

# Welcome to Excelsior School!



**We are the Eagles.  
Our colors are blue and silver.  
Excelsior means "Ever Upward!"**

## **EXCELSIOR NORMS**

At Excelsior School, all students, staff, and families are asked to remember to:

- Take care of yourself
- Take care of each other
- Take care of our school

## **EXCELSIOR STUDENTS ARE...**

Responsible and Respectful  
Trustworthy and Fair,  
Caring and Empathetic,  
and Outstanding Citizens!

## Coming and Going

### ARRIVAL

**Children may arrive at school at 8:50 AM. Please do not bring students to school prior to 8:50 AM** because there is no supervision (unless they are scheduled to be here for band, choir, world language, or math lab). **Students should be in line and ready to start the day at 9:05 AM.** Those arriving after 9:10 AM should bring a note to the office explaining their tardiness and pick up a pass (late slip) to class. Students who habitually arrive before 8:50 or after 9:10 AM may receive a disciplinary referral. Parents who wish to drop off or pick up their child at the classroom must register in the school office and obtain a visitor's pass.

### ATTENDANCE

Coming to school is a student's right. Coming every day is a family responsibility. If a student is going to be absent, please call the attendance line (780-4315) before 10:00 to report the absence. Please make every attempt to schedule medical appointments in the afternoon and to refrain from taking family vacations when school is in session. When students miss class time, they miss valuable discussions, may have to take tests without the proper instruction and could fall behind in their studies. In addition, the school is funded for every day a student is in attendance. When a student misses school, even for illness, the school does not receive the funding for that student. If the family is planning to be out of town for 5 days or more, you may request an Independent Study Contract.

### Independent Study Guidelines

Purpose: Independent Study is a voluntary program in which students may be enrolled when it is necessary to be away from school for five or more days, and no more than 10 days.

Agreement: Parents wishing to enroll their children in the EUSD Independent Study program shall do so using the form available on the district website. *Please review the guidelines carefully.*

Requirements: Parents must notify the School Principal, Designee or Office Staff of the need for requesting a Master Agreement for Short Term Independent Study **NO LESS THAN FIVE (5) BUSINESS DAYS PRIOR** to the initiation (first day) of the Agreement. Assignments will be provided on the school day prior to the entry date noted on the Master Agreement. All assignments must be returned to school no later than the school day following the exit date noted on the Master Agreement in order for the student to receive attendance credit. Content of Agreement: Teachers will prepare specific assignments and expectations for student learning to be completed during the term of the Agreement. These learning expectations will be directly aligned with classroom instruction, to the extent possible.

Attendance Accounting: Full attendance credit will be given when all assignments are completed at the level of teacher expectation and are submitted in accordance with the timeline specified in the Master Agreement.

### DURING THE DAY

Students may not leave the campus unless a parent or authorized adult formally checks them out through the office. Parents should send a note to the teacher if they are going to pick up their student early for any reason. Parents who arrive on campus for any reason, must register at the office and obtain a visitor pass. The office is not always able to get messages to students during the school day. Please make after school arrangements with your student before they leave in the morning instead of calling the school office whenever possible.

### DISMISSAL

Students should go directly home at 3:30. It is important that parents know the route taken. Students are expected to walk or ride directly home when leaving school and check in before playing or leaving for a friend's house.

**Students are to use crosswalks and sidewalks when approaching and/or leaving the school, and may not cross the parking lot. Parents may load students on the curb-side of the car ONLY. Students MAY NOT be picked up on Eureka Road.**

### **BICYCLE, SCOOTER and SKATEBOARD RIDERS**

We provide racks for bicycle/scooter parking and require they be locked to protect them from theft. They are not to be ridden in the parking lot or on campus at any time. They should be walked up the sidewalk from the street to the parking area and back again. Bike and scooter riders will be excused after the buses have loaded and should exercise courtesy as they mingle with other pedestrians who are using the sidewalk or loading onto the bus. Skateboard riders must carry their skateboards until they are off campus. If a student is on the sidewalk, they **are** a pedestrian and both feet should be on the ground on one side of the bike/scooter.

