

**Lanai Road Elementary School  
Information, Rules & Policies  
2006/7 School Year**

**After School Playground (Youth Services)**

Youth Services "Beyond the Bell" After School Playground program is from 2:40 until 5:30 p.m. every school day for students in grades 2-5. The program will begin at 1:35 p.m. on Tuesdays that end early (banked time days) and at 1:30 p.m. on any minimum day. **All parents, whose children are using the after school program, must come to the yard to sign in and meet our After School Playground Director within the first 30 days of school.** This is a permissive program for Lanai Road School students grades 2 and above--children are free to come and go as they please. This is not a childcare program. Children are directed to stay in the designated play area on the upper yard until they are picked up or supposed to walk home. Students who do not follow playground rules, listen to the coach, stay in appropriate areas and/or follow After School Playground rules will be warned, suspended and then excluded from the After School Playground program. Parents will be notified. The playground will be closed when school is closed for holidays, professional development days, or weekends. Children must be picked up by 5:30 p.m. First grade students will be allowed on the After School Playground with prior Principal approval. **Under no circumstances may Kindergarten children be allowed on the After School Playground.** After school childcare is available through our E.A.S.E. (fee based) Program. Enrichment classes may also be purchased through them.

**Attendance, Absences & Tardiness**

Your child's daily attendance at school every day is very important to his/her educational development. California law requires every child of school age to attend school on time unless ill. When a student is absent, he or she must present a written note from his/her parent which explains the cause of absence. The office provides an absence form which may be used in place of a note. Your child cannot learn if he/she is not in school. Children arriving late will be marked late at the gate when the 8:20 a.m. bell rings. 5 or more tardies will result in a score of "2" on the student's report card for responsibility. 10 or more tardies will result in a score of "1" on the report card. Students here at Lanai on permit who cannot arrive on time should return to their home school. You will be contacted by the Attendance Counselor or an administrator if your child is repeatedly tardy. When your child is tardy they miss the most important part of the instructional day and disrupt the continuity of the teacher's classroom program. Please ensure your child is on time every day!

**Automated Message System**

You will receive one or two messages per month from the Principal. In the event of a major school emergency, all phone numbers on file from the enrollment packet will be called instantaneously. If you want additional numbers on the emergency system, please advise Kathy Tran in the school office. **Keep your phone numbers up-to-date.**

**Bicycles**

Only fourth and fifth grade students may ride their bicycles to school provided they are licensed by the city and registered in the school office. Bicycle riders must walk their bikes on Lanai Road from Hayvenhurst Drive to Hayvenhurst Avenue and on school property. The bicycles must be locked in the bike area. Children bring their bicycles to school at their own risk because there is no insurance for theft or damage. Students are also required to wear bicycle safety helmets. (No skates or skateboards allowed.)

**Cafeteria**

Meal tickets are used for all students who wish to eat in the cafeteria. Breakfast and lunch for students may be prepaid at 20 meals for \$20.00; two bonus lunches will be provided free of charge to those purchasing 20 lunches at one time. Current prices are as follows for students paying regular prices: Breakfast 60¢ and lunch \$1.00. Students qualifying for the reduced price meal plans pay the following: Breakfast no charge and lunch 40¢. There is a second chance to purchase breakfast at the 10:30 a.m. recess. Students may also purchase a small snack or milk or juice or fruit for 25¢ each. Please remember that parents are not allowed in the lunch area due to federal meal program, district and school regulations and policies. Further, students may not remove food from the meal area. No soft drinks are allowed on

LAUSD campuses. **Call the Cafeteria at 818-788-4025.**

### **Cell Phones**

Students may bring cell phones to school, but they may not use or turn them on during the school day. All phone calls during the school day must be through the school office. Students not following this rule will have their phones confiscated. Parents or guardians can retrieve them from the school office.

### **Classroom Assignments**

Teachers and administrators have worked carefully to appropriately place students in the best classroom based upon a number of factors. All classroom assignments are tentative through Norm Day (October 5, 2006.) Parent requests for classroom assignments are not accepted. Parent concerns regarding their child's placement will be reviewed by the Principal and a teacher committee after the first two weeks of school. Classroom norms at 20 students per teacher at grades K-3 and 35 students per teacher at grades 4-5 are state guidelines and drive the number of teacher positions we are allotted. Based upon enrollment, students may be reassigned to a different classroom after the beginning of the school year. Should this happen, please be assured that your child's instructional program will continue to be carefully considered.

