

THE LANGUAGE ACADEMY

**STUDENT HANDBOOK
2008-2009**

4961 64th St.
San Diego, California 92115

(619) 287-1182

<http://sandi.net/languageacademy/>



San Diego, California

Dear Language Academy Families,

Welcome to The Language Academy School! The Language Academy offers students the unique opportunity to become biliterate in either Spanish and English or French and English. Additionally, students gain knowledge and an appreciation of the history and culture of the language they study. The Language Academy is a single-track, year-round, K-8 school with an emphasis on second language acquisition and culture. With our immersion programs, students acquire literacy in French or Spanish along with English. All students are expected to meet the California standards in all subject areas.

French Immersion Program. Our French Immersion Program is a one-way immersion model. Students develop literacy in both French and English while learning academic skills. All students must be fluent English speakers to qualify. In grades K-2, students receive academic instruction in French only. Beginning in the third grade, formal English instruction is introduced with an English teacher. In grades 7-8, students continue with Humanities in French and receive instruction in other subject areas in English to prepare them for the transition to high school.

Spanish Immersion Program. Our Spanish Immersion program is a dual immersion model. These classrooms are made up of 50% fluent English speakers and 50% fluent Spanish speakers. Beginning in kindergarten, students receive 90% of their instruction in Spanish and 10% in English from their classroom teacher. Instruction in English gradually increases until students are receiving 50% of their instruction in English and 50% in Spanish by grade 4. In grades 7-8, students continue with Humanities in Spanish and receive instruction in other subject areas in English to prepare them for the transition to high school.

MISSION STATEMENT OF THE LANGUAGE ACADEMY

The Language Academy's mission is to support the district in the concept that every child will learn to his or her maximum potential in a safe,

orderly, and nurturing environment. Our goals are to provide a quality instructional program; provide maximum opportunities for students to learn; show academic progress in all curricular areas; provide a high level of instruction that addresses the individual needs of all students; continue an accountability process in biliteracy and math that focuses on high standards and grade-level expectations; provide opportunities for teachers, administrators, and parents to learn effective strategies to enhance student success; and continue a shared decision-making process that involves parents, teachers, and administrators.

General Information The Language Academy-

4961 64th Street, San Diego, CA 92115-1415

School Tel. No.: 619. 287-1182

Fax: 619. 582-1769

School Office Hours Monday – Friday 8:15 AM - 4:15 PM

Transportation: (619) 582-5398

Enrollment: (619) 582-5398

6 to 6: (619) 743-6373

Cafeteria Hrs.: 8:25 – 8:40 am; Bused Kids – only- 8:35 – 8:55 am

Class Begins Everyday--

Grades K-5 8:55 a.m.

Grades 6-8

8:45 a.m.

Dismissal Time --Regular Days (M/T/W/F)

Gr. K-5 out at: 3:35 P.M. Middle School- Gr. 6-8, out at 3:46 PM

THURS.- Minimum day Gr. K-5 out at 12:35 – Gr. 6-8 out at 12:46 p.m.

MORNING ARRIVAL

Please plan a safe route to and from school with your child, & please remember to arrive on time.

Safety Rules which must be followed by parents & students are:

- 1.) Cross ONLY at crosswalks.
- 2.) No double-parking in front of the school.
- 3.) No Parking is available on streets with B-Parking Signs & SDPD does ticket those who park there.

- Students who are not bused, will enter the school through the main entrance gate & report to the playground to line up
NO EARLIER THAN 8:30 a.m.

*Please refer to the Language Academy website for any possible changes in the school calendar. Go to <http://www.sandi.net/Language Academy/>

- *School gates will open at 8:30 a.m. & close at 8:50 a.m., (Unless they participate in Before School Care/PrimeTime Program)*
- **Late students must go to the Office for a Tardy Slip.**
- Buses arriving on Montezuma Rd. are supervised by school staff ensuring student safety onto the campus.
- Teachers escort students from their designated line up areas to the classrooms.
- Children arriving late to school miss out on valuable instructional time. Please help us by ensuring they are on time, daily.

