

LANDAU ELEMENTARY SCHOOL

PARENT – STUDENT HANDBOOK 2022-2023

Vision Statement

It is Landau Elementary's vision to prepare our students for the rapidly changing world, while implementing innovative practices within a positive and engaging atmosphere.

Mission Statement:

The Mission at Landau Elementary is to build a strong school community by developing partnerships with families. We provide rigorous academic learning and utilize progressive technology to promote critical thinking and problem solving skills. Our collaborative teaching practices are both reflective and responsive, while maintaining enthusiasm about the teaching and learning process. We have a personal commitment to each student to create and maintain a safe learning environment by fostering positive social-emotional growth to ensure that each student has the opportunity to pursue their life goals.

Collective Commitments:

In order to achieve the shared vision of our school, Landau Elementary staff have made the following collective commitments:

- We will engage in open, two-way communication with families by providing ongoing information about their children and offer specific ideas or resources to help families become full partners in their child's education.
- We will plan and implement effective differentiated instruction and strategies to meet the unique needs of each student in small and whole group environments and make changes to keep students engaged and challenged.
- We will commit to provide intervention and enrichment opportunities.
- We will actively participate in positive and productive professional learning communities which focuses on student achievement.

- We will collaborate with our team using evidence of student learning and common data to improve our instructional practice to meet the needs of each student.
- We will commit to create and use results of ongoing common assessments to drive instruction.
- We will continue to learn about new technology practices and incorporate these practices into our daily lessons to create 21st century learners.
- We will agree to use the common language about behavioral expectations and consistently reinforce using our social-emotional curriculum.
- We will agree to have a growth mindset and hold ourselves accountable to be a positive role model for all students.
- We will contribute to a culture of celebration by acknowledging the efforts and achievements of our students and colleagues as we continually strive for even greater success.

BULLY-FREE ZONE – BULLIES BE GONE!

- ❖ We will treat each other with respect.
- We will help others who are being bullied or teased by speaking out and getting adult help.
- ❖ We will use extra effort to include all students in activities at Landau Elementary.
- We will refuse to be bullied.



PLEASE NOTE:

Please read the Parent/Student Information for Palm Springs Unified School District located on the PSUSD website for information on the following topics:

- Student Bus Transportation, Distances, Laws and Rules, School Hours
- Electronic Information Services Rules and Acceptable Use Contract for Internet Access
- Healthy Schools Act of 2000 Information
- Safety, Discipline, and Attendance
- Pupil Records
- Alternative Education
- Acknowledgement of Parent or Guardian of Specific School Activities Notification
- Guidelines for Student Behavior
- Your Rights Due Process, Suspension and Expulsions
- Attendance Options
- Students Sexual Harassment, **Dress Code**, Symbols, Nondiscrimination

Landau Elementary School provides accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students, and in the development of the Landau parent involvement policy by ensuring that they are given a current copy of the Landau Parent Involvement Policy during Back-to-School Night, at the first School Site Council meeting of the year, and in the student/parent handbook, and are asked for their input on modifying the plan. In

addition, accommodations are made for all parents to access the policy and provide feedback on possible revisions.

GENERAL INFORMATION

CONTACTING YOUR CHILD'S TEACHER

At Landau School our teachers will maintain regular communication with parents through notes, Class Dojo messages, progress reports, phone calls, and conferences. We also encourage parents to maintain regular communication with our teachers. If you wish to speak with your child's teacher:

- Message him/her through Class Dojo
- Call when the class is not in session. Teachers are available before and after school. Leave your number so the teacher can return your call
- Send email or a note with your child to the teachers



ARRIVAL AT SCHOOL

Students should not arrive at school before supervision begins. Supervision begins at 7:15 A.M. Parents are responsible for getting children to school on time. When a student is tardy, he/she disturbs the rest of the class and misses part of the instructional program.

END OF SCHOOL DAY

Student safety is a prime consideration at the close of the school day. Students are supervised at pick-up areas for 20 minutes after the final bell, until 2:55 P.M. At the end of 20 minutes students are escorted to the office or benches on school grounds behind the office. Office staff members then make phone calls home. When students are picked up, they must be signed out in the office. We are on a 2-1-2 schedule which means students are released at 12:10 p.m. every Wednesday.

