Golden Springs Elementary School Parent Handbook

2023-2024



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Introduction



Dear Parents,

Welcome to the 2023-2024 school year. Everyone at Golden Springs is committed to offering the highest level of instruction, while helping each child develop the skills and abilities which will prepare them not only for the next grade, but into adulthood. Working as a team, we can provide the greatest learning opportunities for our students. Your support as parents and guardians is a very important part of this team effort and we hope you will be actively involved in your child's education. By encouraging regular attendance, completion of homework, good study habits, and appropriate behavior, you strengthen your child's educational experience. The Golden Springs staff will work with parents/guardians as partners to help each child reach their educational goals and potential.

Please use this handbook to become familiar with important information concerning Golden Springs, and keep it handy to use as a reference book throughout the school year. Go over the rules and policies with your child. We look forward to working with your family this year.

The Golden Springs Staff

Pomona Unified School District

Mission Statement

The Pomona Unified School District, in partnership with parents and community, provides a well-rounded, challenging, and quality educational program that develops character and integrity. Students are equipped and empowered through academic opportunities, career and technical experiences, and whole-student

supports needed for college and career success. A service culture of operational excellence, collaboration, and continuous improvement empowers all to flourish with trust and pride.

Vision Statement

As a world-class educational system, PUSD ensures that every student excels in academic and career pathways that sustain personal growth and contribute to society.

Core Values

The Pomona Unified School District is a world-class educational system committed to:

Respect, where all students, parents, staff, and community members are valued partners;

Relationships, where genuine and caring connections are built; Responsibility, where everyone is accountable for what they say and do; and

Results, which reflect rigorous levels of student achievement.

Golden Springs Vision

At Golden Springs Elementary School, our vision is for our school to be an asset to the community where our staff, parents and students collectively make education their highest priority as we support PUSD's Core Values of Respect, Responsibility, Relationships and Results. We envision our school as a professional learning community in which we encourage and promote a positive, motivating environment to ensure that ALL students achieve academic success.

Golden Springs Mission

The mission of Golden Springs Elementary School is to provide an exceptionally high quality, instructionally balanced, standards based program. Our program takes place in an aesthetically

pleasing environment and is delivered by dedicated, highly skilled, self-motivated, caring, competent professionals. We will make optimum use of district, state, and community resources to support all facets of our school's instructional program. It is our intent that the rigorous state content standards, the high expectations of our school community, and the superior quality of our instructional staff complement each other in an effort to drive student achievement upwards. It is the expectation of our school community that the teaching of values be an integral part of the Golden Springs' instructional program to ensure that all children are also provided an opportunity to gain the skills to make appropriate and wise decisions. This mission permeates every facet of our school community so that we provide an instructional model that best equips every Golden Springs student with the skills necessary to be life-long learners.





Breakfast Times

Monday-Thursday 7:30-7:50 a.m. Grades K-6 Friday 8:30-8:50 a.m. Grades K-6

Starting Times

Monday-Thursday 8:05 a.m. Grades K-6 Friday 9:00 a.m. Grades K-6

Lunch Times

 Gr. K
 12:10-12:50 p.m.

 Gr. 1-2
 11:30 a.m.-12:10 p.m.

 Gr. 3-4
 11:55 a.m.-12:35 p.m.

 Gr. 5-6
 12:20-1:00 p.m.

Dismissal Times

	M, T, Th, F	Wednesday
Kindergarten-Third	2:26 p.m.	1:25 p.m.
Fourth-Sixth	2:55 p.m.	1:25 p.m.

Minimum Day Dismissal

Kindergarten-Sixth 1:25 p.m.

Office Personnel

The main office provides a service to students and families, expediting the completion of clerical tasks, record keeping, and relaying informational items. The office staff is happy to enroll new students and answer questions. We ask that you refrain from attempting to deliver messages to your child via our office personnel except in emergency situations. Please make after school transportation and daycare arrangements with your child before dropping them off at school.