Bell Schedules for 2008-2009

8:15 a.m.	Office Opens
8:45 a.m.	Middle School Instructional Day begins
8:50 a.m.	Line-up Bell for Elementary School
8:55 a.m.	School Begins

MORNING RECESS

11:00-11:15 a.m.	Recess Grades 2 -5
11:15-11:30 a.m.	Recess Grades K-1

DAILY LUNCH SCHEDULE (except Thursdays):

12:00 – 12:30 p.m.	Lunch/Recess - Grades 2 -3
12:15 – 12:45 p.m.	Lunch/Recess - Grades 4 - 5
12:45 – 1:15 p.m.	Lunch/Recess Grade K - 1
1:07 – 1:37 p.m.	Middle School

THURSDAY LUNCH SCHEDULES --

11:50 a.m. – 12:10 p.m.	Kinder	12:00 – 12:20	1 st Grade
12:15 – 12:35 p.m.	- 2 nd Grade		
12:20 – 12:40 p.m.	3 rd – 5 th	12:36 – 12:50 p.m.	Middle School

3:35 p.m.	Grades K-5 dismissed (Mon., Tues., Wed., & Friday)
3:46 p.m.	Middle School Dismissal (Mon., Tues., Wed. & Friday)

Thursday Dismissal -- Minimum day

Gr. K-5 is out at 12:35 – Gr. 6-8 is out at 12:46

-----ATTENDANCE-----

To report an absence call: (619) 287-1182. You may leave a message anytime before the school office opens, if need be.

- PLEASE HAVE YOUR CHILD ATTEND SCHOOL DAILY. Regular attendance is required except for illness. State law places the responsibility for regular attendance upon the parents.

- Parents will be contacted if their child has recurrent absences.
- **Please call the school on any day of your child's absence, give: (1) the child's name (2) room # (3) reason for the absence (a note with the same information will suffice when he/she returns to school).**

Absences for the following reasons are **excused** but **NOT** funded. Funding is only earned for a day when a student is present.
 1.) Verified illness, medical or dental appointments.
 2.) Attendance at funeral services for a member of the immediate family.

INDEPENDENT STUDY CONTRACTS (I.S.C.)

for students who take 5 or more days, can be arranged in advance for absences to ensure an excused absence. Please call the school to arrange **one week before the start of the contract** so the teacher has time to prepare the work.

Procedures for Independent Study Contracts (I.S.C.):

- 1.) Contact the school office to receive an I.S.C.
- 2.) Parent will fill out and sign the contract
- 3.) Teacher provides classroom work that will be missed
- 4.) Student will turn in completed work upon their return
- 5.) Credit cannot be earned if work is not turned in & absences become unexcused for the time period missed.

NOTE: When school is missed for religious holidays, you may fill out an Independent Study Contract.

RELEASE OF STUDENTS/EMERGENCY CARD

Students are expected to remain on the school grounds during school hours. If you wish to have your **child released from school during school hours**, please come to the office and **obtain a release slip**. (If your child is bused, call Mrs. Chantal Fernandez early in the morning, to inform her you will be picking your child up early.) For the protection of your child, students are only released to authorized persons whose names are listed on the student's **registration card**. Students will **not** be released by telephone requests. **PLEASE BE SURE THIS CARD IS UPDATED AS CHANGES OCCUR (Note: you must show picture ID and be on the student's contact card in order to be authorized for pick-up).**

DISMISSAL

At the **end of the school day**, parent or designee must pick up kindergarten students. (Students participating in the After School Daycare Programs will report to the Auditorium. Students participating in extended day enrichment programs report to the designated area, immediately following dismissal).