Please make the end of the school day safe and calm for everyone by:

- Parking in appropriate places parking lot maps go home each year
- Picking your child up at the curb (do not allow your child to cross in front of any vehicles).
- Arriving before 20 minutes have elapsed after the final bell,
- Not blocking the crossing area at any time at the west end of the parking lot, and

• Demonstrating courtesy, patience, and safe driving while on or near our school grounds.

NOTIFICATION OF ABSENCE

All absences are to be reported to the school on the same day as the absence. The school office is open from 7:00 A.M. to 3:30 P.M. to receive your calls. The school telephone number is 770-8600. If the absence has not been verified by telephone, a written reason is required upon the student's return to school. The note should include the date of the absence, the reason for the



absence, and parent signature. Absences can also be reported on Parent VUE and do not require a phone call.

CLOSED CAMPUS

Like all schools in PSUSD, Landau follows a strict closed campus policy. Only students are allowed on campus at the start of the morning and throughout the school day. Parents, guardians, or visitors who have business on campus must first report to the front office. An ID will be required to be allowed on campus and the guest must wear a visitor's badge.

LEAVING SCHOOL DURING SCHOOL HOURS



Parents who must take children out of school during the day must come to the office and sign the child out of school. **DURING SCHOOL HOURS CHILDREN WILL NOT BE RELEASED TO ANYONE OTHER THAN PARENTS.** A call to the school needs to be made if someone other than the parents will be picking up students during school hours. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless he/she has acquired permission from the office. ID's will be required by the office to release the student.

UNINTERRUPTED MORNING

In order to protect instructional time, it is our practice not to interrupt classrooms during morning instructional time. If possible, give your child notes, messages, and lunch before he/she comes to school. In the event of an emergency, we will do everything possible to accommodate the situation.

VISITORS AT SCHOOL – During a typical year without COVID Protocols in Place

Even though we follow closed campus guidelines, we welcome parent/guardian visitors to our school. Students benefit in many ways if parents keep in close contact with the school. The following is a guide to ensure successful visits for parents, teachers, and students.

- Please do not drop in for a classroom visit. Please call the teacher to make arrangements for the date and time of your visit.
- For conferences or discussion regarding your child, please arrange for a conference time that will not interfere with classroom instruction.
- All visitors must show ID and sign in at the school office before going to a classroom. A badge or pass will be given to you to allow access on campus.
- Visitors may not bring children with them while they are visiting a class during
 instructional time. Children who are not registered as students at our school are
 not permitted to visit anywhere on campus during the school day unless they are
 working in a pre-approved tutoring or teacher's assistance program.
- If you would like to volunteer, please fill out the volunteer form on the district website. Once you are cleared, the front office will reach out to you to make volunteer arrangements.

TELEPHONE CALLS

Landau Elementary's telephone number is 770-8600. Calls to the office will be answered from 7:00 A.M. until 3:30 P.M. Students will not be called out of class unless it is an emergency.

The school phone is for business purposes. Students may not use the phone except in an emergency or with a note from the teacher. Please speak to your child about making arrangements with you before school about staying after school, visits to friends, etc.



CELL PHONES

Administration and staff understand that students may carry cell phones to school for emergency purposes before and after school. WHILE ON CAMPUS - Students are required to power down cell phones and store them securely in his/her backpack. Cell phones should not be taken out for any reason during the school day. Once students walk through the doors at dismissal, they MAY turn on and use their cell phones.

Students that consistently do not follow the policy may have their cell phones confiscated and brought to the front office by administration. A parent/guardian will be called and will be asked to pick up the phone for their child. In short, if the staff doesn't

see the cell phone, there is no issue. Notice-Landau is not responsible for lost, stolen, or damaged phones.

CAFETERIA

Transitional Kindergarten through fifth grade students may bring a sack lunch to school. Follow healthy guidelines for lunches so soda, sugary drinks and candy is highly discouraged. Please do



not send chips that cause students' fingers to be covered with red dye as that gets on student clothing and school materials. Sharing food with friends is not allowed due to potential allergy issues. Currently breakfast and lunch is free for all students.

This free meal program is available through the State of California for all students in PSUSD. Help us to continue to qualify for this program by filling out a survey from Food Services at the start of each school year.