Volunteers

We value our volunteers! If you are interested in volunteering in your child's classroom, please speak to your child's teacher first. Then, stop by our school office to pick up a Volunteer Application. This needs to be done on an annual basis. This can take several weeks to process at the district level, so be sure to get this done early in the school year. Volunteers must be 18 years or older and do not receive monetary compensation from the school district. We welcome parents, grandparents, retired district employees, and community members. There are many opportunities to be involved at our school including School Site Council (SSC), English Learner Advisory Council (ELAC), School Advisory Committee (SAC), classroom help, office help, field trips chaperone, and participating in our PTO. We encourage all to become involved!

In order to keep our campus safe and secure, visitors must first enter the front office, sign in, and show an ID. If you would like to visit or observe in your child's classroom, please contact your child's teacher to set up a time that honors that teacher's instructional program and is not disruptive to the learning environment. Student restrooms are for the use of children only. We ask that adults on campus please use the staff restrooms. These procedures are used to assure we are aware of everyone who is on campus and to maintain a safe and secure environment.

Telephones

Telephones are limited for business purposes only. In emergencies, students will be assisted by office personnel to make phone calls to a parent/guardian. **Students may not use cell phones on campus during school hours.**

Insurance

Application forms for student insurance are available in the office. This is very economical insurance. Although the school district offers it, enrollment is an individual matter.

Lost and Found

A lost and found area is kept inside the cafeteria. Labeling all clothing and personal articles will help to ensure that student items are not misplaced. All unclaimed items will be donated to local charities during winter break and at the end of the school year.

Breakfast and Lunch Programs

Breakfast is served at NO COST to all students daily from 7:30 to 7:50 am; Fridays from 8:30 to 8:50 am. Lunch will also be offered at NO COST to ALL K-12 students daily at ALL PUSD schools. Students will be able to participate in this meal program without having to pay a fee or submit a meal application. For more information, please contact our office, visit our cafeteria manager, or call PUSD's Food and Nutrition Services department at (909) 397-4711 Ext. 3950.

Healthy Snack at Recess

Students are permitted to bring a light, healthy snack to eat during recess. Please only pack <u>healthy</u> snack options—fruit, crackers, granola bar, nuts, etc. Snacks with high sugar content are not a good option for students who need to focus in class. A recess snack should be light and a single portion—not a large bags of chips, crackers, cookies, etc. Sharing of snacks is not permitted due to food allergies and health concerns. All snacks must be eaten in the designated snack area.

Special Dietary Needs: If your child has special dietary needs due to food allergies or sensitivity, we want to know. Please contact the health aide so we can record your child's information.



Health Office

The health office is located in the school office area. Students must have permission from a staff member before going to the health office. Parents or guardians will be contacted if the office staff/health aide feel it is necessary. The office should be informed immediately of any special health matters concerning a student. Students are requested NOT to bring medication to school. However, if it is necessary, ALL MEDICATION must be kept in the office. NO medication may be given by the school to a student without a school medication form filled out by a doctor, indicating the type of medication, amount to be taken, and time to be taken. Medication must be in its original pharmacy container.

Disaster Preparedness

The Golden Springs staff is committed to being prepared to respond to a variety of emergency situations. Fire, earthquake, and lock down drills are conducted throughout the school year. During these drills, staff and students practice the appropriate responses to different scenarios. Each school in PUSD has been provided with the necessary disaster preparedness supplies to assist with responding to a variety of emergency situations. The staff continues to review and update the school disaster plan on a yearly basis. Our school safety committee meets to address safety concerns. In the event of an earthquake or other disaster, parents may pick up their children in the designated area.

Before and After School

Home and school share the responsibility for our students' safety and conduct to and from school. We ask that you join us in encouraging our children to conduct themselves in a responsible and safe manner as they go directly to and from school. After school, students are supervised at the drop off/pick up parking lot

for ten minutes after dismissal. Please assure that your child is picked up within ten minutes after dismissal. Students are to leave the campus immediately after school unless they are participating in an after school program. Students are not permitted to use any of the playground equipment after dismissal. Office staff cannot provide supervision for students in the office after school. Should an emergency arise causing a delay in picking up a student, please inform us as soon as possible.