It is very important that students leave the campus promptly after school ends. Students who have not been picked up by 4:00 p.m. should report to the office. The office staff **cannot** be responsible for students left in the school office after 4:15 pm. Students who are chronically picked up late impact the functioning of the school office staff. Parents will be called on each occurrence and if parents cannot be reached, school police will be called. *Please remember THURS. is our minimum day.*
IF YOUR CHILD MUST SEE A DOCTOR, PLEASE SET UP YOUR APPOINTMENTS ON THIS DAY, IF POSSIBLE.

DISMISSAL AREAS & PROTOCOLS

If your child is bused and you must pick him or her up at school, you **MUST** (without exception) call Mrs. Chantal Fernandez to inform her of your plans, either *the day before* or first thing that morning. **Failure to do so affects ALL bused children because buses are not allowed to leave if a child who should be on the bus is not located.**

Parent Pick-Up:-Please follow the rules of Parent Pick-up (see the website for further details).Parent Pick-up is located on 64th St. . Parents are to drive through the teachers' parking lot and **NOT** stop. **Buses:** Buses A-I are dismissed off of Montezuma Rd.; buses: J-O are dismissed off of Catoctin Drive, opposite of Montezuma Rd.

LIMITED BEFORE/AFTER SCHOOL CARE

Prime Time (used to be called "6 to 6") operates a licensed childcare program at The Language Academy. The Program operates from 6:30 a.m.- 8:30 am and 3:30 p.m. - 6:00 p.m., Monday, Tuesday, Wednesday, and Friday. On Thursday the program operates from 6:30 am – 8:30 am and 12:30- 6:00 p.m. For a complete schedule of fees and services offered, please contact the Primetime office at 619. 743-6373

INSURANCE

Many parents are unaware that the School District does not have insurance to cover students' accidents. If you feel that your personal medical insurance needs

are not being met, you may be interested in applying for student supplemental insurance. The applications are available in the school office.

STUDY TRIPS/FIELD TRIPS

Classes go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without authorized written permission, the student is not permitted to participate. **PHONE PERMISSION IS NOT ACCEPTABLE.**

Transportation/Bus for Study or Field Trips

To ensure safety, the student is expected to obey these transportation rules:

1. Follow all directions given by the driver.
2. Enter and leave the bus in an orderly manner.
3. Physical playing or rough conduct is not permitted.
4. Remain seated at all times with feet and arms out of the aisle.
5. Keep hands, feet, and objects inside of the bus.
6. Ask the driver for permission to open the window.
7. Use quiet voices while on the bus.
8. Do not eat or drink on the bus.
9. Radios may not be brought onto the bus.
10. Report any problems on the bus to your teacher

LOST AND FOUND

Please mark all belongings with your child's full name and room number with a permanent marker. The lost and found cart is located outside near the auditorium door closest to the office. All unclaimed articles remaining at the end of the semester are donated to charitable organizations.

CAFETERIA SERVICES - GENERAL Information

The school cafeteria serves a well-balanced lunch daily. The Language Academy offers a breakfast program as well. Sample menus are sent home on a monthly basis. The Point of Sale program provides a pin number account for each student. Students can purchase lunch on a daily basis or use their prepaid pin account. Parents are encouraged to purchase meals in advance for their child. It is the responsibility of the parent to ensure that their child has a positive meal account balance. This is the time to **PREPAY INTO THE ACCOUNT.** Please include cash or a check made out to Language Academy School Cafeteria with the student's name, birth date, room number, and the amount enclosed written on the sealed envelope submit to the cafeteria or the front office on any morning.

Parents may also track account meal balances and deposit funds directly into student lunch accounts using their credit card. Please visit the Food Services website @ www.sandi.net/food for more information (858-627-7330). *Funds deposit 3 days after the transaction, so please plan ahead.*

Cost of Lunch

The SDUSD Food Services Department serves nutritious, appetizing and affordable meals to students. **Elementary school students may buy lunch for \$1.75. Middle school students may buy lunch for \$2.25.** Breakfast is served up to 15 minutes before school starts. Breakfast cannot be served to children arriving after 8:40 a.m. - to avoid students arriving late to class. Please Note: Bused students will be allowed to eat breakfast as soon as their buses arrive.