LOST AND FOUND

Lost items such as clothing and backpacks are kept in a box in the cafeteria. Please label outer clothing, backpacks and lunch boxes with your child's name.

TOYS AND GAMES

Toys and games from home are not allowed at school. Headphones, cell phones and electronic games are not allowed, and will be kept by the teacher or principal until the parent picks up the item. A student may bring a ball or recess equipment from home if approved by the classroom teacher. These items will be brought at the student's discretion. The school is not responsible for any lost or stolen items.

LOSS OF OR DAMAGE TO SCHOOL PROPERTY



Students are responsible for all textbooks and chrome books checked out to them. They are expected to take proper care of books and to return them at the end of the school year or if they move. If a textbook or other school property, such as a library book, is lost, stolen, or destroyed, it must be paid for. The librarian will send a bill to parents for any lost or destroyed item.

HOMEWORK

Landau Elementary is a "no homework" school



Studies show very little academic growth occurs when elementary students are assigned homework by their teachers. We highly encourage reading nightly and programs like Dreambox and Imagine Literacy/Imagine Math. Teachers will send home suggested activities you can do with your child each month. There are no requirements to turn in any work.

REPORT CARDS

Report cards are distributed at the end of each trimester Progress
Reports of work that does not meet academic standards, are sent home
three times a year on Parent VUE. Conferences for all students are held in November
and March. Teachers will notify and meet with parents regarding the possible retention
of any child who is not making progress towards the district standards for promotion to
the next grade. The district will continue the use of its standards-based reporting
system. Please contact your teacher on how often progress reports will be sent home.

UNIFORM / DRESS CODE POLICY

Landau has a no uniform policy. We follow the district's dress code as outlined on the PSUSD website.

In addition to the mentioned dress code policy, the following are also in place at Landau:

- Crop tops and shirts that expose bare mid-drifts are not allowed
- Shorts and skirts must provide appropriate coverage
- Clothing and hats must be free from offensive logos and language

A phone call or message will go to the parents of any student that is in violation of the dress code. Clothing may be loaned by the office if a parent or guardian is unable to provide new attire.

Wednesday are College Shirt Day! Friday is Landau T-shirt Day! Shirts for Fridays include Lynx logo. Show your school pride by wearing your Lynx shirts! Pre-orders for T-Shirts are taken throughout the year.

DISCIPLINE PROGRAM

We believe that children should be taught to be responsible citizens at school. They should realize that freedom and responsibility go hand-in-hand and that they have a responsibility to others in their school relationships. Good citizenship should be rewarded, and poor citizenship should be discouraged. Students must be informed of the rules of the school, be responsible for abiding by these rules, and know the consequences for breaking a rule. We believe that good citizenship is the responsibility of all adults and children at school, and that citizenship and academic performance are closely related. Landau will utilize Class Dojo to support this program.

SCHOOL RULES

- 1. Be on time and prepared when you come to school each day.
- 2. Treat others the way you want to be treated. This includes adults and students.
- 3. Be kind. Do not use name-calling, bad words, insults, or inappropriate language.
- 4. Keep hands and feet to yourself, with no fighting, pushing, shoving, kicking, or touching allowed.
- 5. Use your words to handle disagreements and solve problems.
- 6. Respect school property.
- 7. Do your personal best each and every day.

PLAYGROUND RULES

- 1. Follow the directions of all teachers and playground supervisors. Report bullying or dangerous behavior to the adult supervisor on the playground.
- 2. Practice friendship and self-control no bad words, teasing, name-calling, or insults.
- 3. Keep hands and feet to yourself there is no fighting allowed. No roughhousing or contact sports are allowed.
- 4. Play in assigned areas only not in the restroom, hallways, behind or near classrooms, oleanders, and railings.
- 5. Wait your turn while standing in line for a drink at a fountain. Use the bathroom and drinking fountain before the bell rings. Freeze at the bell, and remain quiet until the person on duty blows a whistle, and then walk to line.
- 6. Play ball games that involve kicking or throwing on the field, except for court games like basketball, handball, or kickball basketball. Any ball brought from home must be the size of the student's head or larger no baseballs, tennis balls, other small sports balls. Play handball only on handball courts, and do not kick the ball at the handball wall. Tell an adult if a ball goes over the fence, and do not leave the playground to get it.
- 7. Use equipment safely climb only on climbing towers, not on trees or other equipment; do not hang upside down on bars or equipment; do not twirl, stand up, or jump off the swings; and use jump ropes only for jump rope games.

