

April Lane School

Student Handbook



April Lane School
800 April Lane
Yuba City, CA 95991

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APRIL LANE MISSION STATEMENT

At April Lane School we believe all children are able to learn. April Lane provides children with a positive and challenging educational experience in a caring environment that develops self-esteem, self-motivation, physical wellness, and responsibility. Our school strives to promote an enthusiasm for learning by recognizing and stimulating special talents in all students and providing every opportunity for maximum student achievement. The educational environment and teaching strategies are designed to meet the goals and objectives of a dynamic curriculum. Students are preparing to become responsible citizens by learning to care for themselves, others, and the world community in order to take their places as productive members of an integrated, democratic society. We believe education is a cooperative effort involving home, school, and community.

ASSISTANCE

The April Lane faculty and staff welcome questions and requests for assistance. For specific assistance please contact one of the following staff members at 822-5215.

Principal	ext. 102
Secretary	ext. 100
Attendance	ext. 101
Counselor	ext. 144
Cafeteria	ext. 141
Library	ext. 127
Psychologist	ext. 142

SCHOOL DAY

The school day is 8:00 a.m. to 3:00 p.m. Students can arrive for breakfast between 7:30 and 8:05 a.m. Children must arrive no later than 8:05 in order to receive breakfast. All students should report to the cafeteria when arriving prior to 8:00, whether eating breakfast or not, and wait to be dismissed. Recess begins at 8:00. **NO STUDENT SHOULD ARRIVE AT SCHOOL PRIOR TO 7:30 a.m.** as there is no supervision. The school office hours are 7:30 a.m. to 4:00 p.m.

Students need to be picked up or walk home immediately after school. Students are NOT to wait for other students who are dismissed at a later time, as there is no supervision.

DROP OFF PROCEDURES

For the safety of all the students and staff at April Lane, we ask that you not enter the campus area when dropping off your child. Please do not

accompany them to the playgrounds, classrooms, or the cafeteria. Please drop your child off at the front of the school and then exit the school grounds without entering the campus. Having only staff members on campus during school hours helps us to identify unwanted visitors who could pose a threat to the safe and secure environment we strive for.

VISITORS

If you need to enter the campus for any reason, you **MUST SIGN IN AT THE OFFICE AND OBTAIN A VISITORS PASS BEFORE ENTERING THE CAMPUS.** Before meeting with a teacher, it is necessary to set up an appointment with them. Teachers are not available to meet during the instructional day.

VOLUNTEERS

We encourage parents and guardians to volunteer and become an active participant in the student learning process. We welcome your help as a volunteer and will assist you in understanding our programs and methods of working with the students. **VOLUNTEERS MUST SIGN IN AT THE OFFICE AND OBTAIN A VISITORS PASS BEFORE ENTERING THE CAMPUS.** All volunteer arrangements should be made in advance and scheduled with the classroom teacher.

IMPORTANT INFORMATION

If you move, change your home telephone number, change you cell phone number, or change your place of employment, please notify the school office **AS SOON AS POSSIBLE** so emergency records can be updated.

ATTENDANCE

Student attendance will be recorded on a daily basis. Once a student is recorded as present for the day, a parent or guardian signature is required in the office to allow the student to leave the school.

When a student returns after an absence, a note of explanation from the parent, guardian, or physician must be submitted to the office. Phone calls are also accepted.

Students with excessive absences or tardies will require intervention. The parent or guardian will be referred to the principal for a meeting. If the absences or tardies continue, the parent can be referred to the Student Attendance Review Board (SARB) and may be subject to an attendance contract and/or fines.

LATE ARRIVALS

Students arriving late to school are required to receive a late slip in the office before entering the campus. Teachers will not allow a student in class without the required late slip. We keep track of tardies and will contact parents if a significant number of tardies is noticed. Late arrival should be avoided and should only be for emergencies.

EARLY PICK UP

Please avoid checking your child out of school early. Making dental and doctor appointments for after school hours is best. When early pick up is necessary, the office staff will assist you.

