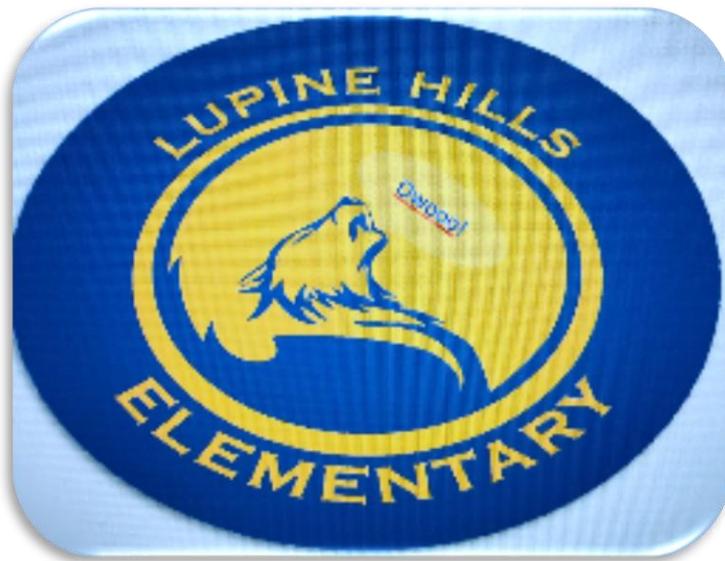


# **LUPINE HILLS ELEMENTARY**

## **PARENT HANDBOOK 2019-2020**



*West Contra Costa Unified School District*

*Lupine Hills Elementary School*

*1919 Lupine Rd., Hercules, CA 94547*

*School Office: Phone (510) 231-1411 Fax: (510) 799- 1587*

*School Office Hours: 8:00 am - 4:00 pm*

*Dr. Merza-Fillpot, Principal, [samia.merza-fillpot@wccusd.net](mailto:samia.merza-fillpot@wccusd.net)*

*Lesa Ibassi, Office secretary, [lbassi@wccusd.net](mailto:lbassi@wccusd.net)*

*School Website: <https://www.wccusd.net/lupinehills>*

August 19, 2019

Dear Parents/Guardians,

Lupine Hills Elementary school welcomes you and your children! We are looking forward to providing all of our students with an exciting and rigorous educational curriculum during the coming year. To achieve this goal, we need your support and cooperation. This handbook contains important information about the policies and procedures at Lupine Hills Elementary School. Please read and share it with your children.

This handbook also outlines our school-wide discipline code. Discipline requires a total school and community effort. We take pride in building student character and providing the ingredients for making wise decisions. It is important that staff and parents/guardians work together to create a positive climate where learning can take place in a safe, orderly environment. Please read and discuss with your children the school rules and consequences.

The form on the last page is *to be signed and returned as soon as possible*. Please keep this handbook and use it as a reference throughout the school year.

Thank you for your cooperation and support.

Partners in Education,

Dr. Samia Merza-Fillpot, Principal

## **PHILOSOPHY**

**Every student deserves a quality education not by chance but by design** and that only happens when the school and the families and surrounding community work together for the best interests of all children. With that in mind, I will be calling on you; so, we can best serve our children.

My main responsibility is to put our dedicated Lupine Hills teachers in the best possible position to succeed, as they will in turn put our children in the best possible position to be successful.

Together, we will help our students soar academically, socially, and physically to be global learners and innovators!

## **GOALS**

- ✓ **ALL** students need a champion to ensure their academic, physical, and emotional success.
- ✓ **ALL** students can be successful in rigorous coursework given enough time, effort, & support.
- ✓ **ALL** students need to be connected to school through sports, performing arts, STEAM, and/or clubs.
- ✓ **ALL** students need a safe environment to grow academically, physically, & socially.
- ✓ **Demonstration of knowledge** should include student relevant performance-based learning across the curriculum.
- ✓ **Critical-thinking and problem solving skills** are more important than memorization of random facts.
- ✓ **Resources need to be managed** both efficiently and effectively in order to benefit all students.