**Students riding bikes or scooters to school are required by law to wear a helmet.** Parents are asked to review all safety and traffic laws with their children. **We do not allow students to wear shoe skates to school.**



### **TELEPHONE**

The school telephones are for emergency use only. Students may only use the office phone if they have been waiting over fifteen minutes after school. Please make plans for pick-up before the day begins. Students will not be allowed to call home to ask if they can visit a friend after school. We would prefer that students not bring cell phones to school; however, if it is absolutely necessary, phones must be turned off and left in their a backpack during school hours. Cell phones that ring in class or are out during the day will be confiscated. Watches that are connected to cell phones may not be worn during the school day.

## **Dress Code**

### **GUIDELINES FOR STUDENT DRESS AND APPEARANCE**

Student dress should not be disruptive to the learning environment. Please keep the following guidelines in mind:

- Dress should be modest, neat, clean, appropriate, and compatible with educational activities, including physical education and daily recess.
- For safety reasons, shoes must be worn at all times. Sandals must have a strap around the heel. High heels and platform shoes are not to be worn to school. Students wearing sandals must bring tennis shoes for P.E.
- "Halter", "Tube" and tank tops with oversize armholes are not appropriate at school. Midriffs must be covered.
- Shorts may be worn but they must be long enough to completely cover the student's behind, even when they bend over.
- Skirts must be fingertip length. It is preferable that shorts be worn under skirts so students can participate in P.E. and playground activities.
- Emblems, words, and pictures on clothing should be appropriate to the educational atmosphere for 4th, 5th, and 6th grade students. No drug, alcohol, or tobacco ads may be worn. Wearing major sports teams' jerseys (e.g. Kings, 49'ers, Raiders, etc), is acceptable.
- Hats may be worn for protection in the heat and cold, but should not become a toy or distraction. They should be removed indoors.

- Jewelry should be age-appropriate. No large hanging earrings or heavy chains should be worn.

Advance notice will be given to parents and students when these standards may be altered for special events (i.e., spirit days, play days, picnics, physical education, etc).

Parents will be asked to bring a change of clothes if necessary.

### **LUNCH BEHAVIOR**

Students will walk to and from the lunch room and will enter the lunchroom, pick up lunch and milk, go to their assigned class table, and remain seated while eating. Students should raise their hand to call a supervisor to the table if something is needed. They will check the tables for cleanliness. Students are encouraged to:

- Demonstrate good manners at all times.
- Use quiet voices (like in restaurants or libraries).
- Clean up. (Don't leave it for the custodian. This is a courtesy we expect from everyone.)
- Wait to be dismissed from the table and exit in a safe and orderly fashion.

## **At School**

### **SCHOOL BOOKS**

Each student is issued a set of books at the beginning of the school year. Books must be covered with a sturdy cover. Students are expected to care for the books and materials and return them in June in a similar condition. Students will be charged for excessive wear or lost materials. Students are also responsible for the library books they check out.

### **E-WEDNESDAY COMMUNICATION FOLDERS**

E- Wednesday Communication will be sent each week. ***Please be sure to read the weekly email communication as it is the primary form of communication from the school.*** If you have questions about E-Wednesday folders, contact the school office.

### **STUDENT PLANNERS**

Each class will use the Student Planner for recording weekly assignments and/or homework. In the beginning of the year parents may be asked to sign the sheets and to monitor homework habits. Planners are designed to assist students to develop organizational skills and a sense of personal responsibility.

### **PENMANSHIP**

Neat and legible penmanship is emphasized at all grade levels. Cursive writing may be required on designated assignments for practice.

### **ASSIGNMENT HEADING**

We ask that all students use a consistent heading on their assignments. One of the reasons is that we share printers. The heading helps us to get printed material to its owner. The heading is located in the top right corner of the paper. Please include name, date, teacher, subject and assignment.

## **HOMEWORK POLICY**

**Eureka Union School District's Board Policy on Homework** The board policy (BP) and administrative regulations (AR) have been updated to reflect current research on the effective homework design and its impact on student achievement and well-being. The revised BP/AR can be accessed on the district website.