- 8. Respect school property keep bathrooms and grounds clean, and do not damage equipment or buildings. At recess eat snacks only under the large shade structure and then throw away your trash. Do not chew gum on school grounds.
- 9. Do not ride bicycles, skateboards, scooters, or skates on school grounds. Do not stay to play on the playground after school is dismissed. Go home or to your after-school program.
- 10. BE A GOOD SPORT AND COOPERATE.

PLAYGROUND AND CAFETERIA

During recesses and/or breakfast and lunch, teachers or other employees supervise the playground and cafeteria. Students are told that there is always an adult to whom they can go if there is a problem. Children are taught to take pride in their surroundings, and they are expected to help keep the school grounds clean, and to pick up after themselves.

CAFETERIA RULES

- 1. Lunch supervisors are in charge of the safety in the cafeteria. Follow their directions the first time they are given. Treat supervisors and classmates with respect.
- 2. Enter the cafeteria quietly. Students with lunches go to their table. Students who are getting a cafeteria lunch wait quietly in line. All students must get milk, juice, and utensils before sitting down.
- 3. While waiting in line
 - Remove hats and hoods
 - Wait quietly
- 4. While eating lunch, students will:
 - Stay seated.
 - Speak in quiet voices
 - Raise hand to ask for help or to leave seat.
 - Eat only from own lunch and do not share lunch.
 - Talk quietly only to students at the table.
 - Keep food off the floor
- 5. When finished with lunch, students will:
 - Gather own trash from table and/or floor.
 - Wait quietly for dismissal.
 - Pick up trash even if it isn't yours.
 - Throw away trash only after the table is dismissed.
 - Take no food to the playground to eat during recess.
- 6. After dismissal, students will throw away trash and walk to the playground.
- 7. WALK AT ALL TIMES

Consequences for not following rules:

Students who do not follow the rules are subject to discipline consequences. Consequences include:

- Short time-out by the supervision aide or teacher which could include moving to a different table during lunch or sitting out of recess.
- Pink ticket record of the misbehavior that is given to the teacher for follow-through from a recess supervisor
- Referral to principal for severe misbehavior (fighting, dangerous behavior, or defiance to adult), or for multiple pink tickets.
- Depending on the infraction and severity, a student may be required to sit out of recess or an activity, may be assigned to campus beautification, be suspended from school, or possibly expelled.

HEALTH AND SAFETY



EMERGENCY CARD

Each year parents/guardians must complete a new emergency card, which is filed in the school office. It is essential that the information on the card is kept current. The information includes:

- A home, cell phone and/or business number
- Emergency contact phone numbers (persons you authorize to pick up your child in a reasonable amount of time – 35 to 45 minutes). An additional page may be attached for more names and numbers. A CHILD WILL ONLY BE RELEASED TO PERSON(S) LISTED ON THE EMERGENCY CARD. NO EXCEPTIONS WILL BE MADE.
- Name, address, and phone number of your child's doctor and dentist.
- Your signature giving or refusing permission for the school to seek emergency medical attention for your child. A signature is needed in either case.
- Your Parent VUE account will show you Landau's most up-to-date emergency contacts. Please call the office to change contacts and/or update phone numbers.

In an emergency, parents/guardians will be the first person called. When parents/guardians are unavailable, the emergency numbers will be used. It is important to keep emergency cards up to date. If you or the emergency contacts cannot be reached, the only option is to use our judgment in obtaining medical attention for a seriously ill or injured child. If there are persons ordered by the court not to pick up your child, please provide a copy of a restraining order or official court orders.

MEDICATION: Guidelines for school administration

Education Code 49423 – Board Policy 5141.21 – Any student who must take medication (prescribed or over-the-counter) during the school hours must submit a written statement of instructions from the physician and parental request for assistance in administering the physician's instructions. All medication brought to the school must be in an appropriate pharmacy container as packaged by the manufacturer and labeled with the student name, name of medication, exact dosage, time medication is to be given, name of prescribing physician, and the date the prescription was filled.