### **Character Education**

District One has adopted the Six Pillars of Character Curriculum. Our school community recognizes the importance of character development for all students. As a result, we are continuing our character education program being implemented in all District One schools. This comprehensive plan is based on the nationally recognized and acclaimed CHARACTER COUNTS! Program, under the leadership of Michael Josephson, and focuses on core ethical values called the "Six Pillars of Character". These character values include trustworthiness, respect, responsibility, fairness, caring, and citizenship. Development of these traits defines good character and leads to positive conduct, productive citizenship, and academic excellence. The program will include daily lessons in character, class and club activities, school assemblies, contests and recognition programs. Like you, we hold the highest expectations for student achievement and for the character of every student. To that end, a Commitment to Character and Three Way Contract will be provided to every student at the beginning of the school year. This contract defines the "Six Pillars of Character" and outlines expected student behavior.

### **Conference with Teacher**

You may leave a note or message in the office for your child's teacher to arrange a conference. Teacher Conference Request Forms are available on our Website. Do not ask to speak to the teacher "for just a moment" before school. Teachers are preparing for 6 hours with your children and need to be ready to teach when the bell rings. Please make an appointment. Teachers have email accounts for non-urgent communication. See the Staff Directory page or our Website for email addresses.

### **Discipline Policy**

Students need to follow three simple guidelines:

1. Tell the truth at all times.
2. Follow school, classroom and playground rules.
3. Respect school property, adults and each other.

Students sent to the principal will receive a citation that you will need to sign and return. Frequently, I will have the student call you to explain the situation. I appreciate your support as we work together to raise our students to eventually become the kind of people we would like to have as friends and colleagues.

### **Dress Code**

Children who dress for success do better in school. We encourage all students to participate in the Lanai Road School Outfit program (please see "School Outfits"). Parents may opt out of this program, but otherwise all students are expected to comply. Students should come to school neat and clean and ready to learn and play vigorously. Gang attire, hats or shirts with various logos, long belts and baggy pants are

not permitted at school. The wearing of earrings, a potential safety hazard, is discouraged. Dangling earrings and hoop earrings are not permitted for safety reasons. Open-toed sandals or open-back shoes are not permitted. Roller shoes are not permitted. Shoes with heels that impede a student's ability to run are not permitted. Sport-type shoes which allow full participation in physical education activities are recommended. Hip-hugger or below the waist jeans are not permitted. Halter tops, tank top or tops with spaghetti straps are not permitted. Tops that expose the midriff are not permitted. Tops that have sexually explicit, suggestive or derogatory/inflammatory phrases are not permitted. Please help us to enforce our dress code. You will be called immediately if your child is not appropriately dressed. If we cannot reach you, your child will be given a shirt to cover their clothing.

### **Drop Off Before School and Pick Up After School**

#### **Morning Drop Off:**

Supervision of students in grades 1-5 does not start until 7:50 a.m. **Please do not drop off your child before then.** Please follow the direction of the drop-off volunteers in the school driveway. Courtesy towards volunteers is expected at all times. (Volunteers are always needed.) Failure to follow directions is not only dangerous, but will result in a revocation of your privilege to drive on school property. Please pull forward to the first volunteer before dropping off your child. Your child should have all materials ready and kisses given before entering the school driveway. Children may only exit on the curb side. There is no backing up or pulling out of the line up. Do not enter the driveway if you intend to park and walk your child into school. Parking is safest on Hayvenhurst Drive, south of the school. Kindergarten students may also be dropped off between 8:00 a.m. and 8:20 a.m. in the drop-off lane. Announce to the volunteer that your child is a kindergartner, and staff member will walk them to their kindergarten classroom. **After 8:05 a.m. you will need to park and walk your own kindergartner to class. Only staff may park in the school parking lot.**

*See our Website for complete Morning Drop Off Rules & Maps*

#### **After School Pick Up:**

Do not double park and call your child into the street. Take the time to keep all of our children safe. All kindergarten students must be picked up by a designated adult from their teacher. You are encouraged to pick up students in 1<sup>st</sup> through 5<sup>th</sup> grade after 3:00 p.m. in order to ease the traffic jam at dismissal. Students may wait at the lunch tables during this time or you may instruct them to play on the yard until 3:00 p.m. At 3:05 p.m. all children still waiting to be picked up will be directed to the upper playground for supervision. *(Also, please see PAWS)*

### **Drug-free, Alcohol-free, Tobacco-free Workplace**

As are all schools in the Los Angeles Unified School District, Lanai Road School is a drug-free, alcohol-free, and tobacco-free workplace.

### **Emergency Information Cards**

If we need to contact you in the event of an emergency, the office needs to have current telephone numbers on file in the office. It is absolutely necessary that you **accurately and legibly** complete the two emergency information cards provided at the beginning of the school year, and keep the office updated in the event of any changes. Also, be sure to include the names of **all** people who may pick up your child in the event of an emergency. Your child will only be released to those people whose names appear on the card. If someone other than those listed will be picking up your child, you will need to call the office and send a note making that request.

### **Enrichment Programs**

For information on fee-based enrichment classes and extended day enrichment programs, please contact *Enrichment Educational Experiences (E<sup>3</sup>)* directly at 818-989-7509.