Middle School students who are bused do not arrive early enough to eat breakfast on campus; all others may purchase breakfast for \$1.00. Extra milk may be purchased \$.50 cents. Extra milk can be purchased for **\$.50** by those bringing a lunch from home. Some students qualify for free or reduced priced meals. PLEASE APPLY FOR FREE/REDUCED LUNCH IF THERE IS A CHANCE THAT YOU MAY QUALIFY. THIS HELPS OUR SCHOOL AND YOUR CHILD. Information will be sent home with all students at the beginning of the school year. ***Lunch Loans are not available. Please help by ensuring your child brings food or has money in his/her account daily. Thank you.***

BIRTHDAY CELEBRATIONS

Birthdays are a very important day in a child's life. Unfortunately, we do not have time for a big celebration or party for each child as it takes so much time away from instruction. If you would like to celebrate your child's birthday at school, speak to your child's teacher & please fill out the NEW Classroom Event Request Form, available at the office. PRIOR to making arrangements:

1. Teacher must be notified at least 5-7 days in advance.
2. Keep it simple – a healthy snack that can easily be distributed during recess or lunch recess. (No peanuts or nut products, please).
3. Celebration option: Thursdays- during the 20 min. lunch time break.

SCHOOL EMERGENCY PREPAREDNESS PLAN

Our extensive School Safety Plan for emergency preparedness includes a practice **fire***, **lock down**** and **earthquake drill**** for

staff and students on a regular basis. A large-scale emergency preparedness drill is held involving all staff, students, and parent volunteers each year. **There are evacuation maps posted in each room.** In the event it is necessary to evacuate* the school campus, students will be taken to the field closest to Montezuma Rd. In case of emergency that warrants a campus lock down**, parents may pick up their child(ren) at the Parent Communication/Reunion Gate located at the exit nearest to Montezuma Road--once the S.D. Police Dept. has given the "all clear".

***Short intermittent bells = evacuate**

****One Long continuous bell =lock down, and Duck and cover until directed.**

*****Teachers are told when to have earthquake drills in advance**

HEALTH AND ACCIDENT PROCEDURES

Health Reasons for Non-Attendance

Final decisions and exceptions regarding attendance for reasons of health of any student will be at the discretion of the school nurse/designee.

- A child with a temperature greater than 100 degrees should be excluded until the temperature is normal for at least 24 hours. However, children too ill to participate in normal school activities should be excluded from school attendance whether or not the child has a fever.
- Children with persistent vomiting should be excluded from school until vomiting has stopped for at least 24 hours.
- Children with a known or suspected contagious illness should be excluded from school.

Administrating Medication at School

1. Children **may not** be given any kind of medication at school unless he/she has a written statement from a physician on file in the nurse's office.
2. Parents must submit a "Physician's Recommendation for Medication" for any student who must take medication prescribed by a physician during the school day. The **original** medicine container must include (1) name of student, (2) name of prescribing physician, (3) an identification number of the prescription on the container, (4) name of pharmacy, (5) the amount of medication to be taken and time(s).

Parents are responsible for maintaining their child's supply of medicine in the office. No injections may be given at school except by a registered nurse. **All medicines are kept in the nurse's office,** with the exception of inhalers when the prescribing physician authorizes in writing that the child is qualified, has demonstrated proper technique, and is capable of self-administering the medication.