**LUPINE HILLS ELEMENTARY SCHOOL  
BELL SCHEDULE**



**Home of the Wolves, "Owoooooo!"**

<b>SCHOOL GATES OPEN</b>	<b>8:20 A.M.</b>
<b>INSTRUCTION BEGINS</b>	<b>8:30 A.M.</b>
<b>TRANSITIONAL KINDERGARTEN (TK)</b>	<b>CLASS BEGINS: 8:20 A.M. RECESS: 10:00 A.M.-10:20 A.M. LUNCH/RECESS: 11:30 A.M-12:10 P.M. DISMISSAL: 1:45 P.M.</b>
<b>KINDERGARTEN (K)</b>	<b>CLASS BEGINS: 8:20 A.M. RECESS: 10:00 A.M. - 10:20 A.M. LUNCH: 11:30 A.M. -12:10 P.M. DISMISSAL: 1:45 P.M.</b>
<b>GRADE 1</b>	<b>CLASS BEGINS: 8:30 A.M. RECESS: 10:00 A.M. - 10:20 A.M. LUNCH/RECESS: 11:50 A.M.-12:30 P.M. DISMISSAL: 2:20 P.M.</b>
<b>GRADE 2</b>	<b>CLASS BEGINS: 8:30 A.M. RECESS: 10:25 A.M. - 10:45 A.M. LUNCH/RECESS: 11:50 A.M.-12:30 P.M. DISMISSAL: 2:20 P.M.</b>
<b>GRADE 3</b>	<b>CLASS BEGINS: 8:30 A.M. RECESS: 10:25 A.M. - 10:45 A.M. LUNCH/RECESS: 12:10 A.M.-12:50 P.M. DISMISSAL: 2:20 P.M.</b>
<b>GRADE 4</b>	<b>CLASS BEGINS: 8:30 A.M. RECESS: 10:50 A.M. – 11:10 A.M. LUNCH/RECESS: 12:10 A.M.-12:50 P.M. DISMISSAL: 2:40 P.M.</b>
<b>GRADE 5</b>	<b>CLASS BEGINS: 8:30 A.M. RECESS: 10:50 A.M. – 11:10 A.M. LUNCH/RECESS: 12:30 A.M.-1:10 P.M. DISMISSAL: 2:40 P.M.</b>

<b>Minimum day and Wednesday modified schedule (Early Dismissal)</b>	
<b>**TK &amp; Kindergarten have A REGULAR DISMISSAL TIME Monday thru Friday</b>	
<b>GRADES 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></b> .....	<b>1:45 P.M.</b>
<b>GRADES 4<sup>th</sup> &amp; 5<sup>th</sup></b> .....	<b>2:05 P.M.</b>

**ARRIVAL AND DEPARTURE**

Children should arrive at school at least five minutes before the starting time. Students will not be allowed on the playground before supervision begins at 8:20 a.m. Playgrounds are also supervised during recess, physical education and noon periods. Students should go directly home after being dismissed unless they are in an afterschool program.

**LUPINE HILLS STAFF/FACULTY**

<b>Dr. Samia Merza-Fillpot</b>	Principal	<b>Office</b>
<b>Lesla Bassi</b>	School Secretary	<b>Office</b>
<b>Johnetter Jackmon</b>	School Clerk	<b>Office</b>
<b>INSTRUCTORS</b>		
<b>Crystal Turner</b>	TK	<b>A 107</b>
<b>Alyssa Olow</b>	TK/K/1 <sup>st</sup>	<b>A 103</b>
<b>Emily Earl</b>	Kindergarten	<b>B 101</b>
<b>Jennifer Hague</b>	Kindergarten	<b>B 102</b>
<b>Kim Dauer/Sargentini</b>	Kindergarten	<b>A-108</b>
<b>Joann Scott</b>	Kindergarten	<b>A-108</b>
<b>Olivia Chikezie</b>	1 <sup>st</sup>	<b>A-102</b>
<b>Sara Kozanevich</b>	1 <sup>st</sup>	<b>A-101</b>
<b>Wesley Silva</b>	1 <sup>st</sup>	<b>A-100</b>
<b>Michelle Fernandez</b>	2 <sup>nd</sup>	<b>A-210</b>
<b>Monica Mitra</b>	2 <sup>nd</sup>	<b>A-109</b>
<b>Sarah Vanek</b>	2 <sup>nd</sup>	<b>A-110</b>
<b>Claudia Ibarra</b>	2 <sup>nd</sup> /3 <sup>rd</sup>	<b>A-204</b>
<b>John Perez</b>	3 <sup>rd</sup>	<b>A-208</b>
<b>Vanna Vang</b>	3 <sup>rd</sup>	<b>A-210</b>
<b>Ed Perez</b>	4 <sup>th</sup>	<b>A-201</b>
<b>Mary Ko</b>	4 <sup>th</sup>	<b>A-203</b>
<b>Edith Williams</b>	4 <sup>th</sup>	<b>A-203</b>
<b>Angelina Hernandez</b>	5 <sup>th</sup>	<b>A-202</b>
<b>Jennifer Inghish</b>	5 <sup>th</sup>	<b>A-200</b>
<b>Geri Auten</b>	4 <sup>th</sup> /5 <sup>th</sup>	<b>A-205</b>
<b>Breanna Head</b>	Full Inclusion	<b>A-207</b>
<b>Remedios “Remy” Atencio</b>	RSP	<b>A-104</b>
<b>Leticia Mendoza</b>	Librarian	<b>A-105</b>
<b>Jimmy Flores Calderon</b> <b>Anthony Ramirez</b> <b>Tracy LaFreniere</b>	4 <sup>th</sup> /5 <sup>th</sup> Prep Teachers	<b>NA</b>
<b>Meredith Wheeldon</b>	<b>Speech</b>	<b>A-106</b>
<b>Griffin Synder</b>	<b>Psychologist</b>	<b>A-118</b>
<b>Steve/Joe</b>	<b>OT</b>	<b>C-102</b>
<b>Tin Chang</b>	<b>Food Service</b>	<b>MPR</b>
<b>Ray Williams</b>	<b>Head Custodian</b>	<b>NA</b>
<b>Miguel Loyola</b>	<b>Night Custodian</b>	<b>NA</b>

