

Student & Parent Handbook 2020-21

EL SOL SCIENCE AND ARTS ACADEMY

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El Sol Science and Arts Academy *An Excellent Public School*

El Sol Academy, a dual-immersion charter school founded in 2001 with 110 students, and now enrolls 1,000 students in preschool through eighth grade. Despite constant adjustments to the educational landscape, El Sol Academy continues to grow in both size and achievement with high expectations for our students' success.

This year our school earned the 2019-2020 Educational Results Partnership (ERP) Honor Roll School for our high achievement in student success. El Sols' dedication earned awards: Bright Spot Awardee by The White House Initiative on Educational Excellence for Hispanics, the California Charter School of the Year, a California Distinguished School, a Title I Academic Achievement Awardee, a California Association for Bilingual Educators Seal of Excellence Award, and a Campaign for Business & Education Excellence (CBEE) STAR awardee.

These distinguished awards highlight our unique dual-immersion curriculum teaching advanced levels of knowledge and proficiency in English and Spanish. We ensure students' success by employing a thorough and diverse curriculum, exemplary professional development for teachers, commitment to parental involvement, and supplementary programs.

Welcome to El Sol Science and Arts Academy!

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SCHOOL PHILOSOPHY

El Sol Academy is a leading dual-immersion public charter school in Orange County. We offer an intensive academic instructional program that prepares students for high school and beyond. Our community resources, cultural experiences, curriculum, and programs support each student for their success. Visit El Sol Academy to truly immerse yourself in the vibrant El Sol experience!

MISSION

To provide a rigorous academic environment that prepares students for entrance into a college preparatory track at the high school of their choice and to create a culture of kindness, creativity, courage, and honesty that will permit our graduates to assume leadership roles in the 21st century.

CURRICULUM

El Sol Academy's educational focus offers a curriculum that is intellectually rich and focused on problem solving. Students are taught in a dual language (Spanish/English) setting, following a 90/10 dual language acquisition model. Our students will enter high school with well-developed skills in reading, writing, mathematics, science, and a refined artistic ability.

PILLARS OF SUCCESS

Trustworthiness | Care | Fairness | Respect | Responsibility | Citizenship

CHARACTERISTICS OF DUAL IMMERSION EDUCATION

The dual immersion program, promoting bilingualism and biliteracy in English and Spanish, prepares students to excel in the global marketplace. Our goal is for students to attain fluency and literacy in both Spanish and English and meet or exceed grade level proficiency in all academic standards. Students learn to think, speak, read, and write in both languages and develop positive cross-cultural relationships. The California Department of Education standards guide all instruction in our program.

El Sol Academy's 90/10 dual language program begins with a greater amount of Spanish in the early years to provide a solid basis for future academics. The program is modeled after similar programs throughout the United States and Canada with proven success.

The percentage of Spanish and English instruction is as follows:

Grade	Spanish	English
K	90%	10%
1st	80%	20%
2nd	70%	30%
3rd	60%	40%
4 th -5 th	50%	50%
6 th -8 th	Students receive concepts taught in both languages	

PARENT INVOLVEMENT

Every family is encouraged to volunteer 20 hours per academic year per child. Such activities may include copying, grading, filing, chaperoning, teaching/demonstrating, assisting, repairing, painting, or the sharing of special talents. Such service may take place during the school day, evenings, or even on weekends. Please consult your child's teacher or the Director of Community Life, Sara Flores, for available opportunities.

EL SOL ACADEMY TEAM

DIRECTORS

Monique Daviss	Executive Director mdaviss@elsolacademy.org
Tristan Gude	Director of Operations tgude@elsolacademy.org
Sara Flores	Director of Community Life & PrK sflores@elsolacademy.org
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EXTENDED DAY SUPPORT

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NOON SUPERVISORS

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Patricia Ibarra Sandra Garcia
Karina Sanchez Marfelia Valenzuela
Eva Vazquez Susana Cota

KITCHEN AIDES

Rosa Miranda Karina Sanchez

CUSTODIANS

Jesus Arredondo Reynaldo Diaz
Salvador Higareda Jose Paez
Esther Perez Alejandro Rincon
Pedro Villalobos Sergio Villalobos

CROSSING GUARDS

Nancy Alvarado Claudia Delgado
Eufrosina Ramirez Teresa Sandoval

ABBREVIATIONS:

- **Asst.** - Assistant
- **Dir.** - Director
- **Ed.** - Education
- **Mgr.** - Manager

EL SOL ACADEMY'S SCHOOL BOARD

President:	Sasha Talebi
Vice President:	Dr. Anaida Colon-Muniz
Treasurer:	Angie Sigala
Secretary:	Angie Sigala
Member:	Kristy Ollendorff
Member:	Kelly Reyes

Board meetings are held every second Thursday of each month.

Founders

Dr. Kathleen Sabine
Susan Mas

Board meetings are held every second Thursday of each month.

The Board is composed of elected members. It meets monthly to monitor, plan, and discuss school matters and to provide counsel. As necessary, the Board also formulates policy to ensure that the mission is being honored. The monthly meetings are open to the school community and the public in general.

EL SOL ACADEMY'S PARENT-TEACHER ORGANIZATION BOARD

President:	Candice Morales
Vice President:	Esla Saldana
Treasurer:	RoseAnn Juarez
Secretary:	Jessica Chavez
Elementary Member:	Maria Nava
Middle School Member:	Hilda Kaneko

PTO meetings are held every other month. Please contact PTO President for more information.

SCHOOL LIFE

ADMISSION POLICY

The following guidelines implemented ensure a fair and orderly admission process. All families seeking admission are asked to participate in an orientation meeting to learn about the dual language program and mission of the school. Following attendance to this meeting, families must submit a completed application for consideration. Students will participate in formal language testing to identify their language dominance (required for proper placement in the dual language program). Additional testing may be required to determine proper placement in the school's dual language program. When necessary, a lottery will take place to determine student admission. When transferring from another school, the academic records for each student will be required along with a current immunization record.

Applications for enrollment will be considered in the following order of preference:

1. Children who are siblings of currently enrolled students.
2. Children of families in the Santa Ana community seeking a dual language education.
3. Children of families in the Orange County community seeking a dual language education.

**Due to the nature of the dual immersion program, applications for grades one and above will be considered on an individual case-by-case basis.*

ARRIVAL AND DEPARTURE FROM SCHOOL

- **Students are not allowed on school grounds before 7:30 a.m.**
- Students must be lined up with their classes at 7:55 a.m.
- The gates on Halesworth Street will close at 8:10 a.m.
- A child arriving to school *after* 8:00 a.m. is marked tardy.
- All parents and visitors must sign in at the office prior to entering the campus. If parents and/or visitors plan to remain on campus, they must wear a **visitor's badge**.
- Children over 12 months of age and who are walking will not be allowed on campus during school hours with the exception of any awards assembly or school event. **Parents MUST supervise their child during these times and may not allow them to run around and/or play on the playground equipment or the ramps to the classrooms.**
- Any student leaving the school grounds before dismissal *must be* signed out by the parent or authorized adult. Please minimize classroom interruptions by making doctor appointments after dismissal.
- **No skates, rollerblades, shoes with wheels (i.e. Heeley's), skateboards, or scooters may be ridden to school or on the school grounds.**
- 5th - 8th grade students are allowed to ride bicycles to school.