Here are some critical information:

1. **Purpose of Homework:** Homework shall be designed to address the following purpose...
  - a) Practice - Reinforce skills and concepts that were taught in the classroom.
  - b) Completion - Complete tasks that were not finished in class (e.g. do a rewrite of an essay, complete a problem set).
  - c) Preparation for upcoming lessons or units, as well as studying for tests
  - d) Self-Regulation Skills - Help teach students critical fundamental skills such as planning, organization, time management, and responsibility.
2. **Homework Guidelines on Quantity** (Grades 4-6):
  - Grade 4- **Average** of 40 minutes of homework per night, Monday - Thursday.
  - Grade 5- **Average** of 50 minutes of homework per night, Monday - Thursday
  - Grade 6- **Average** of 60 minutes of homework per night, Monday - Thursday.

Note that the HW minutes apply to core content areas only: English Language Arts, Science, Mathematics and History/Social Studies. HW minutes shall include assigned reading and studying for tests. Reading for pleasure is highly encouraged.

These times may fluctuate during the school year depending on your child's work habits and assignments. For questions specific to homework assigned to your student, please consult your child's teacher.

## **LATE WORK POLICY**

Each grade level team will develop a late work policy that is consistent and appropriate to the age group.

- Late work due to absence may be made up without penalty. Two additional days per day of absence will be given to the student.
- Assignments that are late for reasons other than absence may be penalized.
- When time permits during the trimester poor work may be redone to improve the grade. (This does not include homework assignments that have been graded in class.) Teachers will determine the appropriateness of extra credit work and opportunities to re-do work.

## **PHYSICAL EDUCATION PROGRAM**

Physical Education is an important part of our curriculum. Please have students dress for regular physical activity. Students will require a doctor's note to be excused from PE for more than 3 days. A healthy lifestyle begins young. Healthy eating, resting, and exercising begins now!

## **LIBRARY PROGRAM**

The Excelsior School library books are selected to support the classroom learning as well as to provide recreational reading for students. Every class at Excelsior will be assigned a scheduled time during the week for checking out books and for using the reference sources. The library is accessible to students during recesses with the teacher or librarian's permission. Students are responsible for the books they check out. Please return books when they are due so that others may share our collection. There will be a fee for lost or damaged books. Students may not be in the library without supervision.

## **TECHNOLOGY**

Students at Excelsior use technology seamlessly as part of the daily curriculum. Each student will be issued a school/district Chromebook and a Google account for use for school purposes. The students will also have access to online programs to support language arts, science, social studies, and math. Our district schools have an extensive wireless network and students and staff have Internet access in all rooms. Internet research skills and the safe use of the internet will be taught to students.

There is a District Internet Use Policy that parents and students must sign in order to use district technology and our network. Simply stated, **students who use school or district technology inappropriately will lose privileges.** Students are advised to report to teachers if anything inappropriate comes up so that appropriate steps can be taken to block the content from future access. Software applications from home may not be installed on the school network or district devices. Copyright laws are strictly enforced.

## **Activities**

### **BAND/CHOIR**

Fifth and sixth grade students have the opportunity to be in the instrumental band program. In addition, 4<sup>th</sup>-6<sup>th</sup> grade classes have music class weekly. Fourth, fifth and sixth grade students may participate in the Excelsior choirs as an extra-curricular activity. More detailed information can be found on the Band/Choralier website under the Staff Directory and teacher's name. Students may not be in the music room without supervision.

### **FIELD TRIPS**

Each grade level has special field trips that they take throughout the year. These trips provide field experiences that enhance and reinforce the classroom curriculum. Students must have good behavior and signed permission slips to attend any field trip. Educational assignments and a placement on campus will be provided if a student's behavior is deemed too disruptive or unsafe to attend a field trip.

## **Safety**

### **EMERGENCY DRILLS**

The fire drill signal is a series of loud short rings in rapid succession. Students are to report quickly in an orderly manner to the assigned areas for roll call. In the event that a parent is visiting campus during a fire drill, they must also exit the building and report to the school clerk or designee who will be standing next to the principal in the evacuation area. Be aware of blocking the fire engine entrance in the case of a true emergency. All students and staff will return to class in a quiet and orderly manner after the drill. Staff and students will also practice earthquake, lockdown and evacuation drills to ensure the safety of all students, teachers and visitors on the Excelsior campus. Please refer to the School Safety Plan for more specific information. Everyone on campus has a part in putting "Safety First."