Attendance

Developing positive school attendance habits is important for students as they are more likely to succeed in academics when they attend school consistently. When students are absent, they miss instruction and learning experiences. It is difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent. In addition to falling behind in academics, students who are not in school on a regular basis are more likely to get into trouble with the law and cause problems in their communities.

Pursuant to Education Code Section 48200, every child from the age of six to eighteen in the district is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students will be held to the same district school attendance rules. Excused absences are limited to illness, doctor/ dentist appointments, court appearances, and death of an immediate member of the family. All other absences are recorded as "unexcused". School office staff is responsible for verifying the reason for students' absences. If your child is absent from school, please call the office to inform us of the reason for the absence. PUSD sends out attendance letters monthly to inform parents if their child has excessive absences.

Tardy Policy

Students arriving late to school due to a medical or dental appointment must have a doctor's note in order for the tardy to be considered excused. Punctuality, especially as it relates to school attendance, is a responsibility of the parent and a critical factor in the instructional program of a school. Tardy students result in continuous disruption of classroom instruction. There is also the concern for safety since children arriving late are not supervised outside on the campus. A tardy that is in excess of 30 minutes is recorded as a tardy truancy. If a student arrives to school after the 8:10 am bell rings, they must check in at the office and receive a tardy slip before going to class. Letters will be sent home to parents informing them if their child has more than 10 tardies.

Emergency Information

- 1. Emergency Contacts must be included in the online registration or re-enrollment for every student on campus. The school requests that two emergency contacts be listed. Include as many different phone numbers as possible where you can be reached (i.e., home, work, cell phone). IF ANY CHANGES NEED TO BE MADE ON THE EMERGENCY CONTACTS, PLEASE NOTIFY THE OFFICE IMMEDIATELY.
- 2. If students are temporarily being cared for by any person other than their parent or legally appointed guardian, please advise the school for emergency purposes. Someone must be available to pick up your child if they need to be sent home from school for illness, injury, or disciplinary reasons. We cannot release a student to someone who is not listed as an emergency contact.
- 3. Parents will be notified immediately if their children are involved in any type of emergency situation. If there is a doubt as to the seriousness, you will be notified. In emergency situations (illness, disaster, etc.), whenever parents cannot be notified, th



school will call emergency contacts as indicated. **PLEASE KEEP US UP TO DATE ON EMERGENCY CONTACTS.**

Early Release from School

For safety reasons, students may not leave school at any time during the school day without permission. Whenever possible, please schedule doctor and dental appointments after school. If students need to leave school during the school day, they need to be signed out from the office by a parent/guardian and signed in upon their return to school. We cannot call a student to the office to be checked out until the person checking out the student is present at school. No student will be released to persons not authorized on the student's Emergency Contacts without parent/guardian permission.

Positive Behavior Interventions and Supports (PBIS)

We will continue to implement our school-wide Positive Behavioral Interventions and Supports (PBIS) model. PBIS is a framework or approach made up of common instructional practices to establish an environment for academic and social success for all. Our purpose at Golden Springs is for all members of our learning community which includes our students, families and school staff, to be proactive in maintaining a positive academic learning environment. A system of acknowledgements will help motivate our students to try their best and to encourage others as well.

One key characteristic of PBIS is a set of shared expectations. These are described in **PAWS** – **P**ractice Respect, **A**ct Responsibly, **W**ork Hard, and **S**tay Safe. During the first few days of school, students will visit the various areas of our school and will discuss what these expectations look like in the cafeteria, hallway, classroom, etc. Our school-wide PBIS matrix can be





found on the Golden Springs website at https://goldensprings.pusd.org

In addition to our behavior expectations, PBIS has four other components:

- 1) a **Behavior Matrix** which explains behavior expectations in each school setting
- 2) **Direct Teaching** of the expectations throughout the school year. Teachers will help students learn what the expectations look and sound like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our instructional program.
- 3) **PAWS Tickets** earned for positive behavior; students use these tickets to buy items in our PBIS store, buy a special school event, and/or enter a raffle to win an assortment of both individual and class prizes.
- 4) Lower Level Referrals (LLR for minor incidents) or Office Discipline Referrals (ODR for major incidents) to record and address inappropriate behaviors

Behavior Guidelines

It is not just our job to keep kids SAFE, HEALTHY, HAPPY, and FOCUSED...it is our passion! In order to do so, we must have a few rules and we need your help too. Please review these rules with your child and help us enforce them throughout the year. We appreciate your help and support.