BICYCLE POLICY

All riders must wear a fastened helmet. In addition, the students must have a lock for their bicycles and park their bicycles in the designated area on the upper school campus. A parent permission slip must be on file prior to a student riding their bike to school. Permission slips can be found at the main campus office. **After the third warning, students who are in violation of any stipulations of the permission slip will have their bicycle privileges revoked, no exceptions.**

CLASSROOM VISITS/VOLUNTEER HOURS

Parents are welcome to volunteer in the classroom but must make a prior arrangement with their child's teacher. When volunteering in a classroom, it is requested that volunteers not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom curriculum or a child's progress.

Any school or classroom visits, other than volunteer time, must be approved by the Executive Director before the desired date. Our goal and desire is to minimize disruptions to the students' learning environment.

If you have a child who is older than 12 months and can walk, we ask that you not bring the child on campus when you are planning to stay for more than 10 minutes.

PLAYGROUND RULES

Recess is a privilege earned through making appropriate choices and following safety rules. We at El Sol desire our students to have a fun and safe recess. All students will observe these rules:

- Follow adult directions the first time given.
- All food needs to be eaten at lunch tables. Food is never allowed on the playground.
- Students should play in the designated areas as indicated by staff.
- A count of 30 is used when waiting for your turn.
- Use appropriate language: no put-downs or rude words or actions.
- Use playground equipment in the correct manner and for its intended use.
- Bounce playground balls on the ball walls, not against the portables.
- Use restrooms as needed, but not as play areas.
- Stop moving when the bell is rung and walk to your line when the whistle is blown.

Play games by El Sol rules *only*:

1. Play fair: If you are out, go to the end of the line.
2. Be ready to play when you enter a game.
3. No "Time Out"! A play may be interrupted for interference only.
4. Never give "Cuts" to anyone.
5. Stand behind the line while waiting for your turn.
6. **Everybody plays or nobody plays. (No "closing" games).**
7. No "Do Overs."
8. Play the same on everybody (No playing "easy" on your friends).
9. **Solve disputes peacefully: Talk, Walk, or "Rock, Paper, Scissors."**
10. If a ball touched a line it is an out no matter what game, you are playing.
11. No running on the blacktop except for P.E., basketball, and soccer.
12. No "Tag" or "Pegging" games.

INTERNET USE

Access to the Internet enables students to explore libraries, databases, and information resources. While the school does have a filtering system in place, parents/guardians should be aware that some material on the Internet may contain items that are objectionable or inaccurate. While our intent is to make Internet access available to further our educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed the disadvantages. Students will be accessing the Internet in their classrooms with an authorized adult present for guidance. However, ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using information sources. To that end, El Sol supports and respects each family's rights to decide whether or not to apply for Internet access. The school or parent/guardian may revoke Internet access at any time.

INTERNET ACCESS RULES: Students Grades K - 5

Students will sign a form containing the following:

1. I will follow the directions of my teacher/adult leader while at the computer.
2. I will not make copies of anything I find on the computer without adult permission.
3. I will keep my password private and not share it with anyone else. I will use only my password when I am on the computer. I will not ask or use anyone else's password. If I find out someone else's password I will tell that person and an adult so the password can be changed.
4. I will not use words, pictures, drawings, etc. that are not allowed at school or home. That includes drugs, threats, and unkind words.
5. I may not sell or buy anything on the computer.
6. I will not give out my (or anyone else's) full name, address, or phone number to anyone without my parent/guardian and teacher's permission.
7. I will treat the computer equipment and other users work carefully and not damage it in any way. I understand that if I do, I may have to pay for fixing the damage if it was done on purpose or when playing around.

I agree to follow the above rules and understand that if I break them, I may not be allowed to use the computers again and may have other consequences.

INTERNET ACCESS RULES: Students Grades 6 - 8

Students will sign a form containing the following:

1. Students are personally responsible for the use of the Internet and El Sol's network. Students will abide to all rules of conduct expected on El Sol's campus while using the network.
2. Illegal activities of any kind are strictly forbidden. Illegal activities are those acts that constitute a violation of Education Code, local, state and/or federal laws. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Internet.
3. Unauthorized access to other user's work and/or resources is prohibited. This includes the use of another's password to gain access. Access is to be limited to those resources needed to complete educational goals.
4. The network shall not be used for personal and/or commercial financial gain. Product advertisement and/or political lobbying are prohibited.
5. Use of language and/or transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religion is prohibited. Inappropriate language is never to be used.
6. Use of the system to encourage the use of drugs, alcohol, tobacco, promotion of unethical practices, and/or any restricted activity as defined by law or school policy is prohibited.
7. Downloading of copyrighted material is for personal use only and may not be placed on the system for distribution without the author's and school's permission.
8. Damaging of computers, other user's work, and/or networks is prohibited. Any software having the purpose of damaging any computer and/or network is prohibited.
9. Computer equipment (hardware and/or software) may not be removed from the school site without written permission from a school administrator.
10. When using work of another, credit must be given to the person who created that work. Plagiarism is prohibited.
11. Students are not to reveal full names, home addresses, telephone numbers or any other personal information about themselves, other students, or school employees without written parent/guardian and staff approval (for scholarships, grants, and other educational uses only).

I agree to follow the above rules and understand that if I break them, I may not be allowed to use the computers again and may have other consequences.

ACADEMIC PROGRAM

HOMEWORK

El Sol Science and Arts Academy believes that homework is beneficial to the students as a way of reinforcing the knowledge acquired in the classroom. Therefore, all students are required to complete and turn in the homework assigned to them by the classroom teachers. As appropriate, homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans). Students are expected to turn in homework weekly for lower elementary (K - 2nd grade) and daily for upper elementary (3rd - 8th grade).

Furthermore, we feel that the responsibilities for homework are shared jointly among teachers, parents, and students. Parents, please make sure that your child has a quiet place to complete homework without any interruptions. Students in third grade and above are asked to write their homework down in their agendas. For more details on the homework policy, please refer to the [El Sol Academy Grading Policy](#).

The main purposes associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

HOMEWORK TIME

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Students who do not finish classroom work may be asked to complete it at home, which could increase homework time. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. Starting in 3rd grade, student's homework will now include English Language Arts.