# West Contra Costa Unified School District School Calendar 2019-2020 (August 19-June 5) Revised

## July '19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day Holiday

## January '20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 - Winter Recess  
1 - District Holiday  
6 - Class Reconvene after recess  
16 - End of 2<sup>nd</sup> Quarter  
17 - Secondary Work Day (No School Middle & High Schools)  
20 - Martin Luther King Holiday  
30 - 100<sup>th</sup> day

School Days 18E 188

## August '19

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	20	21	22	23	24
25	26	27	28	29	30	31

13 - New Teacher Orientation  
14-15 - Professional Development  
15 - In-Service Training Day  
16 - Teacher Work Day  
19 - First Day of School Min. Day  
23 - Terence Martin Day (Memorial Day)

School Days 10

## February '20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17-21 - Presidents' Week Recess (District Holidays)  
28 - End of Trimester 2

School Days 16

## September '19

S	M	T	W	T	F	S
1	2	3	4	*5	6	7
8	9	10	11	12	*13	14
15	16	17	18	19	20	21
22	23	24	25	26	*27	28
29	30					

2 - Labor Day (District Holiday)  
5 - Back to School Night-Elementary Schools (Min. Day)  
12 - Back to School Night- Middle Schools  
13 - Middle Schools Only Minimum Day  
26 - Back to School Night -High Schools  
27 - High Schools Only Minimum Day

School Days 20

## March '20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	*20	21
22	23	24	25	26	*27	28
29	*30	31				

19 - Open House-Middle Schools-  
20 - Middle Schools Only Minimum Day  
26 - Open House- High Schools  
27 - End of 3<sup>rd</sup> Quarter  
27 - High Schools Only Minimum Day  
30 - Middle & High School Minimum Day (Mark Report Cards)

School Days 22

## October '19

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	*23	24	25	26
27	28	29	30	*31		

22 - End of 1<sup>st</sup> Quarter  
23 - Minimum Day Middle /High Schools (Mark report Cards)  
31 - Minimum Day, K-6

School Days 23

## April '20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	*16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 - Spring Recess (No School)  
6 - District Holiday  
16 - Open House Elementary Schools -Minimum Day

School Days 17

## November '19

S	M	T	W	T	F	S
					1	2
3	*4	*5	*6	*7	*8	9
10	11	12	13	14	15	16
17	18	19	20	21	*22	23
24	25	26	27	28	29	30

1 - Elementary Conference Day (No School, Elementary Only)  
4,5,6,7,8 - Secondary Conference (Min. Days, Elementary Only)  
6 - End of Trimester 1  
11 - Veterans' Day Holiday  
22 - Minimum Day All Schools  
25-29 - No School  
28-29 - Thanksgiving Holiday

School Days 14E 163

## May '20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 - Memorial Day - Holiday

School Days 20

## December '19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	*20	21
22	23	24	25	26	27	28
29	30	31				

20 - Minimum Day All Schools  
23-31 - Winter Recess (No School)  
24,25 - District Holidays

School Days 15

## June '20

S	M	T	W	T	F	S
	1	2	3	4	*5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 - Last day of School (Noon Dismissal)