- 1. In order to keep our kids HEALTHY and our campus CLEAN, gum and candy are NOT permitted on campus. If gum or candy is found on campus, it will be taken away.
- 2. In order to keep our students FOCUSED and personal items SAFE, students are not allowed to bring toys, video games, electronic devices, stuffed animals, or other play items to school. If such items are found, they will be taken away and returned to the student/parent at the end of the day/week. Students may bring

these items to school only if their teacher gives permission for a special class activity or event.

- 3. In order to keep our students SAFE and our hallways QUIET for learning, playing or running outside in the hallways is not allowed. Students must not loiter in the hallways.
- 4. In order to keep our students SAFE, students in grades 3rd through 6th are permitted to ride their bicycles or skateboards to school. Students must walk their bikes and skateboards on campus. Helmets are required by law. Bicycles must be locked. Failure to abide by these rules may result in a loss of privileges.
- 5. In order to keep our students FOCUSED and everyone's privacy PROTECTED, the use of cell phones during the school day and after school programs (including recess and lunch breaks) is prohibited unless under the direct supervision of a Golden Springs Elementary School staff member. All cell phones must be turned off during the school day so they are not an interruption to learning.
- 6. In order to keep students FOCUSED, classroom interruptions will be reserved for emergencies only. We will not interrupt the classroom to deliver homework, instruments, lunches, or messages. We will leave a message for your child's teacher which they will get during recess or lunch.

Student of the Month Assemblies

Once a month students are awarded Student of the Month awards in a general assembly. Each classroom teacher selects students to receive an award which could be for academic achievement, excellent behavior, and/or other acknowledgements the teacher chooses. When a student receives an award, parents are invited to attend the assembly.

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Traffic and Related Safety

Mornings can be hectic and afternoons can be chaotic, but NOTHING is as important as the safety or the lives of our children! Let's work together and all follow these safety standards.

- * Plan and discuss a safe arrival/dismissal procedure with your family. Let your child know who will be picking them up after school and where.
- * Always use the sidewalks and crosswalks. Not only are we concerned about your safety, but we don't want you to get a ticket.
- * Obey all traffic laws and rules of the road. The speed limit is 25 mph in School Zones.
- * Stay in your vehicle while in the loading zone. NEVER exit your car while dropping off/picking up in this lane. If you need to exit your car, please park on a side street or in the visitor's parking.
- * Allow students to exit on the passenger side of your car when in the loading zone. When a child exits on the driver's side, they are in danger. If you have child locks, car seats, or other obstacles that prevent your child from exiting on the passenger side, do not use the loading zone lane.
- * **Keep the bus loading zone free.** We have buses that transport students. We must provide a designated, safe drop off/pick up area for the buses. Do NOT drive or park in the bus loading zone.
- * Know our school hours. Students may arrive at 7:30 am Monday through Thursday and at 8:30 am on Friday. Students must be picked up at their dismissal time which is 2:26 pm for grades K-3 and 2:55 pm for grades 4-6. On Wednesday and other early dismissal days, all students must be picked up at 1:25 pm.
- *Be respectful and considerate to crossing guards, staff, and other drivers. We all have the same goal of keeping our kids safe. Our children are counting on us to be role models. Please follow the instructions from our Campus Supervisors when dropping off and picking up and do not turn left when exiting the parking lot.

Clean Campus and Vandalism

Golden Springs students are proud of their school and want other people to be proud of it too. The appearance of our campus and the way it is maintained affects the reputation of our school. It is the responsibility of each person to help keep the campus clean. Vandalism will be regarded as a serious offense. Parents of students are responsible for damaged property and are required to pay for repairs or replacement of any such items.