The following represents a suggested guide:

Grade	Suggested Time Schedule for HW	PLUS (+)	Recreational Reading
K	10-15 minutes	+	10-15 minutes
1	10-20 minutes	+	10-20 minutes
2	15-25 minutes	+	15-25 minutes
3	30-40 minutes	+	20-30 minutes
4	40-50 minutes	+	20-30 minutes
5	50 minutes	+	20-30 minutes
6-8	20 minutes per subject	+	20-30 minutes

ACCELERATED READER

Students at El Sol Academy participate in the Accelerated Readers Program and are required to read every night. Teachers assign the number of minutes required. Online tests are taken during homeroom, recess, lunch, or language arts classes. Grade level teams will inform parents and students when AR tests will be taken. Parents may go online to www.arbookfind.com to find books at their child's reading level.

Yearly reading totals are as follows:

Elementary	Middle School
1 st grade goal = 100,000 words	6 th - 8 th grade English Class Student goal = 750,000 words
2 nd grade goal = 200,000 words	6 th - 8 th grade Honors English Class Student goal = 1,000,000 words
3 rd grade goal = 300,000 words	
4 th grade goal = 400,000 words	
5 th grade goal = 500,000 words	

PROGRESS REPORTS

Approximately six weeks after the start of a new trimester, parents will receive a notification of any academic concepts their child is struggling with and of any study habits that are not satisfactory. Parents must sign each progress report, return it to school the next day, and the homeroom teacher will provide a copy for parent files.

REPORT CARDS

Report cards are issued at the end of every trimester. The first two are given to parents during Parent Conferences, and the third is sent home on the last day of school with students. Report cards will include academic performance grades, study habits, citizenship, and teacher comments.

PARENT-TEACHER MEETINGS AND CONFERENCES

Parent-teacher meetings constantly take place at El Sol. Parents are encouraged to assume an active role in their child's education. We ask parents to make appointments with the teacher to arrange an appropriate time and place to meet.

Parent-teacher conferences give parents a detailed assessment of their child's performance. These happen twice a year with the student's homeroom teacher. The first conference is mandatory for all students. The second conference is a choice for parents whose students are at grade level, but mandatory for students who are below grade level. Throughout the school year, parents are always welcome to contact teachers to arrange a conference. Teachers may request a parent conference at any time as well. Please call the school or email teachers to set up a meeting.

PROMOTION/RETENTION

When a student's grades and test scores fall below the set standards, a Board of Review composed of teachers, the Student Success Team (SST) Coordinator, and an administrator meets with the parents to discuss recommendations for promotion or retention. The school will make every attempt to consult and work with parents to help support student's academic challenges throughout the year.

TESTING

Students at El Sol are tested yearly using school and state-mandated assessments to measure student progress in the areas of reading, language, and math. In addition, teachers use a variety of multiple assessment measures to track their students' achievement and overall academic progress. These assessments also serve as a tool in the classroom and guide instructional practices. Thus, enabling teachers to adjust and/or modify the content they teach.

The following tests administered over the course of the year:

SCHOOL

Writing Proficiency Test: Grades K - 8th
Benchmark Tests: Grades K - 8th

STATE

CAASPP: California Assessment of Student Performance and Progress
English Language Arts and Mathematics: Grade 3rd - 8th
California Science Test: Grade 5th and 8th
State-Mandated Physical Fitness Test: Grade 5th and 7th

Parents will be receiving notification of their child's results.

EXTENDED DAY PROGRAM

The Extended Day Program is an enrichment program aimed to help students academically; it provides students a variety of enrichment activities and lessons to develop various skills and knowledge.

For those enrolling in the program there are three different sections:

- **Students who participate in the program every day and attend regular classes.** These students must participate in enrichment classes. They can opt for a second enrichment class depending on age, space, and other teacher criteria. (Funded by the ASES Grant, the school and the parents).
- **Students who participate in the program every day and referred by the teachers to receive intervention classes.** These students may not be allowed to participate in any additional individual or small group enrichment activity during the program hours. Enrichment will be provided for this group as a class. These students have the highest priority at the time of enrollment. (Funded by the school).
- **Students who only attend the program to take enrichment classes.** This group of students does not attend the program every day. They have the lowest priority at the time of enrollment. The cost of the program is \$10.00

ATTENDANCE

It is essential that students be prompt and regular in attendance. Every absence, including part of the day, interferes with your child's progress in school. **Absence from school is the greatest single cause of school failure.** Student(s) should not be absent from school unless it is absolutely necessary. If your student is absent, please call the office the morning of the absence.

Elementary School K - 4th Grade: (714) 543-0023
Middle School 5th - 8th Grade: (715) 834-1071

If you are not able to call, please send a note explaining the absence when your child returns to school. When a child is absent, the Office Assistant calls the student's home to verify the absence.

EXCUSED ABSENCE

A student's absence is excused solely for following reasons:

- If student(s) are ill
- If someone in the student's family passes away, (1-day absence is excused for local and 3 days for out of town)
- If student(s) need to observe a religious holiday
- If student(s) have to go to a doctor, dentist, or other medical professional- please bring a doctor's note upon return
- If student(s) are ordered by the government to be somewhere else, such as in court
- If student(s) participate in "Take Child (son/daughter) to Workday"

When a student has been absent, the student must bring to school on the first day they return a written excuse from his/her parent/guardian explaining why he/she was absent. The written excuse should include the date(s) student was absent, the reason for the absence, and the signature of the student's parent/guardian or of a doctor who has treated him/her.

If a student is frequently absent, the School Administration may ask the student's parent/guardian to provide more information about his/her absences.

UNEXCUSED ABSENCE

Any absence that does not match one of the above-mentioned situations is an unexcused absence.

- Absence from school without parent consent
- Unexcused 'personal' reasons that do not relate to situations listed above
- Vacations or other activities taken during the school year

EARLY DISMISSAL

A note from home is necessary when a student is to be dismissed early from school. If you wish to pick up your child during the school day, please arrange to have him or her signed out in the school office. Students may only be released to adults listed on the emergency card. We have established this procedure for the protection of all students. Please make every effort to schedule appointments after 3:00 p.m. **Dismissal within the last 15 minutes of the school day is very DISRUPTIVE to the classes.**

MEDICAL APPOINTMENTS

Please try to schedule all medical/dental appointments during non-school hours whenever possible. If an appointment must be made during the day, the parent will then need to come to the office at the designated time to sign the student out. Students should remain in school before and after all appointments.

INDEPENDENT STUDY

When you know in advance that your child is going to be out of school for **3 days or more** for a reason other than illness, please contact the teachers in advance so that they can prepare an Independent Study Package for your child; so the absences will not be considered unexcused. Then, parents need to fill out the Independent Study Contract Form at the office with the Office Assistant. Upon return to school, parents need to return all work to the teachers. The absences will not be marked as Independent Study until all the assigned work is completed and returned.

