

EL DORADO ELEMENTARY SCHOOL



SOARING EAGLE HANDBOOK School Policies and Expectations 2022 - 2023

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PERSONAL ITEMS/LOST AND FOUND

El Dorado Elementary cannot be responsible for any damage to/or loss of personal property. Please use discretion when sending personal items to school and instruct your child as to how to care for them.

- Please clearly mark **ALL** items with the child's first and last name.
- Lost clothing is kept in the Lost and Found bin outside the cafeteria. Small articles such as purses and wallets are kept in the office.
- Items that could provide distractions to the learning environment are **not to be brought to school**.
- These items include, but are not limited to, large amounts of money, CD players, i-Pods, radios, toys, water guns, trading cards, video games, electronic instruments, distractive clothing, permanent markers, and make-up.
- **Unauthorized items will be confiscated and held until a parent/guardian claims them.**

CELL PHONES

- If you wish for your child to have a cell phone to and from school, they will need to turn it off and put it in their backpack when they come on campus.
- If a class disruption occurs, the teacher will direct the student to turn off the device and confiscate it. If item is confiscated, the teacher will turn it into the office for parent/guardian pick up.
- Again, the school is not responsible for any damage or theft of any phones.

PLAYGROUND SAFETY

- El Dorado strives to provide every student with an opportunity to attend school feeling safe and respected.
- We ask that parents work with us by encouraging their child to inform staff if they need support. Physically responding, even to being hit by another student, will result in disciplinary actions.
- We will not be responsible for lost or damaged equipment brought from home. Playground balls are provided at the school and should not be brought from home.
- Students are expected to show respect for each other by keeping hands, feet and objects to themselves.
- Our school philosophy is **SOAR**:
Stay Safe
Own Behaviors
Act Respectfully
Rise to the Challenges!

ATTENDANCE

California State law requires that students attend school regularly and on time. Excessive absences per semester, excused or unexcused, may result in referral to the ACT Program and the School Attendance Review Board (SARB), or retention.

- **Excused Absence:** Illness, accident, death in the immediate family, medical/dental appointments, and other emergencies authorized by the school.
- **Unexcused Absence:** Out-of-town, needed at home, or leaving school without proper clearance.
- Please make every effort to reserve the weekends, or holidays for vacations, trips out of town, and/or other activities, which would cause your child to be absent from school.
- **Absence Verification:** When a student is absent from school, the parent/guardian may notify the office by phone (942-8487) at any time. Otherwise a written note must be sent with the child on his/her return to school. The note must include the child's name, date(s) of absence, reason for absence, and parent's signature.

MORNING ARRIVAL

- **FOR SAFETY REASONS, CHILDREN ARE NOT TO ARRIVE ON CAMPUS EARLIER THAN 7:15 am (Staff is not available for supervision)**

- Kindergarten gate and the Front gate will be accessible for students.

AFTERNOON DISMISSAL

- **ALL STUDENTS ARE TO BE PICKED UP NO LATER THAN 2:45 pm (Staff is not available for afterschool supervision)**
- Kindergarten and first grade exit through the gate at the east end of the campus.
- Second and third grade exit through the gate at the front of the school by building E.
- Fourth and fifth grade exit through the front gate outside the front office door.
- Students who are participating in the ASES afterschool program
- Please remember, **every TUESDAY** is a minimum day, early dismissal is at 12:05 pm.

PARKING LOT

- The parking lot is a **ONE-WAY** parking lot. For the safety of everyone, please **do not** enter the west (exit) driveway near Foxton.
- Double parked or unattended vehicles blocking the driveway (fire lanes) will be towed at the owner's expense.

A complete version of the district handbook for students is available on and the Lancaster School District website in English and Spanish.

LUNCH SCHEDULES

- All students will now receive free breakfast and lunch, no application required.
- Students may choose to bring a sack lunch. However, glass containers are not allowed on campus.
- All candy, gum, and hot Cheetos/Takis are prohibited, and will be confiscated.**

REGULAR DAY	MINIMUM DAY
Kdg 10:25 - 11:15	Kdg 10:10 - 10:40
1 st gr 11:25 - 12:05	1 st gr 10:40 - 11:10
2 nd gr 11:15 - 12:05	2 nd gr 10:25 - 10:55
3 rd gr 12:05 - 12:55	3 rd gr 11:10 - 11:40
4 th gr 12:05 - 12:50	4 th gr 10:55 - 11:25
5 th gr 12:45 - 1:30	5 th gr 11:25 - 11:55

BRINGING FOOD FOR THE CLASSROOM

Unfortunately, home prepared food cannot be accepted at school. In accordance with Health Department Regulation Article 6, Section 27591:

"Items brought in for public consumption must be commercially prepared and wrapped (This means that unless purchased at a store and completely sealed, it cannot be eaten by school age students)."