OTHER HEALTH INFORMATION

Please see the district website under Student Services for information regarding physical examinations and school admission, vision and hearing tests, immunization requirements, rules for dispensation of medication at school, medical insurance, and required medication notifications.

DISTRICT WELLNESS POLICY



Palm Springs Unified School District has a Wellness Policy that is designed to promote healthy eating and choices. Following is a summary of this policy and procedures for our school:

- Fundraising sales during the school day will not involve non-nutritious food, such as candy or sodas.
- Snacks served during the school day or in any after-school programs will be nutritious ones, including fruits, vegetables, and water.
- Any snacks or beverages that are served as rewards will be nutritious.
- Classroom parties will be limited to no more than one party per class per month.
 No more than one non-nutritious item may be served. All items brought must be prepared in an approved commercial facility and pre-wrapped. Food prepared at home shall not be served in class.
- Parents are encouraged to send healthy, balanced lunches with their children who bring a lunch. Some ideas for healthy snacks and beverages include: fruits fresh or dried, vegetables, such as carrot sticks or cherry tomatoes, salads with low-fat dressing, Graham crackers, low fat frozen yogurt, fruit juice bars, vanilla wafers, animal crackers, pudding, yogurt splits with granola and fruit, nonfat chocolate milk, flavored milk, fruit juice, frozen juice treats, low fat string cheese, crackers with low fat cheese, soft pretzels with mustard, air popped popcorn, nuts (if not allergic), beef jerky, baked tortilla chips and salsa or low fat bean dip, pretzels, baked or reduced fat chips.

SAFETY AND TRANSPORTATION

Be responsible for showing and teaching your child to:

- 1. Cross the street at the corner or in a crosswalk.
- 2. Watch for cars before crossing a street, and cross only when it is safe.
- 3. Always stay alert while crossing a street.
- 4. Walk on the side of the road facing oncoming traffic if there are no sidewalks.
- 5. Follow the safest route to school.
- 6. Respect the property of the people in houses on the way to and from school.
- 7. AVOID STRANGERS. NEVER GET INTO THE CAR WITH SOMEONE THAT HE/SHE DOESN'T KNOW. DO NOT ACCEPT MONEY, CANDY, OR PRESENTS FROM STRANGERS.

TRAVELING TO AND FROM SCHOOL

School and parents/guardians have a shared responsibility for training children to be safe going to and from school. Students should follow the routines and routes that their parents set for them. They should stay off private property, and should go directly to their proper destinations.

Please send a note or call if your child is to change his/her regular routine. For example, if your child usually goes to the after school program, and he/she does not have a note saying that you will pick him/her up, then we will send him/her to the after school program.

BICYCLES, SKATEBOARDS, SCOOTERS

Students may ride bicycles to school. They may not ride on the school grounds at any time. All bikes must be locked in the bike rack. If a child rides on school grounds, the parent will be called to pick

up the equipment. Parents should be certain that the child has safe equipment, safety equipment, knows traffic laws, and is a safe and capable rider. **Children should be reminded that it is illegal to ride double, and that helmets are required**.

BUS TRANSPORTATION – SPED Only

Bus drivers follow a tight schedule; therefore, all children must be at the bus stop ready to board when the bus arrives. Bus times may vary for the first few days of school as the driver and children adjust to the route. Occasionally, a bus will break down. When that occurs, please be patient. The drivers will attempt to keep to the schedule as clearly as possible. Any bus complaints, questions, or concerns should be directed to First Student at 760- 320-8822.

EMERGENCY PROCEDURES

The school has plans and preparations for major emergency situations. Training and drills help our school personnel and students to be prepared for an actual emergency, and to understand the emergency procedures.

In the event of an emergency, your child should be instructed to obey directions of school personnel, and/or to follow the directions of the bus driver. If your child is walking or riding a bicycle, he/she should be told to continue toward the destination when an emergency situation develops.

Your cooperation is appreciated in any emergency:

- Please do not telephone the school, as telephone lines will be needed for emergency communications. If possible, the school will provide updates on Class Dojo, automated calls, or email.
- Please do not drive to school immediately, so that roads will be clear for emergency vehicles. Roads may be littered with debris.
- Turn on your radio to a station that is part of the emergency broadcast system for official information and instructions.
- The school will retain your child until you, <u>or an adult listed on the emergency</u> card, can be reached.
- All parents must report to the information gate located on Landau Boulevard nearest the playground, which will be designated by signs, in order to sign out and pick up children.
- If you are unable to reach school, we are prepared to care for your child in a critical situation. Personnel will remain at school until all students are picked up.

