly. Fingertip Rule- When hands are down at your side, skirts and shorts must be as long or longer than your fingertips. No oversized, baggy, or jeans with holes, or clothing and/or objects considered being gang-related.

● Shirts and blouses must have sleeves and collars and must be solid-- free of designs, writing, emblems, and logos not related to school programs. School spirit t-shirts are allowed every day.

● For safety reasons, socks and shoes with closed toes and straps across the heel must be worn. Sandals and high heels are not permitted. No Crocs

● For safety reasons, hoop or dangling earrings may not be worn by students.

Students who violate the dress code may be directed to return home to change or be temporarily loaned a substitute uniform for the day. Students will be allowed to wear uniforms of nationally recognized youth organizations (such as Boy & Girl Scouts).

REWARDS AND INCENTIVES

We believe in using positive reinforcement and words of encouragement regularly. To promote a positive climate, enhance self-esteem, and develop positive social behavior, the following opportunities are also available:

- Monthly, trimester, and yearly Achievement Awards.
- Student recognition in morning announcements.
- Principal's Lunch Bunch for character traits.

GROUND'S FOR SUSPENSION AND EXPULSION (See district handbook)

Students and parents should be aware that California Law, Educational Codes 48900, and 48900.7 permit the suspension of students who commit any of the following offenses:

- a. (1) Caused, attempted to cause or threatened to cause physical injury to another person: (2) Or willfully used force or violence on another, except in self-defense.
- b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used sold, or furnished or been under the influence of a controlled substance.
- d. Offered arranged or negotiated to sell any controlled substance or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stole or attempted to steal school or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Possessed or offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupts school activities or defied the authority of school personnel.
- L. Received stolen school or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit sexual assault/battery.
- o. Harassed, threatened, intimidated witnesses, or retaliated against a witness.
- p. Offered, arranged, or negotiated to sell the drug SOMA.
- q. Engaged in or attempted to engage in hazing.
- s. Aided or abetted the infliction of physical injury to another person.

In addition, students may be suspended or expelled for:

- a) E.C. 48900.2. Committing sexual harassment (grades 4-12)
- b) E.C. 48900.3. Participated in hate violence
- c) E.C. 48900.4. Participated in severe harassment, threats or intimidation
- d) E.C. 48900.7. Committed a terrorist threat.

Expulsion is mandatory for:

- a) Possessing, selling, or furnishing a firearm
- b) Brandishing a knife at another person
- c) Unlawfully selling a controlled substance
- d) Committing or attempting to commit sexual harassment
- e) Assault or battery
- f) Possession of an explosive

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnic group identification, race, color, ancestry, national origin, sex, gender, sexual orientation, marital status, physical or mental disability, age, religion or political beliefs, failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

A copy of the Covina-Valley Unified School District's UCP complaint policies and procedures are available on the District website at <https://www.c-vusd.org/domain/34>