3. Staff will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for their child. The phone number and name of an alternate emergency contact must be on file in the event the parent cannot be reached.
4. Medication forms are available in the school office or online at <http://www.sandi.net>, click on "For Parents."
5. **ALWAYS UPDATE YOUR TELEPHONE NUMBER, IF IT CHANGES. Current information is imperative and required in case of an emergency. Your child's safety depends on you.**

Inclement Weather Days

Please dress your child appropriately for the weather. If the weather is quite bad, your child will not be sent outdoors at recess or lunchtime. "Bad" weather usually constitutes rain, extreme wind, or a day that seems quite cold because of a combination of cloudy weather and wind. Other than the conditions described above, we encourage all children to go outside for recess. Students are encouraged to wear sunscreen and caps during outside activities. **If a child is too sick to go outside, he/she is probably too sick to be at school.**

CLASSROOM ASSIGNMENTS

Every elementary school in our district must abide by a formula consideration that controls how many teachers are assigned to a school. If enrollment is up or down, we could either gain or lose a teacher. Any change in the total number of teachers assigned means a reorganization of present classes. All present class assignments are temporary and subject to change.

Student placement is a team effort involving the classroom teacher, the principal, and any other professional at our site who knows your child's academic and social/emotional needs. Parents are an essential part of the team as they express the needs of their child to their child's classroom teacher and/or the principal. We welcome information regarding the type of learner you feel your child is, his/her social/emotional needs, and the

type of environment your child will work best in for a successful year. However, **please do not indicate a preference for a specific teacher.**

SCHOOL VISITATION/TEACHER CONFERENCES

We welcome visits by parents. We would suggest delaying your initial visit until after the first two weeks of school so that you can see the regular program in operation. Letting the teacher know ahead of time regarding a visit can minimize impact on classroom instruction. Visits during State Mandated Testing periods are discouraged.

(NOTE: California State Law requires that all non-students and others without official business in a school building or on the school grounds must register in the school office. **This means that all visitors to the school, including parents, must report to the office, provide ID and sign in.** A visitor tag will be issued when you sign in permitting you to remain on school grounds. Although this requirement may be an inconvenience, it was designed to maintain the security and safety of all children while at school).

We feel that good communication between home and school is tremendously important, and we encourage conferences between parents and teachers. Planned parent teacher conferences are part of our first pupil progress-reporting period. If you would like additional conferences, we ask that you arrange for such conferences by note or telephone for a time either before or after school. Conferences during class time are not appropriate and it is not possible for the teacher to talk with you during the time that class is in session.

Instructional Program

- **Homework/ Home Reading**

Regularly assigned homework is an official policy of the San Diego Unified School District for all students. Each teacher develops a Homework Policy and communicates the policy to parents in writing and at Curriculum (Back to School) Night. If you have a concern about the quantity or quality of your child's homework, please contact the teacher. While parents are encouraged to assist and supervise children's home learning, they should not do it for them. Homework is designed to help students extend or reinforce concepts presented in the classroom as well as to develop organizational and time management skills. Assignments will be given in all subject areas, may integrate subject areas, or take the form of a project. In addition, students should read and report on a minimum of one book per month. **Parents are asked to encourage students to read at home nightly for at least 20 minutes.**

- **Physical Education**

Physical education teachers direct the physical education program at Language Academy. The P.E. Program offers students structured lessons in physical fitness

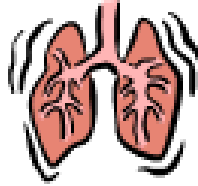
- **Parent Teacher Association (PTA)**

The PTA is a group of parents and faculty members committed to providing the best education possible for the children, both through volunteering time and raising funds. Annual membership is encouraged by all families of any child attending the school. PTA may fund many excellent enrichment programs for our students, which include: assemblies, extended day enrichment programs, study trips, family programs, a reading incentive program, special curriculum, supplementary literature, among other things. Please visit the website for more information and JOIN US in becoming the best PTA ever.

- ***TB SKIN TESTS**

Skin tests are required for all parents and volunteers prior to working in the classrooms.