School Days 6

	Holiday	<b>Total School Days 180</b>	
	No School	<b>Total Teacher Workdays 184</b>	
	Teacher Workday	**2 Self-Directed Learning Days)	
	Professional Development		
	New Teacher Orientation		End-Trimester 1 - 55
	8/23 Terence Martin Day	*MIN-Minimum Day	End-Trimester 2 - 61
	First/Last day of school	First Semester 92	End-Trimester 3 - 64
	100 <sup>th</sup> Day	Second Semester 88	

**LUPINE HILLS ELEMENTARY SCHOOL**  
**GENERAL INFORMATION BULLETIN**

**2019-2020**

**THE FORMAL REPORTING PROCEDURE INCLUDES:**

**1. Back to School Night:** This is an evening in August set aside for parents to familiarize themselves with their child's classroom and school. Teachers invite parents to Back to School Night to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom expectations, classroom daily schedule, discipline and homework policies will be discussed. Please make arrangements for children on this evening; this is a "parents/guardians only" evening. Thank you.

**2. Toward the end of the first trimester,** a conference will be scheduled for all parents of each child. This is a very important opportunity for you to discuss your child's academic and social growth with the teacher. If the scheduled time is inconvenient for you, please contact the school to reschedule.

**3. A report card** will be issued at the end of each trimester. Conferences for selected students may be scheduled as necessary.

**4. Spring consultations** are provided to students who are "at risk" of not meeting grade level expectations. The teacher will notify parents of those children and schedule these consultations as needed.

**5. Informal Reporting may take place any time.** Please check with the teacher via email, note or leave a phone message any time you have questions or concerns. As a courtesy and in recognition of a teacher's student focus during our busy instructional hours, please call or send a note to your child's teacher to make an appointment with the teacher.

**LUNCH, BREAKFAST, SNACKS and SPECIAL TREATS LUNCH/BREAKFAST**

**PROCEDURES:** It is the parents' responsibility to make sure that children come to school properly nourished and ready to learn. Children may bring their lunches from home or buy them at school. The district provides a nutritious hot lunch program for \$3.00 a day. Lunches can be purchased in advance for up to the entire school year. Eligibility forms for reduced lunches are available in the school office.

**MILK:** Milk is sold for \$0.50 a day.

**SNACKS:** As a part of the health movement in California, Lupine Hills Elementary School joins the State Department of Education in stressing “Healthy Kids, Healthy California.” Please see that your child comes to school with a good nutritional snack. We discourage sending sweet treats with you child for snack and encourage you to send “brain food”... fruit, cheese, vegetables, and complex grains. Lupine Hills has a number of students who have severe peanut and tree nut allergies. Please check with your child’s teacher to make sure which allergenic foods are not allowed in the classroom. Your support is greatly appreciated.

**SPECIAL TREATS:** If you would like to send a special treat to school with your child, please contact his/ her teacher to find a convenient day. We encourage you to consider sugar free/healthful snacks.

### **WAITING FOR STUDENTS**

If you are waiting for a student to be released from class, please wait on the green benches in front of the office. This allows for a strong learning atmosphere where students can focus from the beginning to the end of the day. Please do not wait for your child by the classroom or in the office. There are classes going on daily and we want to make sure that our students utilize every minute of instructional time effectively.

### **ATTENDANCE**

Daily classroom attendance is mandatory. Please make sure that your child arrives on time every day. (Please see policy on Truancy and Absenteeism)

### **ABSENCE NOTES**

All pupils returning to school after an absence must bring a note giving the reason for the absence and give it to their classroom teacher. The absence must be cleared within five days of returning to school.

- Only absences for illness, medical appointments and funerals are excused.

**\*\*All other absences** are classified as unexcused (Please see WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT STUDENT WELFARE and ATTENDANCE)

### **LATE-ARRIVALS**

If a pupil arrives more than ten minutes late, he/she is to go to the office to get a tardy slip. Parents will be called to meet with the principal in cases of repeated tardiness.

### **SAFETY TO AND FROM SCHOOL**

It is important that parents discuss with their children the safest route to and from school. Please urge your children to use sidewalks and established crosswalks wherever available, and to walk on the left, facing oncoming cars, whenever it is necessary to walk along a street. Children should know that a crosswalk, in itself, does not ensure a safe crossing and they need to be just as careful to look both ways at a marked crossing as at an unmarked one.

## **PEDESTRIAN AND AUTOMOBILE TRAFFIC SAFETY IN SCHOOL PARKING LOT**

Individuals picking up students are requested to follow the one-way traffic pattern indicated on the following map. The driveway area marked with arrows is for immediate loading and unloading of passengers only. *Drivers who need to wait for students should park behind the busses. No parking in marked staff/faculty parking lot.*

## **EMERGENCY INFORMATION**

Each school year, a parent/guardian must complete a new emergency card. It is imperative that school staff be able to get in touch with a parent, a neighbor, or relative when urgent situations such as illness or injury arise. This document must be updated and current at all times.

