



## RUSSELL ELEMENTARY LANGUAGE ACADEMY Parent/Student Handbook



Russell Elementary Language Academy “Rules and Regulations” is based on the following: our staff is committed to providing a learning environment that is safe, positive, and one that encourages all students to reach their full potential.

Please review the following rules and regulations with your child and sign the last page indicating that you are familiar with the safety measures and procedures for implementing a safe and scholarly environment at Russell.

### SCHOOLWIDE EXPECTATIONS

Follow the Golden Rule: Treat others the way you want to be treated.

**At Russell Elementary Language Academy, scholars demonstrate they are R.A.M.S. by being:**

- **Respectful** towards self, others and school property.
- **Accountable** for their actions.
- **Mindful** about how their decisions affect self and others.
- **Solution Seekers!**

### EMERGENCY CONTACT INFORMATION

Parents are responsible for providing up to date information for each student. Please notify the office whenever a change is made in regards to address or phone contact numbers.

### GENERAL GUIDELINES

- Students **should not be on campus unsupervised before 7:45am**. However, the breakfast program begins at 7:20a.m. Any student who eats breakfast may enter the cafeteria for their meal at 7:20 a.m., but must remain in the supervised eating area until 7:45 a.m.
- School ends at 2:20 P.M. on Monday, Tuesday, Thursday and Friday, and at 1:25 P.M. on Wednesday.
- Students are to leave campus immediately upon dismissal unless they are in the Boys and Girls Club.
- In order to maintain a scholarly atmosphere, please do not let your child bring play equipment or technology from home. **Any toys or personal items brought to school are subject to confiscation and held for parents to collect after school.**
- **Cell phone use is NOT permitted on campus.** *If students need to bring a cell phone, the cell phone needs to be powered off and secured in backpacks.* Students should not have cell phones in their personal possession at any time.
- Students should not have earbuds or headphones of any kind in their personal possession at any time.
- Russell does not assume liability for lost, stolen, or damaged personal items.
- **Gum is not permitted** on school grounds.

### ATTENDANCE

In keeping with our school’s philosophy of building a positive learning environment, daily school attendance leads to successful academic and social skills.

- **Students should be at school at or before 7:55 A.M. to be ready to learn by 8:00 A.M.**
- **Our main entrance gate will close promptly at 8:00 a.m. and your child must be inside the school premises before 8:00 a.m. or they will be considered late. If your child is outside the gate by 8:00 a.m. they must pass through the office in order to gain entry to the campus.**
- **Tardies or Early Release from School:** Students are expected to be on time for school and to remain at school until the end of the school day. If tardy, students must obtain a tardy pass from

the main office before going to class. *Excessive absences or tardies will be addressed by administration and our GRIP team, in partnership with Santa Ana Police Department.*

- **We appreciate your efforts to make medical appointments for times outside of the school day so that your child does not miss valuable instructional time.**

#### **ABSENCES: PROCEDURE FOR PARENTAL FOLLOW UP**

Please notify the school office at (714) 663-6151 if your child is absent from school. If you are unable to contact the office, please send a note with your child stating the reason and the date of the absence.

#### **HEALTH ISSUES**

Children who are ill should stay home. Children should not attend school if they have a temperature, vomiting, diarrhea, or persistent cough. Children can return to school once their nausea, vomiting, or diarrhea has stopped. Children with a fever can return to school once their temperature has returned to normal for 24 hours without the aid of fever reducing medication.

#### **PROCEDURE FOR CHECKING STUDENTS OUT EARLY**

Parents or adults listed on the emergency card may check out students early from school through the office. **Appropriate identification must be presented before a student is released from class. Thank you for valuing classroom time and making appointments for after school whenever possible.**

#### **CAMPUS SAFETY**

##### **RUSSELL IS A CLOSED CAMPUS**

All gates leading onto the campus are locked at 8:00 A.M. and not opened until 2:20 P.M. (exception is on early release Wednesdays). When school is dismissed, playground equipment, games, and school grounds will be off limits unless there is a permit allowing special activities and is already scheduled with the office (i.e. Boys & Girls Club program).

#### **SCHOOL DROP OFF SAFETY**

Parents should always drop off and pick up students in the school parking lot or the roundabout. It is NEVER safe to leave students in the street. For parents parking in the school parking lot, you must walk your child to the front of the school. The roundabout can also be used during appropriate drop off/pick up times. Please allow plenty of time for drop off or pick up to ensure the safety of all of our students. Be aware that California state traffic laws apply to school parking lots. Please respect all street markings and signs, and refrain from cell phone use and texting. Patience and courtesy are a priority for the safety of our students and the community.

#### **CLASSROOM VISITORS**

**Classroom volunteers are always welcome and must follow the procedures outlined below:**

Please contact the school office if you are interested in visiting or volunteering in your child's classroom. Tuberculosis (TB) test is required to volunteer in the classroom. More information on volunteer authorizations can be obtained in the office.