HEALTH AND SAFETY

ACCIDENTS

In the case of most minor scrapes or falls, a capable and caring staff member will treat students. Should the injury be determined to be serious, parents and/or those designated on the emergency cards will be notified as soon as possible. Emergency medical services will be summoned, as necessary.

CAMPUS SECURITY

We appreciate everyone's cooperation in helping to keep our students safe. Our gates on Halesworth Street are always locked from 8:00 - 5:55 p.m. All of our parents and visitors are asked to come in through the front office where they need to sign in and out. Students will only be dismissed in the care of parents or those listed on the emergency card.

CHILD ABUSE

In accordance with California State Law, our staff is obligated, under penalty of a fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation.

CONTAGIOUS DISEASES

The following communicable diseases **must be reported to school office staff**: chicken pox, pink eye, strep throat, and measles. Please contact the school within 24 hours of diagnosis so that appropriate measures may be considered. Students must be cleared through the office before returning to class.

EMERGENCY SITUATIONS

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. Should any change occur, please notify the school office immediately of new telephone numbers.

In the event of an earthquake, teachers will direct students to “duck, cover, and hold.” They will remain under cover until the shaking ceases, and they are notified that it is safe to evacuate the classrooms. Upon command, students will be evacuated to the emergency drill area in the school. If there is a situation threatening our school structure and the safety of our students, they will be taken to Willard Junior High School.

In the event of a major earthquake, school will NOT BE DISMISSED AND STUDENTS WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until the danger has passed. At that point, a parent or an adult listed on the emergency card may pick up their child(ren).

HARASSMENT POLICY

In accordance with the laws of the State of California, El Sol Academy is committed to provide an environment free from harassment of any form. Harassment of any student by any other student, parent, or school employee is prohibited. The school will respond to allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

ILLNESS

El Sol Academy believes that it is not in the best interest of ill children to be sent home alone. If a child is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.

IMMUNIZATIONS AND HEALTH REQUIREMENTS

Each student is required to submit a Record of Immunizations in order to comply with the Orange County Health Department regulations and to comply with the State of California. Currently, an immunization record (yellow card) must be submitted showing the individual shots and dates they were given.

All children must have their immunization record up to date prior to their first day of enrollment at the school. All children entering 1st grade must have and bring proof of a full dental examination done within the last 12 months and have a health checkup completed within 18 months of their admission or no later than 90 days after starting 1st grade. This checkup includes immunizations.

MEDICAL EXEMPTIONS

Starting January 1, 2021

- Medical exemptions can only be issued through the California Immunization Registry - Medical Exemption website ([CAIR-ME](#)) by physicians licensed in California.
- Schools and childcare facilities may only accept from parents' new medical exemptions issued using CAIR-ME.

EL SOL ACADEMY'S DRESS CODE

Pride in one's appearance is important in fostering good self-esteem and a positive attitude toward school and others. Therefore, the students at El Sol Academy are expected to attend school in a clean and well-presented manner, wearing clothing consistent with the uniform policy. Parent adherence to the policy is important in fostering student responsibility, self-respect, and a sense of community. Parents' consistent support of the charter rules and philosophy is especially important.

Students must adhere to the school's uniform policy as follows:

All clothing must fit properly and be in good condition, clean, free of tears, ragged edges, and safety pins. Cartoon characters, team logos, or brand names are not acceptable on uniform clothing.

UNIFORM DRESS CODE:

TOPS

- Red, navy blue, or white
- Solid colored shirts, with sleeves and collars, for both boys and girls
- Turtlenecks, sweaters, sweatshirts, and vests may be worn if they are red, navy blue, or white.
- *El Sol Spirit shirts and sweatshirts may be worn any day and are encouraged on field trips.*

BOTTOMS

Pants/Shorts/Skirts/Skort/Dresses/Jumpers:

- Girls' shorts/skirts need to be no shorter than 2 ½ inches above student's knee.
- Boys' pants/shorts cannot sag or be worn below the waist – NO EXCEPTIONS.
- Navy, khaki, and school plaid in uniform style.
- Cargo pants, skinny pants, and sweats ARE NOT ALLOWED.
- Leggings and tights are allowed only if they are red, white, or navy blue under a skirt or dress.

BELT

Solid brown, black, or navy belt must be worn when belt loops are present.

SHOES

Tennis shoes are recommended. **All shoes must have closed toe, ankle height, and a heel.** Boots and rain boots permitted due to weather. No dress boots, high heels/platforms, flip-flop, sandals, or dress up shoes, please.

HATS

No hats may be worn on campus.

SOCKS

All socks need to be solid white, blue, or red. Students in Middle School may wear black socks.

FREE DRESS DAYS

Students in Middle School may request Free Dress Days on Fridays. If approved, students need to follow the following guidelines. Shirts may not be spaghetti straps, have any cartoons, or inappropriate sayings or symbols. Skirts and dresses shorter than 2 inches above the knees may not be worn. Students need to wear a belt.

SPIRIT DAYS

Throughout the school year, there are certain days where students are able to participate in Spirit Days. Flyers will be sent home in Thursday packets announcing Spirit Days and specifications. Shirts may not be spaghetti straps, have any cartoons, or inappropriate sayings or symbols. Bottoms should follow uniform dress code, unless otherwise specified on flyers. Shoes should follow uniform dress code as well.

PHYSICAL EDUCATION

Due to limited space availability and other safety factors, please be aware that the students will no longer dress-out during their physical education classes. On days that your child has PE, we ask that students dress in tennis shoes and comfortable uniform clothes to permit them to participate in all PE activities.

HAIR AND GROOMING

Hair must be neatly groomed and styled in a way so that it does not interfere with the student's vision. No dyeing or use of colored gels on hair (temporary spray dye may be used during Spirit Week only). If earrings are worn, they must be post-style for safety reasons. No makeup, no tattoos or writing on body. Hoods are only to be worn on cold days.

***** if you need help finding school uniforms, please contact Sara Flores at (714) 543-0023 *****

VIOLATION OF DRESS CODE POLICY

A student who violates the dress code policy will receive a written warning that must be signed by the parent.

The first time will be a warning, thereafter, the student may receive:

- Lunch Workshop
- Meeting with parent and student
- In-school suspension
- Loss of privileges, including fieldtrips and other school related events

HYGIENE

Personal hygiene is important for all students. Being clean and neat helps student(s) stay healthy, feel better, and work better at school.

STUDENT DISCIPLINE POLICY

The El Sol Elementary and Middle School discipline policy has been developed to make sure all students are able to develop physically, mentally, emotionally, and socially in a secure, orderly, and productive learning environment. It has also been developed so teachers have guidelines and the support they need to teach efficiently. Finally, the school disciplinary policy provides parents with the knowledge that their student(s) will be treated fairly.

The policy works to ensure that:

- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Students and staff will be expected to be on task at all times while in the classroom or at other learning activities.