1. Volunteers must have a current TB skin test report on file at the school. Skin tests are good for 4 years.
2. District Clinic schedule will be posted on the health office door.
3. Tests must be read in 48-72 hours.
4. Positive test require medical follow up, a positive test *does not* indicate TB disease, but only that you have been exposed to TB at some time.
5. Reports from other providers must include: date administered, date read, signature of provider, and mm reading.
6. Volunteer Application must be completed.



Discipline Policy

We are committed to providing quality education for our students. In order to provide an atmosphere, which is conducive to the best learning situation, we have developed a plan for positive behavior. At Language Academy, we employ school wide strategies to create a safe, supportive, and caring social tone, including class meetings, the sharing of learning and leadership, modeling of behaviors, and school wide meetings. Students, teachers, parents, administrators, support staff, and community members treat one another with respect, dignity, and humanity. Our strategies enable students to reach high level of academic achievement and build character are present in each classroom. Examples include: conflict resolution, problem solving, cooperative learning, citizenship, and critical thinking.

School-Wide Standards

(These rules apply on the way to school, at school, and on the way home).
To ensure a safe, positive, rewarding education experience, we will:

- Listen and follow directions the first time

- Keep hands, feet, and objects to ourselves; use safe conduct at all times
- Be respectful, courteous, kind, and thoughtful to all and their property
- Be attentive, complete work on time and have high expectations for all
- Come to school on time and are ready to learn*

*The following items are **not allowed** at school without prior teacher approval: Toys, Cards, Electronic Devices, Gum, Skates, Roller Blades, Skate Boards, i-pods or other related items.

Student Dress Standard

The students and staff at Language Academy expect everyone to have high standards of conduct and appearance. Clothing should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards of the student's home and community. *Students' clothing and appearance should not be of such extreme that it draws undue attention to the student, nor should his/her clothing and appearance detract or interfere with the teaching and learning in the classroom. General clothing standards for all children require that shoes must be worn all times. Sneaker type shoes must be worn for P.E.*

The following items are considered **objectionable** clothing for reasons of health and safety and will require a change of clothing:

- | | | |
|---|-------------------------------|----------------------------|
| - Open toe shoes or sandals | -Sagging/oversized | -Midriff shirts/blouses |
| - Shoes with wheels | -unfastened overalls | -tight fitting tops |
| - Cosmetics/make up | -Dangling earrings | - tops with a low neckline |
| - Chain belts/wallet chains | -Caps in the building* | - Spaghetti straps |
| -clothes with inappropriate words/symbols or adult themes | | |

(*caps may be worn outside with bill forward; no bandanas or knit caps may be worn)

Reinforcing the Expected Standards

Our approach to student discipline places the greatest possible emphasis upon school choice. With this in mind, students are held strictly accountable for their behavior. **We feel that the responsibility of student behavior is shared by all: the student, the parents, and the**

school. Together we can help our students to develop the self-discipline for behaving responsibly and making the right choices.

The following guidelines assist school personnel whenever inappropriate student behavior occurs.

1. Teacher will activate classroom discipline plan, which will include:

- establish classroom agreements
- counsel the child
- communicate with parents to inform and seek support
- provide appropriate consequences
- create a individual behavior contract/plan with the parent and student (when necessary)

2. Once the parent has been involved in the issue, and if further assistance is needed, the child may be referred to the **school counselor and/or other **administrative designee**.**

3. Referral to School Principal

When the student is referred to the administration, except in extreme situations, **it is assumed that the parent/guardian has been previously contacted about the problem.**

The Principal may choose to:

- counsel the student
- conduct parent conference
- remove the student from the classroom, playground/lunch area
- suspend student (see the following page)

District guidelines for suspension

A student may be suspended from school if they:

1. Cause, attempt to cause, or threaten to cause physical injury to another.
2. Disrupt school activities or willfully defy the valid authority of the staff.
3. Unlawfully sell, deal or furnish any substance that is a controlled substance.
4. Steal, or attempt to steal, school or private property.
5. **Commit an obscene act or engage in habitual profanity or vulgarity. ****
6. Possess, sell, or furnish, any firearm, knife, explosive, or dangerous object.
7. Possesses or uses tobacco/drugs/alcohol/intoxicants/drug paraphernalia on school premises.
8. Cause or attempt to cause, damage to school or private property.
9. Knowingly receive stolen school or private property.
10. Harassment, sexual harassment**, hazing, hate violence (Grades 4-12)

****The district policy regarding sexual harassment** (see the following page of this handbook) can be obtained from the Language Academy office staff or viewed on the district website @ <http://sandi.net>.

District Guidelines for Zero Tolerance

San Diego Unified School District has a zero-tolerance policy regarding weapons, fighting, possession of drugs, alcohol or tobacco. The policy states that students bringing weapons on campus or participating in violent acts or repeated incidents of fighting will be immediately suspended and/or recommended for expulsion. The policy defines a weapon to include: pistol, **replica** pistol, starter pistol, dirk, dagger, any size or type of knife, razor, slingshot, explosives, taser, stun gun, rocket, brass knuckles, or BB or pellet gun. Any object used in a threatening manner, even if it is not normally considered a weapon, will be considered a weapon under the zero-tolerance policy. Suspension or expulsion will be recommended with the first incident of furnishing, using, or possession of alcohol or drugs. Students will be suspended or expelled for fighting that inflicts an injury. (The entire zero tolerance policy may be obtained in the main office).

SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Nondiscrimination and Sexual Harassment Policy

**NOTICE OF
STUDENT NONDISCRIMINATION**

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator: Dr. Francine Williams, Pacific Beach Center, 4606 Ingraham Street, San Diego, CA 92109; (619) 490-8671.

**STUDENT SEXUAL
HARASSMENT POLICY**

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

The district believes that it can resolve harassment issues at the school site. If not, students may contact the Title IX Coordinator: Dr. Francine Williams, Pacific Beach Center,

**TO FILE A DISCRIMINATION OR
SEXUAL HARASSMENT COMPLAINT**

1. **Filing a complaint:** Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint is filed.
3. **Action:** If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion, will be taken.

The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or principal for resolution at the school site. If the complaint cannot be resolved, the student should contact:

**Vira Villarreal
Title IX Coordinator
Eugene Bucker Education Center
4100 Normal Street (Room 2244)
San Diego, Ca. 92103
For questions or additional
information, please call
619-725-7329**

Lunch Court Behavior

Parents, please take a moment to review the playground safety rules with your child.

1. Sit down quietly at your table.
2. Begin eating your food.
3. Use your household table manners.
4. Stay seated until you are dismissed.
5. Pick up after yourself and throw away your trash.
6. Walk to the line and line up quietly.

New- Lunch Court Rules for Elementary Students

1. Students must **sit at their assigned classroom lunch table.**
2. Students with allergies sit at the marked Allergy Table next to the auditorium. *Teachers must inform lunch aides as to who should sit at the allergy table when notified of the medical condition by the School Nurse.*
3. No standing, walking, running, pushing or fighting at the lunch court.
4. Students are **encouraged to eat their lunch** before playing.
5. A child who goes to the restroom **MUST** return to their table for dismissal to the playground.
6. **When the bell rings, ALL students must remain seated.**
7. *A teacher or adult* supervising the lunch court will dismiss **one table at a time** only- while the other students wait their turn.
8. Table dismissal occurs when: the majority of the children have finished eating their lunch, & when their assigned table/area is cleaned up.

9. Children who want to continue eating may sit at a table with others who stay behind. (except Thursdays when they return to class with their teachers).

10. Students who eat cafeteria food must dispose of their leftovers in the trash cans.

11. Styrofoam trays must be placed in the recycling box, only.

CONSEQUENCES:

1. If a child does not abide by the rules, he/she will be given a verbal warning the first time in any given day.

2. If we need to speak to a student repeatedly, he/she will be on a Time Out table for 5+ minutes of their lunch recess time.

