

Dear Ella Families,

Welcome to the 2021-2022 school year. We hope you have all had a wonderful summer break and an opportunity to relax, play outside, go on vacation, or spend time with friends and family. The Ella staff are very excited to welcome our students back to campus for full day, 5 day a week instruction. Our school community continues to grow and we are so pleased to welcome many new staff, students and their families to our campus. Congratulations, you are now an Ella Gator!

As we return to some pre-pandemic normalcy, we would like to remind you of a few important school procedures and expectations. Students may arrive on campus **no earlier than 7:30 a.m.** Students will need to enter Ella School through the main office doors, down the C building hallway, and directly to the cafeteria for breakfast. Breakfast service will begin at 7:30 a.m. This will be the only entrance onto campus in the morning; all other gates and doors will be locked. **Students are expected to wear a mask anytime they are inside a school building.**

Keeping students and staff safe and healthy continues to be a priority for Ella School. Following recommendations from the CDPH, Ella will continue to limit visitors and volunteers on campus. Please call the main office to make an appointment with a staff member or your child's teacher. We know our parking lot and drop off loop can get very congested at arrival and dismissal times. Please remember to be patient, take turns, and follow the parking lot/loop expectations located in the Ella Parent/Student Handbook.

Please consider becoming involved in the Ella School Parent Teacher Organization (PTO) or joining the Ella School Site Council. We also encourage you to join us for our English Language Advisory Committee (ELAC) meetings. All meetings are held once a month. To help keep you informed of all school events and helpful information, visit our school website: [Ellagators.com](http://Ellagators.com).

Thank you for all your support and continued partnership in educating your children. **Let's Go Ella Gators! It is going to be a great year!**



# Attendance

## Absence Notes

It is important that your child is at school and ready to learn each and every day! We do not expect students to come to school with illnesses or fevers. All absences must be cleared with the attendance clerk. Absences can be cleared using a note on the day of return to school, a call to the attendance office, or in person with the attendance clerk. Excused absences are illness, medical appointment, or death of an immediate family member. Tardies are only excused for illness or medical appointment.

Our staff will monitor and check on students who are not attending school. They may make home visits or call to see if there is any way that Ella School can support families to ensure that students come to school on a regular basis. Students with unexcused absences or tardies will be monitored closely. Attendance is essential for your student's academic, social, and emotional success at school.

## SARB (Student Attendance Review Board)

After a student receives (3) unexcused absences or more than (3) tardies over 30 minutes, our attendance clerk is required to send a "first" letter home informing the parent or guardian of the absences. If absences or tardies continue, a "second" letter will be sent asking you to attend a meeting with our assistant principal. If a parent or guardian does not attend, a "third" letter will be sent and a referral to SARB will be processed. The referral to SARB will produce a subpoena to appear before the SARB board. If you have a question regarding this process, please speak with the attendance clerk.

## Grades

Report cards are available at the end of each trimester and can be viewed via your Aeries Parent Portal account. Please contact the school if you need assistance in setting up your Aeries Parent Portal. The report card grades will reflect how well your student is doing in all academic areas as well as with social skills. Report cards also indicate if a student is working below, approaching, proficient, or advanced in their grade level essential standards. Please contact your child's teacher at any time to schedule a conference to review their academic progress.

## Make-up Work

Regular attendance is necessary to make satisfactory progress. The faculty considers more than five days in any grading period excessive. Make-up work is the responsibility of the student. The first day of return from an absence, the student should ask the teacher for the work they missed and complete the work as soon as possible. If extra help is needed, the staff is always ready to help.

# Playground Expectations

## **We are Respectful:**

- Voice level 0 to 4
- Use appropriate school language
- Share with or wait your turn for equipment

## **We are Responsible:**

- Report problems to adults
- Put away equipment and line up when bell rings or whistle blows

## **We are Safe:**

- Use playground equipment appropriately
- Keep hands and feet to yourself; respect others personal space (bubble)
- Walk on pathway
- Red lines – CROSS WITH ADULT
- Yellow lines – BATHROOM USE ONLY

**Vandalism of any sort will not be tolerated** and may result in a school suspension.

# General Information

## **Emergency Contact Information**

At the beginning of each school year, please update your child's contact information. Remember to keep the information in the Aeries system current throughout the school year. If you move or have a change in telephone number or emergency contact person please make the changes immediately. These updates can be made using your Aeries Parent Portal account or in person in the office.

## **Telephone**

The school telephones are for school business only and student use of phones is limited. Classroom interruptions are kept to an absolute minimum, so please arrange after school plans with your child in the morning before coming to school.

## **Schedule of Classes:**

### **Regular Day**

TK/ Kindergarten 8:25am-12:35 pm

Grades 1-5 8:25am-2:30 pm

Grade 6 8:00am-2:30 pm

### **Minimum Day**

TK/Kindergarten 8:25am – 12:35pm

Grades 1-6 8:25am – 1:15pm

**Students may arrive at school no earlier than 7:30am for breakfast. Students are not allowed on the playground before 7:55am.**

## **Parking Lot/Loop Expectations**

We know our parking lot and drop off loop can get very congested at arrival and dismissal times. Please remember to be patient, take turns, and follow the parking lot/loop expectations below. If you prefer not to enter the loop, be sure to drop off or pick up your student in a safe location where they can access the sidewalk and/or a crosswalk. There is space in the empty lot across the street from the school on 7<sup>th</sup>, where you can park your car and exit your vehicle if that is your preference. Pedestrian safety MUST be a priority for our Ella families during these very busy times at school.