#### **DISCIPLINE**

**Classes:** Each classroom teacher has developed an individualized plan for handling positive and inappropriate student behavior in the classroom.

#### **BULLYING AND CYBERBULLYING**

Bullying is defined as **unwanted, aggressive** behavior among school-aged children that involves a real or perceived imbalance of power. Bullying behaviors happen more than once or have the potential to repeat.

## **THERE IS ZERO TOLERANCE FOR BULLYING AT RUSSELL**

Students who engage in bullying behavior will receive counseling and discipline referral. There will be consequences according to the offense or variable situation. Repeated aggressive or unwanted behaviors will result in more serious and progressive consequences, including suspension from school.

### **SERIOUS INFRACTIONS**

The following consequences may be used when students are referred to the principal with an office referral. The severity of the students' actions will determine the consequence.

**Suspension Policy:** Students may be suspended from school or have an in-house suspension according to State Education Code E.C. 48900 for any of the following actions:

- Fighting or hurting another student
- Disobedience/Defiance
- Stealing
- Profanity or other abusive language
- Sexual harassment (Grades 4-6)
- Damaging school or personal property
- Possession of a dangerous object
- Possession of a control substance

### **Expulsion Policy**

Education Code 48915 indicates that the following are mandatory expulsion offenses:

- Possessing, selling or otherwise furnishing a firearm (includes air guns)
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault
- Possession of an explosive

### **SCHOOL DRESS CODE GUIDELINES**

The Board of Education expects students to present themselves in a manner conducive to educational success. A students' personal grooming and dress is to be neat, clean and appropriate for school activities. Parents will be notified of inappropriate attire in order to assist their child in providing better choices for promoting learning, safety and a healthy self-image.

#### **Dress and Grooming Should:**

1. Not cause neither actual distraction nor disturbance to a school activity.  
Not permitted: low cut necklines, halter-tops, bare midriffs or backs, spaghetti straps, bare shoulders, shorts high above the knee, or make-up in school.
2. **Not create neither a health nor a safety hazard to themselves or others.**  
Not permitted: oversized pants/shorts, belts, or shirts, earrings that hang below ear lobe, op or Crocs /sandals, or flip-flops.
3. Be neat, comfortable, and modest.
4. Students may wear a hat for protection from the sun. Hats must be removed any time students are indoors including classrooms, office, and multipurpose room.

#### **Clothing/Accessories MAY NOT:**

1. Contain any obscene or offensive logos, graphics, or hand-written wording depicting drugs, illicit substances, etc.
2. Be associated with or reflect gang affiliation, identity or lifestyle.

### **BIRTHDAY CELEBRATIONS**

At Russell, our teachers value the importance of maximizing instructional minutes to ensure that your child achieves his or her academic potential. We no longer will hold birthday party celebrations at school. One great way for parents to honor their child during his/her birthday is to provide goodie bags/party bags for each

student in your child's class. Candy, cakes, balloons, and flowers are a distraction from learning and are not allowed. Another way to celebrate your child's birthday is to purchase a Birthday Marquee greeting for \$5. Your child's name will be displayed on the front Marquee for one week with the purchase of a Birthday greeting

### HEALTHY SNACKS AT RECESS

- Healthy snacks are encouraged during morning recess (i.e. fruit, vegetables, cheese, juice, individual size bag of chips, etc.).
- School will provide a healthy fruit snack for your child during the morning recess on Tuesdays, Wednesdays, and Thursdays.
- **Snacks/appetizers brought from home may not be shared on campus as some students may be allergic to certain types of food.**

### LUNCH RULES

- Students need to eat lunch with their class. The lunch tables are assigned by room numbers.
- At all times, students need to follow the directives of the Student Supervision Assistants.
- All students are encouraged to eat lunch for nutrition and health reasons. If a child refuses to eat the school lunch, parents will be notified and asked to bring in food from home.
- Students are only allowed to eat the food served by the kitchen or brought from home, no sharing is allowed. Students should not ask for food from other students during snack recess or lunch.
- Parents may drop off food for their child in the office by 11:00 a.m. Your child should be made aware that he/she will need to go to the office to pick up the lunch. We will not call classrooms to notify them as this would cause a disruption during their learning time.

### PLAYGROUND RULES

**Equipment:** All equipment must be used in the manner that is appropriate. All equipment must be returned to the proper storage unit at the end of the recess.

- The handball game must only be played on the handball courts. The rubber balls are appropriate for the game of handball and square games.
- **Soccer Games: Students need to remain on the designated soccer field.**
- Soccer and kickball must be played on the field using only the appropriate balls (rubber or soft) balls are for square only and handball only.
- Students may not bring personal items or equipment from home (ie soccer ball or personal toys) to school.  
Please contact our school office at (714) 663-6151 if you have any questions or concerns.



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**Return this portion to the school by September 15th**

**My child and I have read the Parent/ Student Handbook of Russell Elementary Language Academy. We understand the expectations and will follow the guidelines in place to ensure my child can learn in a safe and positive environment.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
Parent or guardian

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

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