STUDENTS DELAYED GETTING HOME

If for some reason your child is delayed in arriving home, please call or come by the school. Students may be on the playground or elsewhere on campus. Also check with the leader of any activities your child is involved in such as scouts, sports, Variety Show, etc. to see if your child is present at the activity. Contact neighbors and the homes of your child's friends in case your child went to another location. It is possible that your child may have taken an alternate route home, so a quick drive around the neighborhood may be beneficial. If you are still unsuccessful, please call the school again. We will notify the proper authorities and then do all we can to assist you with locating your child.

TELEPHONE CALLS

Please instruct your child as to how they will get home each day before they arrive at school in the morning. Messages will only be delivered to students in emergency situations.

If you call during school hours to speak with your child's teacher or another staff member, you will be transferred to the individual's voice mail so that you can leave a message. Teachers cannot be interrupted during the school day for telephone calls.

INTERNET POLICY

All students will be given a copy of the Internet Policy at the beginning of each school year. Parents and students must sign this form and return it to school before the student can access the Internet.

INTER & INTRA – DISTRICT TRANSFERS

We allow students to transfer to our school who

live outside our attendance area boundaries. Please understand that the agreement may be rescinded if your child has attendance and/or behavior problems at our school. At that point your child would be required to attend the school designated by the district boundaries. In addition, if a particular grade level is full, we would have to decline the request for a transfer.

STUDENT RESPONSIBILITIES

April Lane parents and staff have good reason to be proud of our children. Students are expected to be considerate of one another and demonstrate thoughtfulness and respect for all students and staff. We emphasize the need for self-discipline, tolerance, and honesty as our students prepare to become productive members of society.

Students are also expected to take pride in, care for, and protect all public property. Students must pay to repair or replace damaged or lost school property, such as books.

LOST AND FOUND

Our "Lost and Found" container is located in the cafeteria next to room A-1. Students should check it periodically for misplaced articles. Each week the container is emptied and unclaimed items are given to charity once per month.

Please make sure that names are written on all jackets, backpacks, hats, gloves, etc. For the safety of your child, please label belongings on the inside so that the name is not visible to strangers.

DRESS AND GROOMING

The Governing Board 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. Our rules are as follows.

- Student clothing must not present health or safety hazards or cause a distraction, which would interfere with the educational process.
- Shirts should cover the stomach and shoulder straps should be at least three fingers wide.
- Skirts and shorts should come to the fingertips when standing with arms hanging straight.
- Pants and shorts should be worn high enough on the waist so that undergarments CANNOT be seen.

- No provocative, violent, disturbing, or inappropriate prints are allowed on student clothing.
- Hats should not be worn at, or brought to school.

ITEMS NOT ALLOWED AT SCHOOL

Items such as heellies, skateboards, beepers, cell phones, computer games, hand-held games (Gameboys, PSP's, Tamagotchis, etc.), CD players, cameras, trading cards, baseball bats and balls, toys, laser pointers, etc. are not allowed at school. If these items are brought to school they will be confiscated and will only be returned to a parent or guardian.

DISCIPLINE PLAN

A successful discipline plan is one that is developed by the school staff with input from parents and students. The goal is to improve student behavior in an educational manner. During the first week of school, each classroom teacher is responsible for teaching the meaning of the school rules. A school assembly may be held to inform students about our discipline plan. The plan will be put into effect the second week of school in order to establish and maintain only the highest behavior standards. The school-wide plan is as follows:

There shall be no:

- Fighting, wrestling, tackling, or throwing of dangerous objects or food.
- Loitering in or around, or playing in the restrooms.
- Foul or disrespectful language or gestures.
- Leaving school grounds without written permission.
- Chewing gum anywhere on campus.
- Objects brought to school without teacher permission (see section entitled Items Not Allowed at School for more information).
- Riding bicycles, skateboards, scooters, or use of heellies anywhere on campus from 7:30 a.m. to 4:30 p.m.

Students Will:

- Stay in assigned areas.
- Follow the directions of all school personnel the FIRST TIME they are given the instructions.
- Walk on the sidewalks and inside school buildings. Running is only allowed on the playgrounds and the back field.
- Use appropriate table manners.
- Play safely at all times.

POSITIVE BEHAVIOR RECOGNITION

Emphasis is placed on the positive behavior of students. Rewards will be given for appropriate behavior and acts of kindness. Recognition will be given to those students with appropriate behavior records. Students will attend positive behavior assemblies and/or activities every two weeks and/or every month when they meet the requirements of specified time periods.

