



Student and Parent Handbook 2022-2023



Ben Lomond Elementary School

621 E. Covina Blvd.
Covina, CA 91722
Phone: (626) 974-4100
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<https://www.c-vusd.org/benlomond>

Alayna Effinger, Principal
Welcome to a terrific school year at Ben Lomond Elementary School!

*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 office if you have any questions. We anticipate that your child will work hard this year and we will do everything possible to make certain he/she has a positive learning experience. We look forward to working with you. The signature page in the back is due to your teacher by the end of the first week of school.
Thank you for all of your support!*

Office Hours

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

School Hours

TK/Kindergarten 8:15 am – 1:00 pm

Grades 1st – 5th 8:15 am – 2:35 pm

Minimum Day-EVERY TUESDAY

Grades TK – 5 8:15 am – 12:10 pm

CLOSED CAMPUS

Welcome to Ben Lomond, where **STUDENT SAFETY IS OUR #1 PRIORITY**

FOR STUDENT SAFETY, after the first day of school, family members will not be allowed past the front entrance in the morning or at dismissal. At 8:15 am, parents will be able to sign in at the office to receive a volunteer badge and may then report to a classroom or the library for volunteer service. Our sign-in service, Raptor, requires that all visitors present a state-issued identification card (driver's license or state-id) for their visitor's badge. At dismissal, parents/caretakers may use the pick-up lane in the parking lot or wait in the front of the school on the sidewalk. **This is for the safety of your students.** Please be respectful to all teachers on duty at the gate and in the parking lot.

VISITORS

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. **The first time a visitor checks in, their California ID card or California Driver's License will be scanned and copied.**

Teachers will receive reasonable 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

A volunteer is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis. A volunteer is required to complete a Volunteer Application and have a Megan's Law Background Check, or a State and/or Federal Background Check completed prior to rendering service. Volunteers must also sign the Volunteers' Code of Conduct. No volunteer will be allowed to participate until fully cleared by the District office. More information about the volunteer application process can be found online at: <https://www.c-vusd.org/Page/3131>.

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. We consider our volunteers to be very important role models. The way volunteers dress and behave on campus should support our college and career readiness goals.

CONFIDENTIALITY!! As a volunteer you may observe or hear students receive praise and/or consequences for their choices and behavior. It is never appropriate to speak to other parents about the students; for example, sharing with a parent(s) about the poor behavior of a child that is or is not theirs. Please be respectful of our students' feelings and reputations. Consider this, how would you feel if other parents were talking about your child?

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 clearance, fingerprints, and a TB test (at their personal expense).**

IMPORTANT DATES

| | |
|--------------|-------------------------------|
| August 22 | First Day of School |
| August 25 | Back to School Night |
| September 2 | NO SCHOOL-Student Holiday |
| September 5 | NO SCHOOL-Labor Day |
| September 15 | Title 1 Annual Parent Meeting |
| September 19 | Fall Picture Day |
| October 13 | SSC & ELAC Meeting #1 |
| November 11 | NO SCHOOL-Veterans Day |

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|------------------|-------------------------------|
| November 18 | NO SCHOOL |
| November 21-25 | NO SCHOOL- Thanksgiving Break |
| December 23 | Minimum Day |
| Dec. 24 – Jan. 6 | Winter Break |
| January 12 | SSC & ELAC Meeting #2 |
| January 16 | NO SCHOOL-MLK, Jr. Day |
| February 13 | NO SCHOOL |
| February 20 | NO SCHOOL-Presidents Day |

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|-----------|--------------------------|
| March 16 | SSC & ELAC Meeting #3 |
| March 30 | Showcase |
| March 31 | Minimum Day |
| April 3-7 | SPRING BREAK |
| May 29 | NO SCHOOL - Memorial Day |
| June 5-8 | Minimum Day |
| June 8 | Last Day of School |
| March 30 | Showcase |

BREAKFAST PROGRAM

Breakfast will be served from 7:30 a.m. - 8:00 a.m. and is available for all students. **Students need to arrive on campus no later than 8:00 am so that they have time to eat and arrive to class on time, please plan your morning accordingly.**

This year, meals will be provided **free of charge** to all students. Meal applications are needed to sustain free meals for all students. Completing a meal application takes less than 10 minutes and supports our district in receiving vital funds beyond school meals. Additionally, Nutrition Services continues to offer free meals to all children 18 and under during the summer. Meal applications can be found via this link: www.tinyurl.com/covinaallevynutrition.