This discipline policy takes into account all non-negotiable rules and classroom rules. Students, parents, and staff members must have a clear understanding of what is considered unacceptable behavior at El Sol Academy. They must also know the consequences for unacceptable behavior and at what level the classroom teacher or administration assumes responsibility for conferring with students and parents regarding behavior problems.

BEHAVIOR CODE

The following behaviors are prohibited at school, at any school-sponsored activity or event (including but not limited to festivals, dances, fieldtrips), or while on a bus:

- Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
- Damaging school property or the property of others
- Damaging or setting off a fire alarm (except in cases of fire on school premises).
- Dishonesty
- Distribution, use, access, upload, or download of vulgar, obscene, or threatening materials and/or graphics
- Fighting and/or play fighting
- Leaving a class or the school without permission
- Physical contact that is inappropriate.

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- Possessing or using tobacco or any smoking paraphernalia.
 - Possessing, using, selling, buying, giving away, bartering, or exchanging any alcoholic beverage or illegal drug
 - The misuse of technology (refer to Electronic Resources – Authorized User Policy).
 - The sale, give-away, barter, exchange, or distribution of any food, non-prescriptive or prescriptive drugs, materials, substances, toys, or other personal belongings without the consent of the administrator in charge.
 - Theft
 - Littering
 - Using inappropriate language, whether written or spoken
 - Verbally or physically abusing teachers, administrators, students, or any other person, including but not limited to, acts of sexual harassment, threats, or intimidation
 - Bus misconduct (for field trips/school sponsored trips)

BULLYING

Bullying is one of the most underrated problems in schools. Teachers, administrators, students, parents, and support staff work as a team in taking action against bullying.

Bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property
- Has a substantially detrimental effect on the student’s physical or mental health
- Has the effect of substantially interfering with the student’s academic performance - or -
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks, of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, name calling, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

DISCIPLINE

El Sol Academy uses a Restorative system for student discipline. A relational approach that helps build school climate, while addressing student behaviors by fostering a sense of belonging, social engagement, and accountability for all. Students who struggle with discipline issues will work with staff, dean, and the administration team to provide a helpful support, and work to find best intervention to help the student. This systems’ design is a firm, fair, and consistent way of working with young people in their social development.

Parent(s) will be notified in writing each time their child is being disciplined. Students are expected to have their signed slips returned to the issuing teacher or staff member the next school day. If it is not returned, parent(s) will receive a phone call. The school will notify their parent(s) both by phone and in writing regarding the incident with their student. Based on the incident, the intervention will be applied to support student.

Discipline is a process designed to teach, model, and use natural consequences to bring about responsible behaviors. Building social capital and achieving discipline by participatory learning and good decision-making.

Acceptable student behavior includes:

- Respect for self, all fellow students, all faculty, and all visitors to the school
- Courtesy in speech and manner
- Cooperation with all teachers, class, and school policies
- Self-control in dealing with others
- Concern for the safety and well-being of others
- Acceptance of responsibility for academic learning

KINDERGARTEN AND FIRST GRADE

Student(s) in these two grade levels will receive appropriate and immediate consequences for unacceptable behavior (i.e. lying, pushing, biting, placing hands on a classmate, etc.). Grade level teachers will give consequences, and if necessary, the administration will become involved. Some of these consequences may be seating on the lunch tables during recess and/or lunch, computer and classroom privileges taken away, suspension for extreme cases.

INTERVENTIONS

Parents will be notified by phone and a student incident slip will go home for a parent signature, each time a student receives a conduct referral. Each time a student in grades 2nd through 5th receives a conduct referral the parent will be notified, and their teacher will give a specific intervention. If needed, a Committee of teacher, administration, and student will come together in a formal meeting to discuss an intervention plan for the student. Students in grades 6th through 8th will follow the same format. If additional support and intervention is needed several interventions will be provided by the Dean. If interventions that are in place to help support are ineffective, then a meeting with the teacher, family, student, and administration will take place. If a student has participated in two intervention workshops, the Discipline Committee will come together in a formal meeting to discuss a plan for the student. Excessive number of discipline issues, or Saturday/ morning workshops could result in a meeting to discuss the ongoing enrollment of the student at the school.

What follows is a guideline that teachers and staff that are potential infractions. The examples listed are only examples and are in no way all-inclusive. The judgment of the teacher and staff member will be final in assigning potential interventions based on the nature and severity of the infraction. Classroom teachers may also be giving other immediate consequences (i.e., loss of recess, classroom privileges, fieldtrips, etc.) that are appropriate for unacceptable behaviors.

Possible Infractions:

- Chewing gum
- Running in class
- Being outside without a pass
- Misbehaving in line
- Not following recess and lunch procedures such as standing when the bell rings at the end of recess)
- Littering
- Not turning in behavior form with parent signature
- Violation of school dress code
- Going into office without a supervisor or teacher's note
- Inappropriate use of playground equipment
- Tardies during rotation
- Talking back to adults
- Rough playing
- Running away from authority
- Leaving lunch tables early
- Playing in restrooms
- Disrespectful to substitute teachers
- Offensive use of language
- Throwing food (food fights)
- Destruction of school property (restrooms, classrooms, etc.)
- Inappropriate display of affection (kissing, touching)
- Physical violence
- Throwing wet papers to the walls, ceiling or floor of the restrooms.
- Urinating purposely outside urinals or toilets.
- Bullying (verbal or written threats towards anyone)
- Harassing
- Use of profanity
- Stealing
- Vandalism
- Sexual Harassment
- Possession of weapons

Students, parents, and staff will demonstrate self-respect, respect for others, and respect for all things in their environment. Since behavioral development is an on-going process that involves the entire school, any teacher, faculty, or staff member can give any student a point. This discipline policy applies to all students at any time they represent the school. This includes the bus, fieldtrips, sporting events, dances, and any other special or extra-curricular event.

STUDENT SUSPENSION AND/OR RECOMMENDATION FOR EXPULSION

For specific offenses, the state law allows for the suspension (Education Code § 48900 a-q) of a student if a school investigation shows the student - while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity - has engaged in any of the following acts:

ASSAULT/BATTERY

Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee. Also included are attempted sexual assault, sexual assault, and sexual battery. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

WEAPONS

Possessing, selling, or otherwise providing any weapon - including guns, knives, explosives, or simulated weapons, including toys such as pellet, air soft, paintball, BB guns, and water guns. Also applies to use of any object in a threatening manner, including traditional classroom supplies such as pencils, pens, and paperclips.

ALCOHOL/INTOXICANTS/CONTROLLED SUBSTANCES

Unlawfully possessing, using, selling, or otherwise providing alcohol, intoxicants (including inhalants such as glue, paint or liquid paper) or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants, or controlled substances.