- Please do not drop off or pick up your student from the second loop lane. This lane must stay open for flowing traffic.
- The green curb in the front of the school is for loading and unloading only. Please do not leave your vehicle unattended.
- Please do not exit your vehicle in the parking lot unless in a lined parking space
- Please do not stop, rest, or park in red fire lanes.
- Please use the designated crosswalk when walking across the loop
- Please do not park, rest, or stop in the designated crosswalk

## **Closed Campus**

Ella School is a closed campus. This means that no child may leave the school grounds during the school day unless checked out through the office by a parent or guardian. This year, campus visits are limited and must be arranged in advance and in accordance with CDPH guidelines. All visitors with an appointment must check-in at the main office using the Raptor System.

## **Raptor Visitor Management System**

Visitors will be asked to present a photo ID, such as a Driver's License, which can either be scanned or manually entered into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campus. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is

approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

### **Parent/Guardian Visits to School**

Please make an appointment to meet with a teacher or staff member to ensure they are available to speak with you. For the safety and protection of all students, visitors must first check in at the main office using the Raptor System. In accordance with CDPH guidelines, all persons must wear masks inside buildings.

### **Cafeteria**

Breakfast is served in the cafeteria from 7:30 a.m. to 8:20 a.m. Lunch is served daily between 10:00 a.m. and 1:00 p.m. Lunch times vary depending on grade level.

Any student may bring his or her own lunch from home. The following items are **NOT** permitted at school or in lunches: GUM, CANDY, SODA/SOFT DRINKS, ENERGY DRINKS. Glass or breakable containers are not allowed on campus.

### **Lost and Found**

Any items found on school grounds or on buses will be placed in the Lost and Found Box located in the cafeteria. If you are missing articles of clothing, check this box immediately. The school assumes no responsibility for lost or stolen items. We urge you to mark all items and clothing clearly with your child's first and last name. At the end of each month, items left in the lost and found will be donated.

### **Bicycles, Hoverboards, Scooters, and Skateboards**

Bicycles and scooters are to be parked in the racks provided. Bicycles are not allowed anywhere else on school grounds at any time. Park your bicycle properly and always lock it up. Please make special arrangements with your teacher or administrator for skateboard and hoverboard storage during the school day. The school assumes no liability for any bicycle, skateboard, hoverboard, scooter or equipment. Removal of battery from electric bicycles and scooters is recommended during the school day. Bicycles and other transportation listed must be walked when on campus. Important reminder: don't forget your safety helmet!

### **Cell Phones**

*Cell phones are not allowed to be used on school grounds during school hours.* Students are permitted to have cell phones, however, they are required to be powered off and put away during school hours either in their backpack or in their teacher's care. Cell phones need to stay in backpacks until students are outside of the school gates. The school assumes no responsibility for lost or stolen items. If a student is using a cell phone during prohibited times, the phone will be taken and returned at the end of the day. If the student has a second offense, the phone will be

placed in the office for a parent to pick up. Additional offenses may result in detention, parent/administrator conference, Saturday School, and suspension.

### **Site Council/ELAC (English Learners Advisory Committee)**

The Ella School Site Council is an elected group made up of parents and school employees. They meet on a regular basis each month and provide input and decisions into categorical programs- those funded with state and federal funds. The ELAC is a group of parents whose children are English learners. This group also consists of parents and school employees. They meet on a regular basis to discuss programs and funds for students who are English learners. These are very active groups and we urge anyone interested in participating to join. Please contact the school if you are interested in serving on either of these important committees.

### **Parent Teacher Organization**

All parents and interested community members are encouraged to become involved in the Ella PTO. The PTO is a school organization composed of parents, teachers and school staff that is intended to create opportunities for parents to get involved in Ella School. Our PTO supports the teachers and students with many activities including: Fall Festival, Spring Fling, Scholastic Book Fair, Citizenship Luncheon and many more. Please contact the school if you are interested in becoming an official volunteer.

### **Medication**

Parents are required by law to inform the school of any medication to be taken by the child at school- this includes aspirin. Student name, doctor name and current dosage are required on the original medication bottle. All medication must be kept in the school office and will be administered by the health aide or office personnel. The school must receive an Administer Medication Form which you can get from the school office. The form must be signed by the doctor.

### **Student Dress/Grooming Code**

At Ella School we believe that the standards of dress and grooming should be primarily the responsibility of the parents, with the understanding that the students will wear appropriate clothing and groom themselves in a manner that does not distract from the educational program. Clothes should be appropriate for all school activities.

- Hats and hoodies are to be worn outside only/ hat bill must face forward
- Clothing such as tube tops, halter tops, off the shoulder shirts, muscle shirts, see through tops, belly shirts, and spaghetti straps are not appropriate at Ella School. Tank tops must have straps that are at least an inch wide
- No undergarments should be seen

- Pants must be worn at the waist
- Belts should not extend beyond the belt loops; no hanging wallet chains
- Sagging or excessively baggy pants are inappropriate and NOT permitted
- Shorts, dresses and skirts are to be NO shorter than fingertips when arms are placed at sides
- Jeans with holes above the mid-thigh or jeans with excessive holes are not appropriate; jeans with excessive holes will require leggings underneath
- Shoes must be safe for school with a back strap and appropriate for physical activity
- Shoes with wheels are not permitted during the school day
- Save extreme or distracting hair and makeup for summer vacation; not appropriate during the school year
- No logos depicting alcohol/drugs/tobacco/sex or demeaning or inappropriate language
- No gang related clothing or paraphernalia

*Parents are responsible for seeing that their children follow the dress code. When a student comes to school dressed inappropriately, the parent will be called to bring appropriate clothing.*



Parent/Student Handbook

Signature Page

(return to your child's teacher)

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

*I have read and reviewed the 2021-2022 Ella School  
Parent/Student Handbook with my child.*

Parent/guardian name: \_\_\_\_\_

*signature:* \_\_\_\_\_

Student name: \_\_\_\_\_

*signature:* \_\_\_\_\_