For their safety, students are not allowed to be anywhere on campus without adult supervision.

Students are not allowed in classrooms at any time without an adult present. **6**

## Behavior Policy

### PHILOSOPHY

The Excelsior School staff believes that each student has a right to an outstanding education in a safe and nurturing environment.

#### Take care of yourself by:

- Arriving to school on time, no later than 9:05 AM, and no earlier than 8:50 AM •
- Going directly home at 3:30 PM and staying off campus until after 4:45 PM •
- Staying in supervised areas and using a pass to go to the office.
- Staying out of unauthorized areas.
- Going directly to your assigned area after lunch or recess and lining up quietly. •
- Not entering classrooms without adult supervision.
- Wearing a helmet to and from school when riding a bike or scooter.
- Not using skateboards or skate shoes on campus.
- Not riding motorized devices of any kind.
- Taking off hats indoors.

#### Take care of others by:

- Treating others respectfully.
- Playing all games by the rules and allowing others to play (no “locked” games). •
- Stopping all activities and freezing when you hear the freeze bell or whistle. • Not throwing rocks, bark or other inappropriate objects.
- Refraining from fighting, pushing, kicking, hitting or roughhousing.
- Using appropriate language (no bad words, gestures, or mean notes)
- Using all school technology appropriately.
- Behaving respectfully to everyone (students, yard duty personnel, teachers and parents). •
- Kicking balls on the field only.

#### Take care of our school by:

- Not chewing gum.
- Cleaning up litter on the school grounds when you see it.
- Using the drinking fountains for drinks only.
- Using the restrooms appropriately ~ no playing in or around the restrooms or drinking fountains. •
- Turning in all equipment and turning in all equipment at the end of recess and PE periods. • Not writing on walls, desks or other surfaces.

### INCENTIVES AND REWARDS

There are many opportunities for students to be acknowledged for achievement and positive citizenship. These may include:

- Smile and praise, pats on the back and phone calls home. ☺
- Eagle of the Month recognition (2 per class each month).
- “Thanks a Bunch” notes for staff and students recognized by drawings for prizes.
- Music and free seating in the lunchroom as long as all students follow the rules and behave appropriately.

## **BEHAVIOR INTERVENTIONS**

Students who choose not to follow the school and classroom rules will receive appropriate consequences. A progressive system of consequences will be used, including:

- A verbal warning
- Completion of a Time Exchange or Refocus form to help the student reflect on their behavior to make better decisions in the future. Parents may be required to sign this form.
- Loss of privileges (Loss of recess, Preferred activity time, etc.)
- Lunch Detention & Student Referral
- Referral to Principal

Students who are referred to the principal may receive one of the following consequences:

- Detention
- On-site Suspension/Intervention
- Suspension

## **SUSPENSION/EXPULSION**

Suspension is the removal of a student from ongoing instruction for adjustment purposes. It also denies the right the student has to attend or participate in school activities for the duration of the suspension. Parents are required to respond to a conference regarding a suspension without delay. In the most extreme cases, the principal has the authority to recommend expulsion if all other options to change behavior have failed. According to Education Code the following behaviors are considered very serious and may be used as grounds for suspension or expulsion from class or from school:

- Threatening, causing or attempting to cause physical injury to a person (fighting)
- Possessing a dangerous weapon or imitation firearm
- Stealing or attempting to steal school or private property
- Knowingly receiving stolen property
- Robbery or extortion
- Possessing or using tobacco
- Possessing, selling, using or furnishing a controlled substance, alcoholic beverage or intoxicant
- Selling, offering, or possessing drug paraphernalia
- Causing or attempting to cause damage to school or private property
- Disrupting school activities or otherwise willfully defying valid authority
- Committing an obscene act or using habitual profanity or vulgarity
- Committing sexual harassment
- Contributing to a hostile environment
- Committing acts of hate violence

## **GENDER EQUITY**

Gender Equity is part of the law. Gender equity, racial discrimination, and sexual harassment policies are important for the success of all students and any infringement upon the rights of students based on gender or race will not be tolerated.