This regulation is for the protection of everyone.

MEDICATION DURING SCHOOL HOURS

- No student shall be given medications during school hours, except upon the written request from a licensed physician/surgeon who has the responsibility for the medical management of the pupil.
- The parent or guardian must sign all such requests.
- Students not may bring medications to school. This includes cough drops, Tylenol, aspirin, etc.
- Medications include both OTC (over the counter) and prescribed items.
- Parent request and physician statement must be renewed annually; new-signed statements must be submitted if the medication regimen is changed.
- Medications need to be signed out by parent at the end of the school year.

RELEASE OF STUDENTS DURING SCHOOL HOURS (7:50 am-2:33 pm)

- Students released during school hours must be signed out in the office. **Students will only be released to the parent(s)/guardian or emergency contacts indicated on the student's emergency card.**
- Anyone picking up a student will be asked to present a picture ID before the student is released. To ensure their safety, students will not be called up before an ID has been checked.
- Please do not call asking for children to wait in the office, but do allow us enough time to call up your student once you are here.
- Please help us by keeping your emergency contacts and phone numbers current.
- In case of a change of address, phone number, emergency contacts, or any change of guardianship, please advise the office immediately by coming in to update the information.
- To avoid disrupting the educational process, students will not be released during the last 30 minutes of the school day.

VISITING THE SCHOOL

- For safety reasons, visitors must stop in the school office prior to visiting the classroom, in order to sign-in and receive a visitor's pass.**
- Visits with either the teacher or other staff members are **by appointment** including the times before and after school.
- Please limit classroom visits to twenty minutes (per Lancaster School District Policy 1250).
- All visitors including parents and guardians are expected to treat all staff members in a manner that is not disruptive to the educational process.

VOLUNTEERING

- Show proof of full vaccination and boost for COVID, or be tested via an ART immediately prior to being allowed access to the campus
- The test will be performed in the Wellness Room
- The test will be administered by the visitor in front of the Wellness Aide
- The test will be read by the Wellness Aide.
- Wear a medical grade or N95 mask at all times

All volunteers need to bring a current TB test in to the office, as well as have a fingerprint check run if planning to volunteering for an extended period of time. If you are interested in volunteering you can go to the Human Resources Office of Lancaster School District and inquire about the paperwork for fingerprinting.

DRUG FREE SCHOOL POLICY: 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. (Policy 3515.3) Use of drugs, alcohol, and tobacco on school premises or at school-sponsored events is a violation of law and Board Policy (5131.6 (a) R & R) therefore, not permitted. Students violating this policy shall be subjected to disciplinary procedures.

DRESS CODE POLICY

Lancaster School District Policy 5132 states that: *The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.*

- Appropriate shoes must be worn at all times. Open-toed shoes, flip-flops or backless shoes are not allowed. Slippers or "house shoes" are not appropriate for school.
- Clothes must be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tank tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts above mid-thigh are prohibited. All shirts and blouses must have at least a short sleeve. Sagging pants or rips/tears/splits in pants that reveal undergarments or skin above mid-thigh are prohibited. Leggings and/or stretch pants are not allowed to be worn in place of pants or an appropriate skirt, dress or shorts.
- Clothing, hats, jewelry, skin and other personal items (backpacks, notebooks, gym bags, water-bottles etc.) shall be free of writing, pictures or other insignia which are crude, vulgar, profane or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice. No articles of clothing, jewelry, paraphernalia or accessories that are a threat to the physical well-being and safety of students will be allowed.
- Caps, hoods, and hats may be worn outside to protect from weather; however, they are not to be worn inside buildings or classrooms unless special permission is granted. Caps and hats must be appropriate for school (see above guidelines) Scarves and other cloth head coverings may be allowed provided they are securely tied and do not obscure the student's face.
- Large, sharp or dangling jewelry and/or piercings are not permitted. Hoop style earrings and/or piercings cannot be larger than the size of a quarter. The school as-