SAFETY

The safety of all children is of prime concern to the school, and reinforcement from the home is essential to instilling proper behaviors in our students. Please discuss the following safety rules with your child/children.

- Walk on the proper side of the street, facing oncoming traffic.
- Cross streets and roads at pedestrian crosswalks.
- Go directly to and from school unless directed otherwise by parents.
- Be considerate and helpful to younger children.
- Do not throw objects.
- Refuse to enter or approach unknown automobiles or accept rides from strangers.

BICYCLE SAFETY

If a student rides a bike to school, they must always walk the bike while on campus. They MUST NEVER ride the bike in the parking lot while school is in session between the hours of 7:30 a.m. and 4:30 p.m. All bicycles ridden to school should be parked in the rack provided and should be locked with a lock brought from home.

Cyclists are expected to follow the same traffic rules as drivers of automobiles. Please stress to your children the rules of the road and the need for them to care for their bikes. The peak traffic hours of 7:30 a.m. to 8:30 a.m. and 4:00 p.m. to 6:00 p.m. are the most hazardous to cyclists. It is a good idea to plan bike trips at times other than peak hours. It may be best to avoid busy streets and intersections, such as Gray Ave. and Queens Ave.

PARKING LOT

The parking lot becomes quite congested at peak arrival and dismissal times. Please drive carefully around the circle to the pick up and drop off area. State seatbelt and car seat laws are to be adhered to while on school grounds. Please also follow the airbag guidelines for your vehicle regarding child safety.

If you have to leave your vehicle for any reason, YOU MUST park in a designated parking spot. Please do not cut through the middle of the parking lot where the orange cones are located or remove the orange cones for any reason. Please avoid leaving your vehicle unattended while children are still inside. It is also a good idea not to leave your vehicle running while it is unattended.

FIELD TRIPS

Field trips require written permission from a parent or guardian. Prior to each field trip, a permission slip will be sent home, which will give a description of the field trip. By signing the form, you allow your child to participate.

BUS TRANSPORTATION

Yuba City Unified School District does not currently provide home-to-school bus transportation for April Lane students, with the exception of some of our Special Education population.

BUS PASSENGER CONDUCT CODE (Field Trips)

1. Pupils must sit up in their seat, face the front of the bus, and keep their feet out of the aisle and off the seats. Pupils shall not change seats while the bus is moving or leave their seats until the bus stops and the doors open.
2. Pupils shall not annoy or interfere with other passengers while on the bus or at the loading sites. No pupil shall disturb or damage the property of other passengers.
3. No part of the body, i.e., head, arms, elbows, or hands shall extend out of the windows. Pupils shall not yell at cars or people on the street. Spitting or throwing anything out the bus shall be prohibited.
4. No pupil, at anytime, shall make any sudden movement or loud noise or disturbance that would distract the driver's attention.
5. Use of tobacco, eating, and drinking are prohibited on the bus.
6. Live animals, except seeing-eye dogs, are prohibited at all times on the bus.
7. Parents and/or guardians are liable for any damage to the seats or any other part of the bus. Pupils responsible for damage shall be subject to disciplinary action.
8. Disrespect to the driver or refusal to obey instructions given by the driver will result in disciplinary action.

BUS DISCIPLINARY ACTION

Riding the school bus is a privilege. Acceptable conduct of the pupils on board is an important part of accident prevention. The driver shall notify the principal or other designated school representative in writing when the student's behavior is in violation of the pupil conduct code. Parents will be notified of any violations. Violations will be subject to the following action:

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| 1 st Violation: | Warning to student by principal or his/her designee with notification to parents. |
| 2 nd Violation: | Will not be allowed to ride the bus on a field trip without their parent present. |
| 3 rd Violation: | Denial of transportation on any upcoming field trip during that school year. |

Depending of the severity of the violation and the circumstances, the above actions may be modified.

NOTE: Drivers will use the District's standard NCR referral form for written referrals. The transportation supervisor shall be notified of the action taken by the appropriate school authority.

FOOD SERVICE

A hot breakfast and lunch program is offered for children in Kindergarten through 5th Grade. Students may buy breakfast daily for \$.75 cents. Lunch is also available daily for \$1.75. Milk can be purchased a la carte for \$.25 cents. We ask that students paying on a daily basis do so BEFORE school begins each morning. This helps alleviate congestion at the lunch hour. Further information from Food Services will be sent home with students when appropriate. If you have questions concerning our Food Services Program, please call 822-5228.