SUBSTANCE IN LIEU OF ALCOHOL/INTOXICANTS/CONTROLLED SUBSTANCES

Delivering, providing, or selling items, which are claimed to be alcohol, intoxicants, or controlled substances, but were not such items.

DRUG PARAPHERNALIA

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

TOBACCO OR NICOTINE PRODUCTS

Possessing, providing, or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Under district policy, a fourth offense requires an expulsion referral.

ROBBERY AND EXTORTION

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

PROPERTY DAMAGE

Causing or attempting to cause damage to school property or private property. Parents or guardians are legally responsible to pay for any losses or damage to public property caused by a student.

PROPERTY THEFT

Stealing or attempting to steal school or private property or receiving stolen property. Parents may be required to pay for damages.

OBSCENITY

Committing an obscene act or engaging in regular profanity, swearing, or vulgarity. Also applies to sexual acts, even if consensual.

DISRUPTION OR DEFIANCE

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials, or other school staff performing their duties.

HATE VIOLENCE (Grades 4 - 12)

Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. **This includes but is not limited to negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation, or the mentally or physically challenged.**

THREATS AND INTIMIDATION

Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. Also applies to verbal or written threats against school officials or threats to cause major property damage.

HARASSMENT (Grades 4 - 12)

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, creating substantial disorder, or creating a hostile educational environment.

HAZING

Engaging in or attempting to engage in any activities used for initiation or pre-initiation into a student organization or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm, applies to any student attending any school or school event.

SEXUAL HARASSMENT

Inappropriate verbal, written, or physical conduct of a sexual nature may be defined as sexual harassment and, as such, shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

It is important for parents to help the school explain to student(s) the importance of reporting all incidents that may relate to sexual harassment. It is equally important that parents help the school system explain to students the absolute prohibition against such acts and the consequences for acting in any manner that may be interpreted as harassing. Any student or parent who alleges sexual harassment may complain directly to the Administration, teacher, or other adult on the school campus.

With the support and cooperation from all members of El Sol, the discipline policy will ensure that all students and teachers are in a safe, orderly, and productive learning environment. In addition, we believe that the discipline policy will support teachers and it will ensure parents with the knowledge that their student(s) will be treated fairly.

STUDENT WORK AND ORGANIZATION

Students should always strive to do their best on all of their work, at home and at school.

NEWSLETTER

Students in grades Kindergarten – 8th grade receive weekly newsletter notifications via email. If you do not receive our weekly newsletter, please contact Daisy Silva dsilva@elsolacademy.org to be included in our email list or text the word “ELSOLACADEMY” to the number 228-28

PHYSICAL EDUCATION EXCUSES

Students are expected to participate in P.E. every day. A student may be excused from an activity if a parent has written and signed an excuse explaining the illness/injury. This excuse is valid for *no more than three consecutive days*. **To be excused for a period longer than three days, a written statement from the doctor is required.**

EL SOL SHARE OUR SELVES WELLNESS CENTER

The Wellness Center offers care to any student that is injured during school hours. For students to receive care parents must sign a consent form. The forms are available in the main office. If a student gets injured during school, a staff member will walk the student to the clinic to receive care. The parents will be informed if a student receives medical care from the clinic.

INFORMATION FROM A TO Z

ASB: STUDENT GOVERNMENT

Student government provides an opportunity for students to participate in the affairs of their school and to become involved in the decision-making process. The El Sol Student Council is composed of both elected and appointed members from the student body and helps in determining school activities and appropriate school functions. Elections are held at the end of the school year and members serve for one year.

AWARDS

El Sol Academy takes great pride in recognizing and rewarding students for positive character and achievement throughout the school year. Teachers bestow Student-of-the-Month Awards to those who have shown improvement, achievement, or outstanding character. At the end of each trimester, students who have perfect or outstanding attendance are recognized.

BIRTHDAYS

Monthly birthday celebrations will take place in each classroom. On the day designated by each classroom, parents are welcome to bring treats to class as organized by the teacher. Teachers may need to have parents sign up in advance to limit the number of sweet items chosen. Parents may bring in sweet items if they are of a small serving size and follow the “two bite” rule. The “two bite rule” means that the portions of sweets are small enough that they may be consumed in approximately two bites of them. This allows the students to have sweet treats without consuming excessive sugars and fats. This practice also fosters healthy eating practices and instructs children in appropriate portion size.

CALENDAR

A monthly school calendar of events is sent via the newsletter. Updated information can also be found online at www.elsolacademy.org/calendar

CANDY AND SNACK FOODS

At El Sol Academy we promote healthy eating habits. As a school rule, we do not allow candy to be eaten on school campus. Students are not allowed to go to the snack truck during school hours and/or ask school staff to purchase from the truck. This applies to students who participate in the Extended Day Program.

Students are not allowed to sell candy and/or snack items at any time before, during, or after school. In addition, an immediate consequence could be given but not limited to the following:

- Confiscate sale items and money
- Detention at recess and lunch
- Conference with student and parent
- In-School Suspension (conference with student and parent)

CELL PHONES ON CAMPUS

Cell phones are the way students communicate with their parent(s)/home. However, in order to minimize distractions, academic dishonesty, and loss/theft; El Sol Academy has developed a Cell Phone Policy/Contract. Students in grades 4th through 8th are allowed to carry a cell phone, if they have a Cell Phone Policy/Contract in file.

Cell phone use is prohibited during class instruction (bell to bell) and passing periods. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes use in hallways, restrooms, offices, and any other place on campus. Students may **NOT** ask for a restroom pass to use their phones. Cell phones must be on silent or turned off and kept out of sight in student backpacks. If students are caught using their phone during school hours, your students' phone can be confiscated and be returned to parents only. ***Those who choose to bring a cell phone to school must have a signed Cell Phone Permission Slip on file. There are no exceptions to this rule.***

CHARACTER COUNTS

Our teachers and staff work hard to build great character in each student. We use the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship to teach students how to be terrific (TRRFCC) leaders and citizens in their community.

COMMUNICATION

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **NEWSLETTER:** The administrative newsletter informs parents of activities taking place at El Sol and in the community. <https://www.elsolacademy.org/nl/>
- **WEBSITE:** Please visit our website for any updates, news and information: www.elsolacademy.org
- **TWITTER:** Please visit our twitter for any updates, news and information: [@elsolacademy](https://twitter.com/elsolacademy)
- **INSTAGRAM:** Please visit our Instagram for any updates, news and information: [@elsolacademy](https://www.instagram.com/elsolacademy)
- **FACEBOOK:** Please visit our Facebook for any updates, news and information: www.facebook.com/elsolscienceandarts

COUNSELING

El Sol Academy has a full-time Mental Health Behavioral Aide to provide individual and group counseling. A teacher, parent, or administrator may refer a child to the Mental Health Behavioral Aide for evaluation and treatment. Additionally, we have partnerships in the community to which we coordinate student and family referrals. Please contact Sara Flores – sflores@elsolacademy.org

DANCES

Middle school students (6th - 8th Grade) are able to participate in school dances. Participation in school dances is a privilege that students must earn. There are three dances a year organized by ASB. Students must return a signed permission form when buying a dance ticket. In addition to granting permission to attend the dance, students and parents acknowledge and understand the rules governing appropriate dancing. The school rules and dress code are to be followed and are enforced; students must be picked up within 15 minutes after the conclusion of the dance or consequences may be issued.