## **CHANGE OF ADDRESS, TELEPHONE, OR OTHER FAMILY CHANGES**

**If changes occur during the school year, the parent/guardian must let the school know immediately.**

It is extremely important to notify the school regarding such changes to keep emergency cards current.

## **PARENTS AND VISITORS:**

All Parents and visitors must sign in the office before entering the campus. Please apply for a volunteer badge. Parents with volunteer clearance can stay for longer durations of time to help in the classrooms, go on field trips and attend other events. Please when volunteering, no other siblings are allowed to minimize disruptions in the classroom. Parents and visitors must give the teachers at least 24 hours notice.

## **STUDENT RELEASE**

Students cannot be released before dismissal without an adult coming into the office and signing them out.

## **CAMPUS VISITS**

Parents are encouraged to visit, meet their child's teacher, and become acquainted with the school program. Visitors TO CLASSROOMS are required to make an appointment one day in advance to observe a class. ALL VISITORS must come to the office and receive a pass before proceeding to a classroom or any part of our campus.

## **CONFERENCES**

Teachers are available for conferences. The parent or guardian should contact the teacher to make an appointment.

## **PROGRESS REPORTS**

Progress reports are sent home fifteen days before the trimester ends. Progress reports must be signed and returned to school. Parents are encouraged to inquire about their child's progress regularly and not wait until the end of the trimester. Progress reports are not mandatory unless the student is failing academically. Be sure to talk with your child's teacher for accurate and up-to-date information on your child's performance. Each progress report has a tear-off section to be signed by the parent/guardian and returned to the teacher.

## **REPORT CARDS**

Report cards are sent home three times during the school year.

## **AWARD CERTIFICATES**

Award certificates are given to students at monthly assemblies at the end of each full month for perfect attendance, academic growth, outstanding citizenship, and numerous teacher orientated acknowledgments.

## **PHYSICAL FITNESS**

Lupine Hills promotes a healthy environment. We have Vegetable Thursdays and Fruity-Fridays every week. Students are encouraged to bring fruits and vegetables from home and at least once a week. We also participate in physical education daily. A state-mandated test is given to all 5<sup>th</sup>-grade students each spring.

## **COMMON CORE STANDARDS**

By the Local Control Funding Formula (LCFF) and the District Local Control and Accountability Plan (DLCAP), Lupine Hills has adopted the Common Core standards as our basis for curriculum.

## **TEXTBOOKS**

Proper care of textbooks should be taken. Students should not write in or otherwise deface textbooks. Fines for damaged or lost books will be issued.

## **LAPTOPS**

This year, students in 4<sup>th</sup> and 5<sup>th</sup> grade will be allowed to take their devices home once the appropriate forms are signed and returned. Students have to bring the device charged and ready to use, every day. If care and usage instructions are not followed, the privilege of taking the device home will be revoked. If you choose not to take the device home then you may leave it in your child's classroom.

## **LIBRARY**

Lupine Hills school has a library which is open to students in kindergarten through grade fifth at scheduled times. Parents interested in volunteering to work in the library should contact the school office.

## **LOST CLOTHES**

Each year, many jackets, sweaters, coats, caps, boots, etc. are brought to the office and not claimed. Please label your child's clothing with either a permanent pen or label, so lost items can be returned to their owners. Students can claim lost articles from the "lost and found" which is located in the back of the office. Unclaimed clothing after 30 days will be donated to local charities.

## **LUPINE HILLS PTA**

Lupine Hills has an active and supportive P.T.A. The annual membership drive will be during October. Proceeds raised from P.T.A. events are used to enrich the educational program. The Lupine Hills P.T.A. meets once a month. All parents are encouraged to attend. Detailed information concerning the P.T.A. will be sent home during the first week of October. Rose McGuigan is the P.T.A. President for the 2019-2020 school year.

## **REIMBURSEMENT FOR STUDENT PROPERTY**

The West Contra Costa Unified School District will not reimburse any student for personal property that is stolen or damaged while on the premises of any facility of the District. (Refer. Ed. Code 35213)

## **PERSONAL PROPERTY: CELL PHONES, CALCULATORS, TRADING CARDS, GAMEBOYS, SPORTS EQUIPMENT**

To prevent disturbances in classrooms and to avoid damage and theft, personal items such as toys, cell phones, trading cards, electronics, and sports equipment are not allowed at school. When a teacher requires such equipment for a classroom project, an exception to the rule may be made, and the teacher will provide a note. However, the school cannot be responsible for such equipment.