LUNCH PROGRAM

11:15 - 11:50am - TK/K (35 min.)

11:40 – 12:25 pm- 1st Grade (45 min.)

11:45 – 12:30 pm- 2nd & 3rd (45 min.)

12:15 – 12:50 pm – 4th & 5th Grades (35 min.)

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 note needed), doctor appointments, or dentist appointments. Going out of town, bad weather, vacations, and personal reasons **WILL NOT** be considered excused absences.
- If your child is ill, please call the school at (626) 974-4100 on the morning of your child's absence or send a handwritten note on the day he/she returns. **Illness absences that last longer than 3 days require a doctor's excuse.**
- All students who will be **out for more than five days** may apply for independent study. Please see the office for more information.
- Please make every effort to schedule healthcare appointments after school hours.
- Students may attend Saturday School to clear an absence. Saturday School will be held once a month from 8 am – 12 pm. RSVPs must be received by the due date for students to be included on the list.

It is very important that your child arrive at school, EVERYDAY AND ON TIME!!

- Classroom doors will open at 8:10 am and instruction will begin promptly at 8:15 am.
- Tardy students, as well as those who are checked out of school early, constitute a serious disruption to the instructional program.
- Your child will be asked to make up lost instructional time after school or during Saturday School if he/she is consistently late or leaves early. **Tardy and early check-out students are not eligible for attendance awards.**
- 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 monthly, trimester, and yearly rewards for those students who achieve perfect attendance.
- Students will not be released from school 15 minutes before the end of the day.

Releasing Students During School Hours

During the school day, students may be released only to parents or individuals listed on the student's K-12 registration form. Parents must check students out at the office and identification may be required.

BIRTHDAY PARTIES

The appropriate use of our instructional minutes is very important to us, therefore, we will be eliminating classroom birthday celebrations (to include food distribution) during the academic day. If you would like your child to share their birthday with their classmates, here are a couple of excellent alternatives that we suggest-

- 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.
- Donate a wrapped book for your child to open and to be read to the class and put on the shelf for all of the students to enjoy. Make sure to write a message on the inside of the book cover to commemorate the event.

CLASS CELEBRATIONS

Three "teacher choice" classroom celebrations may take place every year. The teacher and room parent volunteers may ask for donations in the form of money or HEALTHY SNACK items that have been approved for distribution (schoolwide permission slip). A classroom party is an excellent time to reinforce healthy eating habits taught to the students throughout the year.

BICYCLES, SKATEBOARDS and SCOOTERS

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, wear heellies, 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 card.
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 proportion; but if we do, be assured your children will be well taken care of until they can be reunited with you!!

BEN LOMOND IS A NO BULLYING ZONE!!

- Bullying can be defined as REPEATED and PERSISTENT acts of verbal or physical interactions which cause hurt, injury, embarrassment, sadness, or discomfort to another person.
- Bullying IS NOT a single incident of teasing or disrespectful behavior.
- Bullying IS abusive behavior that is intended to hurt or harm another person either
 1. Physically- pushing, shoving, kicking, physical aggression, threatening gestures, and taking and/or damaging personal property,
 2. Verbally- name calling, negative comments, foul language, insults, intimidation or verbal threats,
 3. Socially- deliberate exclusion, spreading rumors or gossip, lunch-stealing, encouraging peers to reject, or setting up humiliating experiences, or
 4. Cyberbullying- sending offensive, disrespectful, or threatening messages to others using a computer or cell phone.

Bullying is not acceptable and any student engaging in this kind of disrespectful behavior will receive appropriate consequences, including possible in-school or formal out-of-school suspension. Repeated offenses could result in an administrative transfer or expulsion.