Civility – Learning Environment

Pomona Unified School District is committed to a learning environment that fosters mutual respect and civil conduct between and among students, school District employees, parents, volunteers, and the general public. Communication between parents and teachers is encouraged to enhance each student's opportunity to achieve at the highest possible level. The Board of Education also encourages parent involvement in school related organizations such as site councils and PTO.

Parents may contact teachers at the school site by a Remind text, telephone, email, or a note. The Board of Education encourages positive communication and discourages volatile, hostile, or aggressive actions that could have a negative impact on the learning environment of both teachers and students. For more information, go to the PUSD website on Administrative Regulations:

http://www.boarddocs.com/ca/pomona/Board.nsf/goto?open&id=9 C4T66630648





Chromebooks

Golden Springs implements the 1:1 devices on campus. This means that every student will have a Chromebook assigned to them to use throughout the school day and at home, so they can continue their learning. This will support our work in assuring that students develop the technical knowledge they will need for college and careers. It is very important that students bring their Chromebook back to school on a daily basis as Chromebooks are used throughout the day in class. Please assure your child's Chromebook is fully charged each night so they can use it as needed. The cost for accidental damage or loss of a Chromebook will be the responsibility of the family. Parents/guardians are able to 'opt in' to an external device insurance program. A parent/guardian would register for the program and pay for the annual premium directly to the insurance company within 30 days of the student checking out the device. Coverage only applies after the annual premium has been paid in full.

Additional information can be found in the Parent-Student Device Handbook at:

 $\frac{https://sites.google.com/apps.pusd.org/educational technology/11-program-info}{}$

Student Dress Code

At Golden Springs, we know that a child's attitude and conduct can be affected by how he/she is dressed. We expect our students to "present themselves in a manner conducive to the advancement of education." (PUSD School Board Policy 5132) Uniforms are optional. As a general guide to dress, any type of clothing that is unsafe, distracting, or impeding to the educational program should not be worn. Clothing, shoes, and accessories that interfere with physical activity or the academic setting should not be worn. Here are some questions to think about when dressing for success.



- 1. Are you dressed RESPECTFULLY? All clothing should promote a sense of pride toward self, school, and society. Clothing that advertises items illegal for minors, contains profanity, promotes gangs and/or gang activities or contains suggestive double meanings or symbols is not to be worn to school.
- 2. Are your clothes providing enough COVERAGE? Clothing should fit comfortably so students can concentrate on learning activities. Half shirts/tank/crop and tube tops, see-through shirts, spaghetti straps, or shorts/skirts/dresses that are not mid-thigh or longer are not allowed. Clothing that is excessively baggy is not appropriate for school. Undergarments should not be visible. Pajamas should only be worn to school on pajama spirit day.
- 3. Are your shoes SAFE? Tennis shoes or rubber soles are recommended. No flip-flops, high heels, wedges, sandals, backless shoes, wheelies, slippery/soft soles, metal tips, etc. Students should wear shoes that fit securely and are appropriate for all physical education activities.
- 4. Do your accessories DISTRACT you or peers from learning? Accessories should not be noisy, too flashy, or be unsafe in or out of class. Appearance should not cause undue attention or distraction from the educational process. For safety reasons, large, hanging earrings or earrings shaped like a spear should not be worn to school.
- 5. Are you in COMPLIANCE with PUSD's NO hat/cap policy? With appropriate medical documentation, students may wear head covering for sun protection.

The spirit of the above provides a harmonious approach to the topic of student dress. The intention is that each student does their part to provide a positive climate, of which we can all be proud. In addition, safety is of concern in regards to student dress. Students should be dressed in a manner that allows them to participate in all school activities comfortably and safely. If a student's clothing,

shoes, or accessories do not meet the dress code requirements stated above, parents may be notified and asked to bring the student a change of clothing.