## **BICYCLES**

The school cannot assume responsibility for bicycles except for providing racks for parking. It is impossible to provide direct, constant supervision of the racks by school personnel. Bicycles should be licensed and locked and must be walked on the playground during school hours.

## **CONTROL OF DOGS**

On the playground, with so many children running about, even well-trained dogs often become excited and may nip or bite. If you own a dog, please see that it does not have the opportunity to visit the school. The Animal Control Center will pick up all dogs found on the school grounds whether or not they are licensed.

## **MEDICATION**

**Children are not permitted to carry any medication while at school without an administration of medication form completed by a physician.** If it is necessary for your child to take any medication during school hours, a special form must be completed by a parent and the physician who prescribed the medication. This form must be kept in the office with the medication. The principal or a designee will administer the medication as prescribed.

## **HEALTH**

This is a reminder regarding school recommendations relating to the health of your child. Keep your child home, and you may want to consult your family physician if the symptoms listed below are present:

nausea or vomiting	ear infection	red/swollen joints
sore throat	earache	persistent coughing
diarrhea	flushed face	skin rash and sores
chills and fever	inflamed eyes	enlarged glands

Additionally, it is recommended that a student who has been absent due to illness should have an additional day free of symptoms and with a normal temperature before returning to school. This will minimize the possibility of relapse or contract another illness at a time when resistance is low.

It is the parent's responsibility to keep information on emergency cards current. When a student becomes ill at school, the parent/guardian will be called to pick up the child. If a parent/guardian cannot be reached, other adults listed on the emergency card will be contacted.

## **IMMUNIZATION PROGRAM**

All students in the California public schools must be immunized for polio, diphtheria, tetanus, pertussis and measles/mumps/rubella. The California Health and Safety Code require that children receive these immunizations to remain in school.

## **MEDICAL APPOINTMENTS**

If a student must leave school during the day for a doctor or dental appointment, please let your child's teacher know. When you come to pick up or drop off your child, please come into the office, and we will assist you. Please do not go to the classroom directly. The teachers will not release students without notification from the office.

## **DRESS POLICY**

*See Lupine Hills Uniform Dress Code Policy (online)*

## **VANDALISM**

If anyone witnesses vandalism of school property after the close of school, please the *We-Tip* hotline 24 hours, seven days a week 1-(800) 78-CRIME or 1-(800) 782-7463 and report it to the WCCUSD Police Services Office. A phone call may also be made to the Hercules Police Department at 799-8260. A reward may be given for information leading to the identification of the person(s) responsible and result in payment of damages.

## **INTRUDERS AT SCHOOL**

Any person who comes into any school building or upon any school ground or street, sidewalk, or public way adjacent thereto, without lawful business thereon and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupts the school, its pupils or school activities and who remains there after being asked to leave by the chief administrative official of that school or any designated agent of the chief administrative official, is guilty of a misdemeanor. (Refer. Penal Code 626)

## **AFTERSCHOOL ENHANCEMENT PROGRAMS:**

Lupine Hills will be offering afterschool programs year round. The PTA works closely with the school to provide creative, athletic and innovative programs to stimulate growing brains. This year we are looking at the Chess Club, Volleyball, Coding, Robotics, Hip-Hop and more! We like to offer these programs so that our children can create relationships under a common interest (as well as have fun😊). We will have more information within the upcoming weeks.

**LUPINE HILLS ELEMENTARY SCHOOL**  
**UNIFORM DRESS CODE POLICY**

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WCCUSD and Lupine Hills Elementary have implemented a Uniform Dress Code Policy. Students attending Lupine Hills Elementary shall be required to wear official school uniforms. Uniforms shall be the same for all grade levels, as follows:

TOPS:

- Uniform shirts for boys and girls will consist of the following options
  - White long or short-sleeved button front collared dress shirt
  - White or navy long or short-sleeved collared polo shirt
  - White or navy mock or regular turtleneck shirt
- Dress shirts must be tucked in at all times
- No emblems, logos, decoration, or decorative trim will be allowed
- Lupine Hills school logo spirit shirts may be worn on designated School Spirit Days

BOTTOMS:

- Uniform pants for boys and girls will consist of:
  - A. Navy or khaki dress or all-season pants
  - B. No cargo-style pants
  - C. Pants must be well-fitting, no baggy pants will be allowed
- Uniform shorts for boys and girls will consist of:
  - A. Navy or khaki all-season shorts
  - B. No cargo-style pockets will be allowed
  - C. Shorts must be well-fitting
  - D. Shorts must be no shorter than the tips of the child's fingers while standing straight with hands flat to the sides of the leg
- Uniform skorts for girls will consist of:
  - A. Navy or khaki skorts (a skirt with sewn in shorts)
  - B. Skorts must be no shorter than the tips of the child's fingers while standing straight with hands flat to the sides of the leg
- Uniform jumpers for girls will consist of:
  - A. Navy or khaki jumpers
  - B. Jumpers must be no shorter than the tips of the child's fingers while standing straight with hands flat to the sides of the leg
- Uniform capri pants for girls will consist of:
  - A. Navy or khaki all-season capri pants
  - B. No spandex or leggings will be allowed
- No emblems, logos, decoration, or decorative trim will be allowed
- No denim, corduroy, sweatpants, jogging pants, spandex or knit leggings will be allowed
- No low-rise, hip-huggers, carpenter-style, or bell-bottoms will be allowed

SHOES:

- Appropriate shoes must be worn. Shoes with laces must be laced at all times. No open-toed shoes, sandals, or flip-flops will be allowed.

ACCESSORIES:

- No hats, caps, or hoods shall be worn in classrooms.



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT STUDENT WELFARE and ATTENDANCE

### WCCUSD TRUANCY and absence policy

By Education Code of the State of California (EC48260-48273), any pupil who is absent from school for three days or more without a valid excuse, or tardy more than 30 minutes or more is truant. *Compulsory Education Law*, therefore, requires a student to attend a *full day* every day. Truancy notifications are sent to students bound by compulsory Ed laws (Ed Code 48200) which means those students between the ages of 6 and 18. Check the student's birthdate to make sure they are six or have already turned 18 years old. Any absences accrued before the 6<sup>th</sup> birthday or after the 18<sup>th</sup> birthday is not included in the total absence count for letter one.

Parent/Guardian will receive a letter (**L1**) upon the 3<sup>rd</sup> (third) absence/truancy, for Elementary School and 18-period absences for MS/HS, **codes A, C, L, U**. The second letter (**L2**) will be sent when a student has accrued 6+ absences/truancy for Elementary school and 36+ absences/truancies for MS/HS, codes **A.C.L.U**. At this point, a conference needs to be scheduled in A2A. This could be a **SART** Meeting (School Attendance Review Team) or a one-on-one conference, a group conference or a phone conference. Once the conference has been conducted, it needs to be "closed" in A2A. This is a crucial part of the Truancy process, and without this step, the student may not move on to a SARB Hearing should he/she accrue more absences. By Law (EC 48205), excused absences are: illness (fever 100 or more, persistent runny nose, rashes; vomiting; diarrhea; medical/dental appointments (doctor's note required for verification; death in the family; specific religious reason; required appearance in court; and exclusion from school for contagious disease.

#### TRUANCY LETTERS (A2A)

**First Notification Letter (L1):** at 3+ truant days or equivalent period count (18-period absences)

Second Notification Letter (L2): at 6+ unexcused days or equivalent period count (36-period absences).

Attendance Codes: A, C, L, U

**Second Notification Letter –(L2):** at 6+ truant days or equivalent period count (36+ period absences)

Attendance Codes: A,C,L,U

A conference with student and parent/guardian is required. A **S.A.R.T. (School Attendance Review Team)** may be established to facilitate a group conference to schedule a group of students/parents/guardians. Once conferences are scheduled at the school site, notifications will be printed and mailed the very next business day. Once the conferences have been held, they must be "closed" in A2A.

**Third Notification Letter (L3):** at 9+unexcused days or equivalent period count (54-period absences) and conference conducted and closed in A2A or no contact and non-attendance at student/parent/guardian conference.

Attendance Codes: A, C, L, U

**Habitual Truant classification:** Student will be scheduled by the Student Welfare and Attendance Team for an S.A.R.B. (Student Attendance Review Board) hearing, only if a conference has been conducted or attempted to be conducted and "closed" in A2A.

The Hercules and DeAnza School families did an outstanding job with this process in school year 17-18. Many of you had 100% conferencing completed and closed. The truancy process worked well, and many of the students were seen at SARB Hearings. I appreciate the work you are doing and expect it will be no different this year.