COMPUTERIZED CAFETERIA ACCOUNTING SYSTEM-DEBIT CARD

April Lane School is one of the schools in the Yuba City Unified School District that uses a computerized cafeteria accounting system. Due to increasingly strict government regulations for meal accountability and cost control, we have purchased a "Point of Service" card scanner, similar to the systems in use at most grocery stores. Your child will be issued a debit card with their name, teacher's name, and a bar code. The cards will remain on school grounds and will be held in a secure place when not in use.

Advantages to this system are as follows:

1. No more lost or stolen breakfast and/or lunch money.
2. Parents may prepay breakfasts and/or lunches up to six months in advance.
3. Print outs of account balances can be obtained at any time.
4. The prepayment plan applies to both full and reduced priced meals.
5. Milk a la carte can be prepaid as well.
6. Students are exposed to computerization in a positive environment.

We are looking forward to serving the nutritional needs of our students in new and innovative ways. Thank you in advance for your cooperation.

BIRTHDAY AND CLASSROOM PARTIES

Yuba City Unified adopted a policy, as part of their new wellness program, stating that store bought and/or home baked goods may NO LONGER be brought into the classroom for celebrations. Additionally, classroom birthday parties will now be limited to one party per month for all birthdays falling within that month. Contact your child's teacher, or our cafeteria manager, if you are interested in celebrating a birthday at school. The party will be coordinated through our cafeteria. In addition, all holiday parties will also be handled through our school cafeteria. For these parties, there will be a small fee to cover the cost of the food. Should your child not want to participate, he/she may bring their own lunch/snack or purchase from the cafeteria. Thank you for your understanding.

FIRST AID/HEALTH CARE FOR SICK OR INJURED CHILDREN AT SCHOOL

The school office is only equipped to render emergency first aid to students who suddenly become ill or are injured at school. First aid is the temporary care given to students until they are returned to the classroom, or until they are placed in the care of their parents or other adult(s) as designated by the parents. Since our space for health care is limited, it is very important that children be picked up AS SOON AS POSSIBLE when you are notified of an illness or injury to your child.

Please note that if your child requires medication during schools hours, the office can administer the medication if a request is on file. This request must be completed by you and your child's physician. A medication request form must be completed for all medication whether it

is a prescription or an over-the-counter medication. You can pick up a blank form at the school office. Take the form with you when you visit your child's doctor and expect to have prescribed medication given during school hours.

HEAD LICE

When head lice are detected on your child at school, you will be notified by telephone and given a Treatment Form Letter. Your child will be excluded from school at this time. Upon the return to school, the tear-off section is brought to the office by the parent or child to verify treatment and examination. Your child must be nit (egg) free to be re-admitted to school.

Treatment of the whole family (except infants) is suggested. Treatment of your home is necessary to prevent reoccurrence. Hopefully with the combined efforts of home and school, we can keep this problem to a minimum. Please call the school if you have questions. Thank you for your cooperation.

TREATMENTS:

RID, NIX, A-200, PRONTO, END LICE, BARC, PARA-TROL (Walgreen's RID) LICE SHAMPOO, LICE SHAMPOO (Long's RID), and other generic brands can be used. CUPREX and RNC SPRAY are to be used on furniture and rugs.

OTHER RESOURCES FOR QUESTIONS:

Sutter County Health Department 822-7215

Sutter County Outpatient Clinic 822-7240

Or call your private physician.

HOME/HOSPITAL TEACHING

Home/hospital teaching is available upon the joint request of the parent or guardian and the physician. Please call the principal for more information regarding this service.

ANIMALS

Animals should not be brought to school unless a student has permission from his or her teacher. With permission, a parent must bring the animal to school at the time designated for sharing and then take the animal home after sharing is over.

CURRICULUM PROSPECTUS

AB 1216 requires that we notify parents that we have a curriculum prospectus available for your viewing. If you are interested in viewing this document, please stop by the office and check out a copy. This is information on the school's base curriculum and should not be viewed as the only curriculum that is covered throughout the year.