Suspension

Students who violate the following California laws of district regulations will face possible suspension and/or expulsion (Education Code 48900):

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e. Committed or attempted to commit robbery or extortion.
- f. Committed sexual harassment. (Does not apply to students in grades K-3).
- g. Discriminated against other students by gender, race, color, religion, ancestry, national origin, sexual orientation, language, handicap, learning disability, or other protected groups: bullying, using insults, slurs, gestures, or comments, which are vulgar or obscene.
- h. Caused or attempted to cause damage to school property or private property.
- i. Stolen or attempted to steal school or private property.
- j. Knowingly received stolen school or private property.
- k. Possessed or used tobacco or any products containing tobacco or nicotine.
- 1. Committed an obscene act or engaged in habitual profanity or vulgarity.

- m. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- n. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

These standards include, but are not limited to:

- 1. While on school grounds
- 2. While going to or coming from school
- 3. During or while going to or coming from a school sponsored activity

Lunch/Recess Conduct

Campus Supervisors are an important part of our Golden Springs team. Their function is to provide supervision during recess and lunch periods and before and after school. Golden Springs students are expected to give these school authorities the same respect that is expected for all adults on campus.

- 1. Following school rules and showing good manners in the cafeteria, at recess, and on campus before and after school are expected of all students.
- 2. Campus supervisors are the adults in authority during recess, lunchtime, and before and after school. Students are to follow their directions.
- 3. Good conduct includes all of the following:
 - a. Obey and be respectful to adults
 - b. Wait quietly in line
 - c. No one cuts into the lunch line
 - d. Walk at all times to the lunch line and in the cafeteria
 - e. Lunch items are not thrown or shared with others

- f. Clean up your own mess at the table, putting the food not eaten, tray, and plastic ware in the appropriate location
- g. Use an appropriate voice level while in the cafeteria or at the lunch tables.
- h. Be quiet when Campus Supervisors are giving instructions.

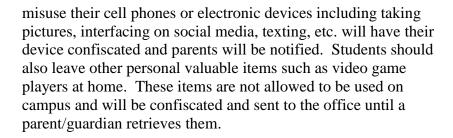
Classroom Celebrations

Recent changes in legislation and district policy have affected how birthdays are celebrated at school. Because of concerns about childhood obesity, legislation has been passed that limits the food that can be given to children at school. We understand parents like to celebrate their child's special day by bringing treats to school for their class, but we ask you to follow these guidelines:

- Always speak to the teacher several days in advance. Celebrating your child is very important to us, but the teacher will need to look at their instructional program and plan accordingly.
- All treats must be pre-approved and store bought in the original package. Any unplanned/unapproved treats will NOT be passed out.
- Consider sending individual bags of wrapped treats or prizes to be sent home at the end of the day.
- Think about buying a non-food present for the classroom such as a book or a game.

Student Cell Phones

We recommend that students not bring cell phones to school because the school cannot be held responsible if the cell phone is lost, stolen, or used by other students. Cell phones can also be a disruption as other students play with them. If your child brings a cell phone to school, it must be turned off during school hours so it does not ring and disrupt instruction. Students who



Homework Policy

Homework is assigned to help the student become more selfreliant; learn to work independently, improve the skills that have been taught, and to complete assigned projects. Each grade level establishes the amount of credit a student is to receive for homework completion. It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and complete and return assignments on time. Parents should encourage systematic study, show interest in assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential! Parents should check assignments each night for accuracy, neatness and completeness. This will ensure the development of good study habits. All students should spend at least 20 minutes per night reading independently or being read to at home.

Students are expected to:

- Write in assignments in their planners daily (gr. 2-6)
- Turn in completed class work and homework on time
- Complete all assignments neatly and as accurately as possible
- Take all books, assignment notes, and personal belongings with them when leaving the classroom at the end of the day
- Bring all necessary instructional materials to school daily



Uniform Complaint Procedures

The Pomona Unified School District is primarily responsible to ensure compliance with applicable state and federal laws and regulations. Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District (5 CCR 4630). The District shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the Pomona Unified School District Board of Education as the Uniform Complaint Procedures that are consistent with California Administration Code, Title 5, Sections 4600 - 4687. More information on the Uniform Complaint Procedure can be found on the Pomona Unified School District's website at https://proudtobe.pusd.org/

Thank you for your cooperation in following these behavioral policies and procedures in order to keep all of our students happy, healthy, safe, and focused on personal, academic, and social emotional growth and development.