EMERGENCY CARDS

It is very important to keep phone numbers and addresses updated on your child's emergency cards. When there has been a change to either, please let the office manager know.

EMERGENCY DRILLS

Regular emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. Students are required to remain quiet and attentive in order to receive necessary instructions. *Consequences will be assigned to students who do not follow the directions of any staff member.*

EXTENDED DAY

The Extended Day Program is an enrichment program aimed at helping students academically and a place where students find a variety of extracurricular activities and lessons to develop many different skills and new knowledge. For those enrolling in the program there are three different statuses: students who participate in the program every day and attend regular classes (may participate in extracurricular classes-art, dance, etc.), students who participate in the program every day and attend intervention classes, or students who attend the program to take extracurricular classes. For more information and an application, please see the Extended Day Program Assistant.

FIELD TRIPS

Teachers may schedule field trips during the year to enhance and support the instructional program. A student permission form will be sent home for parents to sign, allowing the student to attend the trip. Teachers will notify parents if volunteers are required. For safety, siblings are not allowed to attend school field trips.

Student(s) must leave to a fieldtrip on the form of transportation stated on the permission slip and must return to school by the same means of transportation. A parent is not allowed to fill out an Early Release Form and take his/her child home from the fieldtrip location. Fieldtrips are a privilege and may be taken away (as stated in the Discipline Policy); if student(s) do(es) not follow school rules.

FORGOTTEN ITEMS/PARENT DELIVERIES

If a child forgets an item at home, **parents are permitted to bring the forgotten items into the classroom.** Parents must check in at the front office, prior to walking to the classrooms to drop off the forgotten items, including lunch.

HEALTH OFFICE

The school health office provides emergency first aid to students for accidents or sudden illnesses occurring at school. Students must report to the health office with a teacher's note. Health office personnel will notify parents when students are ill; students are not to contact parents themselves. California State Law stipulates students enrolled in public school must have, on file, up to date immunization records. The school should be notified/informed of any physical condition that could have an effect upon the student's well-being and/or general health.

ITEMS NOT PERMITTED AT ANY TIME

The following items are not permitted and will be confiscated. Students may receive discipline points based on the items confiscated on campus. As an immediate consequence, students may lose a recess or lunch recess if a student has the item in his/her possession.

In the case of electronic games and music players (i.e., iPod, MP3), parents must come to the office (after school) to sign for and retrieve the item and detention may be assigned.

- Permanent Markers or felt pens of any kind
- Liquid White Out
- Electronic games and music (i.e., DS, iPod, MP3)
- Aerosol/spray cans or bottles
- Hairspray
- Marbles
- Toys, stuffed animals
- Trading cards, Pokémon cards, etc.

LOST AND FOUND

Parents should be sure to have proper identification (student's first and last name) marked on articles of clothing and all personal property. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, during nutrition or lunch, or after school. The Lost and Found area for the elementary campus is outside of the main office and on the middle school campus inside the main office. Stolen items should be reported immediately. All items not claimed at the end of each month will be given to charitable organizations.

MEDICATIONS

Medication forms, obtained from the office, are available for students who are required to receive medication, including over-the-counter medicines. A written request from the parent/guardian as well as from the doctor must be on file with the office. Parents are to provide the necessary medication in the detailed pharmacy container with the student's full name clearly labeled. Any over-the-counter medication must be in the original packaging and clearly labeled with the student's full name. All medications must be kept in the office. ***Students are not to be in possession of any medication while on campus.***

The school should also be notified if a student is on any regular medication regardless of whether it is administered at school.

- Cough drops, medicated or non-medicated are not allowed on school campus.
- Parents may come to the school office to administer medication.

MERCADO EL SOL

El Sol has a food pantry that serves El Sol families and the community. If you are interested in our food pantry, please contact jbautista@elsolacademy.org for more information.

SNACKS AND LUNCH

Student snacks and lunches brought to school from home are kept in the classrooms. Please ensure to send a *healthy snack and lunch for your child*. Encourage your children to bring home any food they do not eat, so that you will know what they are eating. Please mark their lunches with their first and last names. All students must eat snacks and lunches in the designated eating areas. Students **MAY NOT EAT** by the classrooms or walk around the campus as they eat. All trash should be thrown into a trashcan.

- **Snacks:** All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat at this time, i.e. fruit, crackers and cheese, etc.
- **Lunch:** El Sol provides a lunch program for all students. Lunch is \$2.15 a day. The school also has a free and reduced price lunch program for those families who qualify under federal requirements. Please see the Food Program Assistant in the office for further information.

We ask that you review the following lunch procedures with your child:

1. Lunch bags and boxes should be labeled with student's names.
2. There will be a container in the office for snacks and lunches brought to school after the start of the school day. Clearly mark these with the student's name and grade.
3. **Food MUST be consumed at the lunch tables, no exceptions.**
 - a. **Students, especially in grades 5-8 cannot purchase items from the food vendors or food truck or have staff members purchase food for them at any time.**
4. Playground equipment (i.e. balls, jump ropes, etc.) is not allowed at the lunch tables.
5. Students must sit at designated tables while eating.
6. Students must sit for 15 minutes at their tables before being excused – no exceptions.
7. Students may not walk or run with food in their mouth.
8. Students must keep hands, feet, and food to themselves.
9. To be dismissed after the first 15 minutes, students need to:
 - a. Make sure their area is clean
 - b. Remain seated
 - c. Wait to be individually dismissed by an adult
10. Students must throw trash in the appropriate trash containers when dismissed.
11. Students must walk from the lunch area to the playground after being dismissed.
12. Parents visiting during lunch may sit at the family designated table. (*as space allows)

PETS

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the administration. Under no circumstance is a potentially dangerous pet to be brought to school.

PARENT MESSAGES

One of our goals at El Sol is to enable "teachers to teach, and students to learn." In order to accomplish that goal we are always looking for ways to protect the valuable instructional time in the classroom from unnecessary interruptions. *Parent requests to get messages to their child or the teacher during the instructional day can have a significant impact on the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions.

- ❖ ***Please do not call the office to relay messages to your child/ren unless it is an absolute emergency.***
- ❖ ***Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:***
 - Who is picking them up after school?
 - Whom are they going to go home with?
 - Do they need to go to daycare today?
 - What are they to do if it rains?
 - Do they have their homework?