## **Excelsior Elementary School Compact**

*It is our desire that families and school personnel work closely to help students achieve high academic and behavioral standards.*

### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- ◆ To teach classes through interesting and challenging lessons that promote the highest student achievement.
- ◆ To motivate students and foster a love of learning.
- ◆ To have high expectations for all students.
- ◆ To communicate regularly with families regarding student progress.
- ◆ To provide a warm, safe, and caring learning environment.
- ◆ To provide meaningful homework assignments to reinforce and extend learning.
- ◆ To participate in professional development activities to improve teaching and learning.
- ◆ To actively participate in collaborative decision making and work consistently with families and colleagues to make school a welcoming place for students and their families.
- ◆ To respect the school, students, staff and families.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- ◆ To come to school on time.
- ◆ To be ready to learn and work hard.
- ◆ To complete my school and homework.
- ◆ To communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- ◆ To read for pleasure daily.
- ◆ To respect the school, classmates, staff and my family.

### **Family/Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- ◆ To ensure that my child attends school every day on time.
- ◆ To ensure that my child has the opportunity to be successful by limiting absences, getting adequate sleep, regular medical attention and a nutritious breakfast and lunch.
- ◆ To provide a quiet time and place for homework that is free from distractions (e.g. TV, video games)
- ◆ To read with my child or encourage my child to read for pleasure daily.
- ◆ To communicate to my child the importance of school by monitoring my child's progress academically, emotionally, and socially.
- ◆ To participate in school activities such as parent-teacher conferences and volunteer activities.
- ◆ To respect the school, staff, students and families.

## Helpful Resources

The following pages contain information and resources that are frequently used and referenced at Excelsior School.

### **CHALLENGE 21 SKILLS**

#### **Life and Character Skills**

##### ***Initiative - Goal Setting - Planning - Flexibility - Leadership - Responsibility - Cross-cultural Skills***

21<sup>st</sup> century students will need to exhibit strong life and character skills. They will need to take initiative, learn to set goals, and plan effectively. They will also need to demonstrate strong leadership and cross-cultural skills. 21<sup>st</sup> century learners need to demonstrate the characteristics of responsible students and citizens.

#### **Communication and Collaboration Skills**

##### ***Writing - Presenting - Questioning - Teamwork***

21<sup>st</sup> century learners need to be effective communicators and need to have the skills to work effectively with others. Effective communication takes place in writing as well as in the ways that students present information verbally. Being an effective collaborator means being a contributing member of a team and being able to ask and answer critical questions. Leadership skills are also important to communication and collaboration.

#### **Critical Thinking and Problem Solving Skills**

***Identify Problems - Evaluate Options - Justify Arguments - Synthesize Information*** Students who are skilled at critical thinking and problem solving are able to clearly identify and define problems, and evaluate options for addressing problems. They are able to engage in inquiry by generating critical questions to help them increase their knowledge. They learn to clearly justify their arguments and points of view, and can synthesize information to create new or heightened meaning.

#### **Information, Media, and Technology Skills**

##### ***Research - Analyze - Organize - Evaluate - Use Resources Effectively***

21<sup>st</sup> century students demonstrate the ability to use information, media, and technology skills to increase and refine their knowledge. They use available resources effectively to research, analyze, organize, and evaluate information.

#### **Creativity and Innovation Skills**

##### ***Imagine - Brainstorm - Design - Create - Invent***

Creativity and innovation skills will be increasingly important in the 21<sup>st</sup> century. Students will need to think creatively, work creatively with others and implement innovations. To develop these skills students learn to imagine, brainstorm, design, create, invent.

### **STUDENT ACCOUNT LOGIN INFORMATION**

Up-to-date student login information for Google, Clever and other student accounts can be found on the school website at:

<http://excelsior.eurekausd.org/Students/Logins/index.html>