## **S.A.R.B Hearing**

The purpose of S.A.R.B. is to assist students and parents to find solutions to school attendance problems. The S.A.R.B. panel is made up of representatives from the school district, police, probation, community-based organizations and the community “at-large.” The members volunteer their time and expertise to help students and parents find solutions and understand their responsibilities.

After brief introductions, the Student Welfare and Attendance Team (S.W.A.T.) will give some background on the situation. The student and parent will be asked to comment. Panel members will then have questions and comments to make. The meeting will end with a “plan of action” or certain expectations of change. This is formalized by a contract making certain commitments from the student, parent and the Student Welfare and Attendance Team.

Unfortunately, our time is very limited. However, S.W.A.T. is committed to continuing working with the student and family. We continue to monitor the student’s attendance and schedule follow-up appointments as necessary.

All families will return to S.A.R.B. for an attendance review two weeks after the initial appearance (date and time appear on the contract). If the student’s attendance is outstanding or satisfactory at that time, no further hearings may be scheduled.

The purpose of the compulsory education law of the State of California and the S.A.R.B. process is to ensure that all students have the opportunity to receive a quality education.

### **CHRONIC ABSENCES**

The other pieces of the puzzle are the Chronic Absent students – students with 8+ EXCUSED events (56+ period events MS/HS), Codes: E, I, M, will receive an EEA1 Chronic Letter – Excessively Excused Absence

EEA2 Severe Chronic Letter – will be sent when a student has accrued 12+ EXCUSED events (84+period events MS/HS) Codes: E, I, M

These are the students who are often overlooked because they do have excused absences. However, they are excessively absent. They are not part of the Truancy process as far as scheduling, conducting or closing conferences in A2A. But some Chronic or Severe Chronic students MAY also be Habitual Truants and have received the L1, 2 and three letters because their absences included unexcused absences as well as excused.

A list of your Chronic students may be obtained from A2A. Once you print this list, you can then set up a plan to work with these students early on to address their needs and hopefully avoid the truancy process. Some suggestions: Assemblies or PTA meetings addressing when to keep a child home from school or not – a pediatrician or social worker could address this; CARE or COST team or Site team meetings to find out what is going on with these students; requesting medical verification of absences after 14 or more days of excused absences; stressing that excessive excused absences affect a student’s progress in school.



**PARENT GUARDIAN VOLUNTEER SIGN-UP FORM**

**Parent/Guardian Name** \_\_\_\_\_

**Student Name(s)** \_\_\_\_\_ **Grade(s)** \_\_\_\_\_

**Telephone numbers:**

**(cell)** \_\_\_\_\_ **(home)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

Please check any/all activities you would consider supporting or leading:

- Rainy day room/hallway monitor
- Science Fair
- Field Day
- Morning supervision
- Classroom volunteer
- Family Nights (Math/Science)
- School Site Council
- PTA
- Field trips
- Library helper
- Grant writing
- Box tops
- Tutoring
- Recycling
- Volunteer Coordinator
- 5<sup>th</sup> grade promotion
- Computer Lab/techie
- Book Fair
- Spirit Week
- Arts and enrichment
- After school classes
- Willing to be a driver for other Lupine Class Field Trips
- Other

***Thank you for your consideration!***

All volunteers must obtain a district ID. To learn the required procedures, please visit our WCCUSD website at

<http://www.wccusd.net/domain/93>

Please return to your student's teacher or the Main Office.

**LUPINE HILLS ELEMENTARY SCHOOL  
PARENT HANDBOOK**

**2019-2020**

I have read the Lupine Hills Elementary School Parent Handbook thoroughly and am familiar with the school's policies, procedures and discipline plan.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Room \_\_\_\_\_

Comments:

(Please return this page to your child's teacher)

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT - ABSENCE VERIFICATION

Dear Parent or Guardian:

Please fill in the blanks completely and promptly return this sheet to the school. Thank you.

_____ Student Name		_____ Grade
<b>Reason for absence(s), please check:</b>		<b>List date(s) of absence:</b>
<input type="checkbox"/>	Illness or injury	_____
<input type="checkbox"/>	Medical Appointment	_____
<input type="checkbox"/>	Funeral - immediate family member	_____
<input type="checkbox"/>	Other (please write explanation below)	_____
_____		_____
_____		_____
_____ Parent/Guardian Signature	_____ Date	_____ Telephone Number
<small>670422 wcc056.00</small>		

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<input type="checkbox"/>	Other (please write explanation below)	_____
_____		_____
_____		_____
_____ Parent/Guardian Signature	_____ Date	_____ Telephone Number
<small>670422 wcc056.00</small>		