### **Enrollment**

For information regarding enrollment procedures, please see the **Enrollment/SAS** page of our Website.

## Field Trips

In addition to school-provided field trips (at least one per year, funded by the PTA), parents are encouraged to fund field trips for their child's class as part of their birthday celebration. Transportation for a field trip for a class is approximately \$270. Details are available in the office. All children in the class are included and the event is tied to an instructional lesson. The students love it!!! **Before being planned**, field trips must be approved by the teacher and the assistant principal and must have a clear connection to the classroom focus of the instructional program at the time of the trip. The **teacher** will designate the parent volunteers who may attend a field trip. Not all parents can go. Do not "show up" at your child's field trip location if you are not a volunteer for that particular trip.

## Games and Toys

Games and toys from home are not part of the instructional program. Yu Gi Oh cards, trading cards, iPods, Walkmans, pagers, GameBoys, laser pointers and other electronic games and items are prohibited for safety and instructional continuity reasons. They will be confiscated and may be picked up by a legal guardian or parent.

## Homework

Homework is assigned Monday through Thursday in all classes, and occasionally on Fridays and weekends. If your child tells you that he does not have homework, please speak to the teacher. You can assist your child in acquiring good homework habits by encouraging your child to do his/her work daily, providing a time and a quiet place to do the homework, and teaching him/her how to care for books and materials.

Suggested Homework Guidelines:

Kindergarten	15-20 min. per day
Grades 1-2	30-35 min. per day
Grades 3-4	35-45 min. per day
Grade 5	50-60 min. per day

## Hours

Children in grades 1 - 5 should not arrive at school before 7:50 a.m. **for any reason**. Adult supervision outside the main gate does not begin until 7:50 a.m. Children may enter campus at 7:50 a.m. for breakfast or to wait in their class lines until the morning bell. **Kinder students may not be dropped off before 8:00 a.m.** Please get in the habit of saying goodbye to your child when you drop them off. Children line up on the playground and you may not walk with them to class. We would prefer that you utilize our drop-off program in front of school. Those volunteering are of course welcome to sign in at the office and get a visitor's pass to be on campus.

***Monday to Friday – Sept 5 to Oct 20, 2006 & May 29 to June 20, 2007***

***Monday, Wednesday, Thursday & Friday – Oct 23, 2006 to June 20, 2007***

Grades K-5 8:20am – 2:40pm

***Tuesdays – Oct 24, 2006 to May 22, 2007***

Grades K-5 8:20am – 1:35pm

Recess **(All Days)**: Kinder Group 1 10:10am – 10:30am

Kinder Group 2 10:30am – 10:50am

Grades 1-5 10:30am – 10:50am

Lunch **(All Days)**: Kinder 11:35am – 12:15pm

Grades 1-3 11:45am – 12:25pm

Grades 4-5 12:00pm – 12:40pm

**Minimum Days Hours:**

Grades K-5: TBA

**"Beyond the Bell" After School Playground Hours:** Until 5:30pm

*Open to all students in Grades 2 - 5. Grade 1 with Principal approval.*

***Under no circumstances may Kindergarten children be allowed on the After School Playground. (See "After School Playground")***

**School Nurse Hours:** Call School Office

**Family Center Hours:** T/W/Th, 8:00am – 12:00pm

## **Internet and Computer Policy**

Students may not load, alter, delete, hack or otherwise make changes to any aspect of school technology. Teachers will send home a separate internet permission slip.

## **Kinder Notes**

Remind your kindergartners that they need to line up outside the kinder area and wait for their teacher if you walk them in. They are not permitted to run around the eating area. Children should say goodbye to Mom or Dad outside the kinder gate. Do not try to conference with the teacher as she is bringing the children in, just leave a note explaining your need or to schedule a meeting.

## **Lost Items**

Please write your child's name on his/her coats, sweaters, backpacks and other items with a permanent marker so that they can be easily identified if lost. A "Lost and Found" area is located near the office. Unclaimed items will be donated to charity after every grading period.

## **Music**

All students participate in weekly music. 1<sup>st</sup> through 5<sup>th</sup> graders learn on a recorder which is provided by our Booster Club. 1<sup>st</sup> through 5<sup>th</sup> grade students may also try out for Chorus and 3<sup>rd</sup> through 5<sup>th</sup> grade students may also join the Orchestra Program.

## **PAWS**

We are asking all Lanai parents to make a special effort to enhance the safety of our children in the afternoon. Our program is called **PAWS (Park and Walk for Safety.)** It may take an extra 5 or 10 minutes per day, but when you Park and Walk, you help ensure the safety of all of our children. So, please, take five or ten minutes each day to park legally and walk safely. Put aside your worries about getting to the doctor, soccer or baseball practice, the ballet lesson, etc., and help set an example that our children will remember and learn from. When you participate in the PAWS Program, you make a contribution to the school in the time you give when safely picking up your child.