Lunch & Recess Safety Rules

General Rules: Soccer balls may only be kicked in the dirt area.

1. Students should not play in or around bathroom areas.
2. Students **MUST** freeze & duck when the bell rings and then, walk to the line after the whistle or green flag is flown.
3. Students should not run in unsafe areas (lunch court, bathroom areas, walkways and other crowded areas).
4. Students should not play tag.
5. Everyone **MUST** be responsible for picking up after himself or herself. (Equipment etc, jackets, food...)
6. Food and drinks should be consumed in designated eating areas only.

Lunch & Recess Safety Rules

Basketball is for students in grades 3-5:

1. Only 10 players to the court.
2. No physical contact with other players, players **MUST** call foul when needed.
3. Please follow the school rules for basketball.

Structure Areas

* NOTE: Students may **only** play on the structures during school hours - (example: recess, lunch play or P.E.)

DO NOT GET ON THE STRUCTURES ANY OTHER TIMES.

(Example: before or after school, or any other event after school hours.)

1. Kinder & 1st may only use the Green Structure
2. 2nd and 3rd graders may only use the Blue Structure
3. 3rd through 5th grades **ONLY** on the RED structure. (
4. No running or pushing
5. Feet first down the slides
6. No running up the slides
7. No jumping or hanging over the sides or top of slides.
8. One direction on the bars
9. No standing on the bars.
10. Keep feet on structure platforms. (high areas)
11. No running on or around structures.

Wall Ball:

1. **Follow the wall ball rules**
2. Majority votes rule (For disagreements on voting see noon duty)
3. No running through wall ball courts while the ball is in play

SAN DIEGO CITY SCHOOLS HOME/SCHOOL COMPACT

Language Academy and the parents of the students participating in activities, services, and programs funded by Title I, part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

This Home/School Compact is in effect during school year 2008-2009.

School Responsibilities-

The Language Academy will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:**
 - It is our goal to improve student academic performance through exemplary teaching practices. Resource teachers work directly with students in need of additional support and assist teachers as needed. Administrators work closely with the resource teachers to plan comprehensive professional development and support teachers in providing academically rigorous instruction for all students. The district's balanced literacy and mathematics frameworks guide this work.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - Parent conferences will be held on

Provide parents with frequent reports on their child's progress.

- For the elementary and middle school, progress reports are sent home in November, February, and July
 - For the middle school, student progress may also be checked throughout the year online at <http://www.language.grouppfusion.net>
- 3. Provide parents reasonable access to staff.**
 - The administration is available to meet with parents as needed.
 - Teachers are available to meet with parents before and after school. Parents may call the school/teacher to arrange conferences.
 - 4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**
 - The Language Academy has many opportunities for parent involvement. A team of parents helps coordinate the efforts to recruit and organize classroom volunteers for teachers who request assistance in the classroom. A parent center is also dedicated to our volunteers and is located in room 7.

Parent Responsibilities

We, as parents, will support our child's learning by:

- Monitoring attendance.
- Making sure that homework is completed.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as the School Site Council, The District Advisory Council for Compensatory Education, The English Learner advisory Committee, or other school advisory groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards by:

- Doing my homework every day and asking for help when I need it.
- Behaving in a responsible and respectable manner in my classroom and on the playground.
- Doing all of my class work and asking my teacher for help when I need it.
- Give my parents or the adult who is responsible for me all notices and information I receive from school each day.

Language Academy 2008-2009

Through the above-mentioned Compact, I agree to fulfill my roles and responsibilities in the learning process, and commit to achieve district academic and citizenship standards.

School Administrator: Veronika Lopez-Mendez Sept. 4, 2008
Veronika Lopez-Mendez, Principal Date

Print parent name, please: _____ Date: _____

Parent Signature: _____

Student Name and Signature: _____