HEALTH & SAFETY

Drug, Alcohol and Tobacco use are strictly prohibited at Ben Lomond Elementary 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, written and signed instructions from both the physician and parent are required. Forms are available in the school office. State law prohibits students bringing any form of medication with them to school.

FIELD TRIPS

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. Parent chaperones must have completed fingerprinting, TB test and appropriate paperwork and await approval.

PLANNING A TRIP?

Going to school is your child's "job," and attendance is key! However, sometimes families need to travel during the school year. If trips cannot be scheduled during school holidays, parents should obtain an independent study contract for their child. An independent study contract allows students to earn academic credit, meet attendance requirements, and keep current in the classroom. Also, the District does not lose funding. A student in ANY grade level may use an independent study contract. Independent Study Contracts are not just for travel. Students who are absent for any reason (five consecutive days or more) may benefit from a Contract. Contracts must be written in advance of the planned time off and must be at least five consecutive school days. Ask your office secretary, principal, or teacher about Independent Study Contracts.

PARKING LOT

Your child's safety is our highest priority!! We do not have enough parking spaces to accommodate all of our families and now that we are a closed campus, there is little reason to park and walk your students into the school. **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 up to the crossing area 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 parking spaces only
- Do not drive or park in the bus lane (lane closest to campus)
- Do not leave your car unattended in the drop off zone
- Right turns ONLY to exit the parking lot.

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

STUDENT BEHAVIOR EXPECTATIONS

All Ben Lomond students will be taught behavior expectations. Ben Lomond is focused on utilizing positive behavior expectations so that our students are taught to do the right thing, even when no one is looking. Ben Lomond's four behavior expectations are:

- **Be Responsible**
Be accountable for your actions, decisions, school work, and property
- **Be Respectful**
Treat others the way you want to be treated
Be kind, be fair, and value each other's points of view
- **Be Ready**
Be Prompt, Prepared, and Focused
- **Be Safe**
Think before you act so no one gets hurt

DISCIPLINE

If a student chooses to break a rule, the action may result in one or any of the following: discussion, loss of recess, detention, parent conference, campus clean-up, Saturday School, in-school suspension and/or formal suspension.

General School Rules

- Obey all adults at school.
- Keep hands, feet and objects to self.
- Remain in assigned areas.
- Complete all work assigned.
- Use common sense. 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.
- 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 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. Multiple offenses may result in a formal suspension.

MANDATORY DRESS CODE

Remember, at Ben Lomond, we dress like responsible, respectful, and safe scholars!! 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, royal blue, or red polo shirts. Ben Lomond School t-shirts may also be worn any day. No stretch pants or tights are allowed unless worn under a skirt or dress.
- No denim/jeans of any kind will be allowed except for on special days.
- 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 or baggy clothing, jeans 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 (no Crocs ® please). Sandals and high heels are not permitted.
- For safety reasons, hoop or dangling earrings may not be worn by students. Make-up is not appropriate for students in elementary school. Tattoos are considered make-up.
- No ripped or torn clothing

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).

BL Tuesdays & College Thursdays

Tuesdays wear your Ben Lomond t-shirts & Thursdays, students are encouraged to wear a college t-shirt.

REWARDS AND INCENTIVES

We believe students should also be intrinsically motivated and will use positive acknowledgment and words of encouragement on a regular basis. In order to promote a positive climate, enhance self-esteem and develop positive social behavior, the following opportunities are available:

- Monthly, trimester, and yearly Perfect Attendance Awards.
- Monthly, trimester, and yearly Behavior Awards.
- Student recognition in morning announcements.
- Principal's awards for Accelerated Reader.

GROUNDS FOR SUSPENSION AND EXPULSION

Students and parents should be aware that California Law, Education 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 objects.
- 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 is available on the District website at <https://www.c-vusd.org/domain/347>.

PARENT – STUDENT HANDBOOK CONFIRMATION

**My child and I have read the 2022-2023 Ben Lomond School Student and Parent Handbook.
We understand the standards, rules for behavior, Education Code, and policies.**

**PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER
No later than Friday, August 26, 2022**

NAME OF STUDENT: _____

ROOM #: _____

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

TEACHER SIGNATURE

DATE