SPECIAL SERVICES

PSYCHOLOGIST

A school psychologist serves Landau several days a week. The psychologist's primary responsibility is to complete evaluations for special education. A child can be evaluated to determine possible learning disabilities or problems according to district and Special Education guidelines. (See School Study Team.)

RESOURCE SPECIALIST PROGRAM (R.S.P.)

The Resource Specialist Program is provided to assist special education students. This program provides small group instruction for part of the day in the area(s) in which the child requires extra assistance. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds. Students may be placed in the program after certain steps have been followed: Student Study Team, appropriate identification assessments, meetings with teacher, parents, psychologist, and other school personnel, and completion of an Individual Education Plan (I.E.P.) at a team meeting.

SPECIAL DAY CLASS (S.D.C.)

Landau Elementary has a Special Day Classes for Kindergarten through 3rd grade students who qualify for special education, and are placed in the program by the I.E.P. team. The class is small, and adult aides are provided in order to lower the pupil-teacher ratio. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds.

SPEECH/LANGUAGE THERAPY

A speech/language therapist serves students at Landau. The therapist works with both individuals and small groups of students who are having difficulty with speech or language processes. The classroom teacher or parents may have students screened for this program through a referral and assessment process.

STUDENT STUDY TEAM (S.S.T.)

The Student Study Team (S.S.T.) is made up of several teachers. When a child is having difficulty progressing in school, his/her teacher may make a referral to the team. A meeting is scheduled for the parent/guardian to meet with the team, and to discuss strengths, needs, and information about the child, as well as to suggest strategies for school or



home that will assist the child. The team may recommend that assessments also be performed.

LIBRARY

All students visit the library each week. Kindergarteners visit the library for 50 minutes weekly while students in grades 1-5 make arrangements with the librarian weekly or bi-weekly for 20 minutes. Students may use the library for doing projects, papers, and research. Students may check out two books each week.

PHYSICAL EDUCATION PROGRAM

Grades 1st through 5th have a class with our Physical Education Specialist for two 50-minute periods per week; TK and kindergarteners will have one 50-minute period weekly. Students participate in an exercise program, learn games, and participate in team activities. Students also learn about nutrition, fitness, and other health related topics.

MUSIC

A teacher provides instruction to all TK-5th grade classrooms for one 50-minute period per week.

STEAM

A teacher provides instruction in 21st century skills (such as basic electronics and coding) to all TK-5th grade classrooms for one 50-minute period per week.

OTHER ENRICHEMENT CLASSES

A Technology Support Paraprofessional at Landau provides additional opportunities for TK-5 students to practice robotics and coding using DASH robots and Lego Mindstorm. Virtual Reality is integrated into class lessons as well as more practice with beginning electronics (Little Bits). Students participate in this twice monthly.

Art is offered monthly via a outside contracted local artist. All grades participate.

After School Program and Childcare

Our after school program, Think Together, provides after-school care, academic assistance, and enrichment opportunities to Landau students in partnership with the school district. Ask in the school office for more information about this program. Students are required to attend five days per week on the days that school is in session.

Cathedral City Boys' and Girls' Club provides after-school childcare all year. The bus picks up students at Landau and transports them to the Club. A summer program is offered June through August. Please contact the Boys' and Girls' Club at 324-5844.

The Salvation Army provides an after-school program for some students in grades 1 thru 5. Ask for more information in the school office.

PARENT-TEACHER GROUP (P.T.G.)

You are encouraged to join the Landau P.T.G.! Your support and participation in this organization helps parents and teachers work together to provide the best education possible for each child. P.T.G. members help in classes, serve on committees, and plan and/or assist with many exciting activities. The P.T.G. allocates funds to directly support students and classrooms. Money is used for field trips, teacher supplies, and other special projects.

OBJECTIVES OF P.T.G.

- To promote the welfare of the children at home, at school, and in the community.
- To bring the home and school into closer relationship with each other so that parents and teachers may cooperate intelligently in the education of the child.