Unless it is absolutely imperative, please pick up your 2<sup>nd</sup> through 5<sup>th</sup> graders **after 3:00pm** when congestion has cleared. If you must pick up your child when school is letting out, we are urging you to park on the surrounding streets where it is legal to do so and walk in to get your child. ***Park and Walk.***

## **Release of Pupils During School Hours**

Children are not permitted to leave the grounds during the school day unless they are **signed out at the office** by an authorized adult. Students will not be released unless the teacher receives a blue release form from the office.

## **Report Cards & Conferences**

Lanai Road Elementary School has three formal reporting periods. Report cards will be given at the time of the two teacher-parent conferences, held in December and April, and on the last day of the school year.

## **Safety & Traffic**

As we begin the new school year, please remind your children about safety issues. Remind your children not to talk to strangers. The Los Angeles Police Department has instituted a video program in school neighborhoods. They will cite people who violate traffic and parking laws around the school. Please follow the law and avoid a ticket. Your car will be towed if you park in the staff parking lot during school hours or block and gate. Handicapped parking is for clearly marked vehicles only.

***See our Website for a complete list of Traffic Rules.***

## **School for Advanced Studies (SAS)**

The Advanced Studies Program was developed to meet the increasing demand for high level academic programs which meet the educational needs of highly able learners. The overall program goal is to provide a program with high quality content and performance standards within the classroom setting. For more information see the **Enrollment/SAS** page of our Website.

## School Outfits

**We are pleased to announce the continuation of our Lanai Road Outfit Policy.** Student performance, self esteem and confidence, attendance, and school spirit all increase when our school participates in this program. Morning battles over clothing choice (as reported by parents), tardiness, clothing cost, and disruptive behavior during school all decreased with an outfit policy in place. Starting this September 2006, we know your family will support the community's decision and participate in the school outfit program. Please review the outfit policy stated below. **While items for the outfit are available at Lanai with the Lanai Lion emblem as part of our Spirit Wear fundraiser, your clothing does NOT have to have the Lanai Lion emblem to be considered part of the outfit.**

As always, all items included in the outfit are available now at many different places such as Target, Mervyns, JC Penney, Gap, mail order companies such as Lands End, uniform stores, and second hand stores. Hand-me-downs from family and friends are also a great source for the following items. Lanai Road School will help all families in need of assistance.

1. **Navy Blue, Black or Khaki Tan:** pants, shorts, skorts, or jumpers. (No denim, please)
2. **Plain White, Red, NAVY or POWDER Blue, or Pink:** Long or short sleeves, button or pullover, COLLAR PREFERRED. Shirts must be SOLID AND PLAIN, no logos, silkscreen, etc... with the exception of the Lanai Road School polo shirts available for purchase. In the colder months, solid turtlenecks in these same colors are fine.
3. **Shoes:** closed toe and heel. No sandals or boots (this is part of the safety policy at Lanai.)

During the colder months, any jackets, sweaters, or sweatshirts may be worn.

**\*Friday is FREE DRESS and Spirit Day!** Each week on Friday, students are invited to join the school staff and wear their Lanai Road School T-shirts, participate in Student Council sponsored theme days or wear clothing of their choice.

## Students' Personal Property

The school district does not provide insurance for loss or damage to the personal property of students. Please do not allow your children to bring valuable items or large sums of money to school.

## Textbook and Library Book Replacement

A library contract will be provided to every student at the beginning of the school year. Damaged and/or lost library and textbooks must be replaced. The school will inform you of the charge for a particular book.

## Visitors

We encourage you to visit the school at any time. **You must come to the office first for a Visitor's Pass and receive approval from the principal to visit any classroom or enter campus every time you enter.** Approved classroom visits are generally limited to twenty minutes. Visitations will not be approved if the administrator in charge deems the time or nature of the visit to be contrary to the instructional continuity and/or safety needs of the school. Visits to special education classrooms require 24-hour pre-approval by the assistant principal.

## Volunteers

We would love your help! Please ask for a school volunteer form from the office. A Mantoux TB Test and a signed Confidentiality Agreement is required prior to processing a school volunteer application. In addition, you may contact the Lanai Road PTA and Friends of Lanai Booster regarding volunteer opportunities by calling 818-623-6667 or via email at [lanairoad@sbcglobal.net](mailto:lanairoad@sbcglobal.net). Please follow the above Visitor sign-in procedures.

**Website**

Please visit our Website often for timely updates and classroom information. Many forms are available online also, on the Parent Resources page of our Website.

**Zero Tolerance Policy Regarding Firearms, Knives and Imitations**

The Education Code specifies that possession, sale or furnishing of any knife, explosive or other dangerous object is grounds for suspension and/or expulsion.