PARENT TEACHER ORGANIZATION (PTO)

The El Sol Academy Parent/Teacher Organization (PTO) has two primary objectives:

1. Build a strong relationship between the faculty, staff, and parents to insure a united effort to create the best learning environment for our children.
2. Raise funds that enrich and improve the quality of the educational environment for the children of El Sol Science and Arts Academy.

PICTURES/CONSENT TO PHOTOGRAPH

Members of the media, including newspaper photographers and television camera crews, may visit our campus during the school year to photograph and/or interview children. Parents are asked to fill out, sign, and return a permission slip so that your child may participate. Except for a media request on a controversial matter, which we would notify you separately, the permission will cover the entire school year. Your signature also permits El Sol Academy to use the photographs or interviews in our own publications and on our Internet web site.

SELLING THINGS AT SCHOOL

Student(s) are not allowed to sell things like Pokémon cards, toys, Girl Scout cookies, candy bars, gum, or baseball cards to other students or teachers at school. Student(s) are also not allowed to trade or give away these things at school.

STUDENT SUPPORT SERVICES

El Sol Academy has the services of a Speech and Language Therapist, a Resource Special Education teacher, and a school psychologist for students who qualify for these services. Students experiencing academic or behavioral difficulties may be referred to the Student Success Team. This team will meet with the student, parents, teachers, and administration to discuss strategies and design an improvement plan that will help the student become successful. Teachers or parents may refer a student to the team at any time. Please contact Sara Flores - sflores@elsolacademy.org

TEXTBOOKS

Textbooks are provided for each student as used in each content area. Textbooks must be covered with appropriate protective material. NO sticky covers! Damaged textbooks will be charged according to the damage; full replacement price will be charged for all lost textbooks. Students must clear textbook records before final grades will be issued and/or school functions can be attended.

TRAFFIC

It is quite busy during morning drop-off and afternoon pick-up with both students and vehicles. To reduce the congestion and make this area safe for our students, drive with caution and do not stop or block the entrance or exit. Please cross your child at the designated crosswalk and wait for the El Sol Staff member to give you permission to walk across. Staff has been assigned to support students during daily pick-up and drop-off. Their first priority is the welfare of students. Please be respectful of them and other parents at all times.

We ask that you adhere to the following guidelines:

- Be patient and do not pass other cars while driving on Halesworth or Riverine.
- Always have your children exit the vehicle on the right side, toward the sidewalk.
- Follow the instructions of the staff guiding the traffic.
- Ask your children to follow the instructions of the staff guiding the traffic.
- Cross only through the marked areas supervised by our staff.

WELLNESS POLICY

El Sol follows a comprehensive Wellness Policy, which is provided to all families. See School Wellness Policy for additional information.

SCHOOL SCHEDULE

EL SOL OFFICE HOURS: 8:00 A.M. TO 6:00 P.M.

EL SOL ACADEMY'S INSTRUCTIONAL HOURS

Kindergarten through First Grade (K - 1 st)	Second Grade through Fifth Grade (2 nd - 5 th)	Middle School (6 th - 8 th grade)
8:00 a.m. to 2:30 p.m.	8:00 a.m. to 3:00 p.m.	8:00 a.m. to 3:40 p.m.

EARLY RELEASE WEDNESDAYS

Kindergarten through First Grade (K - 1 st)	Second Grade through Fifth Grade (2 nd - 5 th)	Middle School (6 th - 8 th grade)
8:00 a.m. to 1:00 p.m.	8:00 a.m. to 1:30 p.m.	8:00 a.m. to 2:10 p.m.

RECESS SCHEDULES

Grade	Regular Day Recess Schedule	Modified Day Recess Schedule	Minimum Day Recess Schedule
Kindergarten	9:00-9:15	9:00-9:15	9:00-9:15
First (1 st)	9:15-9:30	9:15-9:30	9:15-9:30
Second (2 nd)	9:30-9:45	9:30-9:45	9:30-9:45
Third (3 rd)	9:45-10:00	9:45-10:00	9:45-10:00
Fourth (4 th)	10:00-10:15	10:00-10:15	10:00-10:15
Fifth (5 th)	9:15-9:30	9:15-9:30	9:15-9:30
Sixth (6 th)	8:50-9:00	8:45-8:55	8:40-8:50
Seventh (7 th)	9:35-9:45	9:25-9:35	9:15-9:25
Eight (8 th)	10:15-10:30	10:00-10:15	9:45-10:00

LUNCH SCHEDULES

Grade	Regular Day Lunch Schedule	Modified Day Lunch Schedule	Minimum Day Lunch Schedule
Kindergarten	10:45-11:30	10:45-11:30	10:45-11:30
First (1 st)	11:15-12:00	11:15-12:00	11:15-12:00
Second (2 nd)	11:45-12:30	11:45-12:30	11:45-12:30
Third (3 rd)	12:15-1:00	12:15-1:00	12:15-1:00
Fourth (4 th)	12:45-1:30	12:45-1:25	12:45-1:25
Fifth (5 th)	11:05-11:50	10:40-11:25	10:15-11:00
Sixth (6 th)	12:00-12:40	11:35-12:10	11:10-11:40
Seventh (7 th)	12:45-1:25	12:15-12:50	11:45-12:15
Eighth (8 th)	1:30-2:10	12:55-1:30	12:20-12:50

UNIFORM COMPLAINT PROCEDURES (UCP) POLICY

The *El Sol Science and Arts Academy* annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website under **School Policies**

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

PROGRAMS AND ACTIVITIES SUBJECT TO THE UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

In addition, any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

FILING A UCP COMPLAINT

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

RESPONSIBILITIES OF EL SOL SCIENCE AND ARTS ACADEMY

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

CONTACT INFORMATION

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Sara Flores

Director of Early Education and Community Life

328 W Halesworth, Santa Ana, CA 92701

(714) 543-0023

sflores@elsolacademy.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in *El Sol Science and Arts Academy*.

PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTION POLICY

El Sol recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

CORPORAL PUNISHMENT

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control.
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment.
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

ACCEPTABLE AND UNACCEPTABLE STAFF/STUDENT BEHAVIOR

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

DUTY TO REPORT SUSPECTED MISCONDUCT

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

EXAMPLES OF SPECIFIC BEHAVIORS

The following examples are not an exhaustive list:

UNACCEPTABLE STAFF/STUDENT BEHAVIORS (VIOLATIONS OF THIS POLICY)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

UNACCEPTABLE STAFF/STUDENT BEHAVIORS WITHOUT PARENT AND SUPERVISOR PERMISSION

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

CAUTIONARY STAFF/STUDENT BEHAVIORS

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

ACCEPTABLE AND RECOMMENDED STAFF/STUDENT BEHAVIORS

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct, a high priority.
- (s) Asking yourself if your actions are worth your job and career.