



PARENT-STUDENT HANDBOOK 2017-2018

*As an AU eagle, I pledge to be safe, be responsible, be respectful
and soar to success each and every day.*

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REGULAR BELL SCHEDULE

School Begins 8:00 AM

LATE START WEDNESDAYS

School Begins 10:00 AM

DISMISSAL

Kindergarten – Third Grade 2:20 PM
 Fourth – Eighth Grade 3:10 PM

EARLY RELEASE DISMISSAL

Kindergarten – Third Grade 12:40 PM
 Fourth – Eighth Grade 1:30 PM

ARRIVAL AT SCHOOL

Once students arrive at school, they are to report to the cafeteria for breakfast. At 7:30 AM, students may report to their designated play area until the bell rings. Any student arriving after 8:00 AM must report to the office for a tardy slip.

BREAKFAST

Breakfast is served between 7:30-7:50 AM. Students who arrive after 7:50 AM will not be served. On Wednesdays, breakfast will be served at 9:30-9:50 AM.

LATE START

WUSD holds Late Start Wednesdays from September through May for professional development. School will begin at 10:00 AM.

EARLY RELEASE DISMISSAL

Early dismissal takes place on the following dates:
 October 17-21 Fall Parent Conferences
 December 16 Winter Break
 March 20-24 Spring Parent Conferences
 June 9 Last Day of School

BEFORE AND AFTER SCHOOL DROP OFF AND PICK UP

Please do not leave your vehicle unattended while picking up or dropping off your student unless you are in a legal parking spot. Please do not

drive into or park in the Bus Loading Zone as this creates problems for our bus drop off and pick up.

TARDY POLICY

In order to decrease the number of tardies, the following policy has been implemented at American Union Elementary School:

# of Tardies over 30 minutes	Consequences
1-2	Verbal warnings issued to student/ parents
3-4	Call home to parents, loss of recess starts for each tardy (SART Letter 1 sent home)
5-6	Call home to parents, mandatory after school tutorial for each additional tardy (SART Letter 2 sent home)
7-9	Call home to parents, mandatory after school tutorial for each additional tardy, possible visit from Probation Officer ,SART Letter 3 sent home, SART Meeting with Parent/Student, SART Contract
10 or more	SART Letter 4 sent home Parents/Student will be asked to attend SARB (School Attendance Review Board) Meeting @ Juvenile Justice Court

ABSENCE POLICY

AUES will be following the WUSD Absence Policy that is outlined in the District Handbook. The SARB process is also outlined in the District Handbook.

CHECKING STUDENTS OUT OF SCHOOL

A student is not allowed to leave school grounds prior to regular dismissal without the consent of a parent or guardian. Anyone authorized by a parent or guardian to pick up their child must be listed on the child's emergency card or the child will not be released to them. All students must be checked out in the front office prior to leaving early.



CAMPUS VISITS

We have an open door policy at AUES for parents/guardians. All visitors must check in at the office upon arrival and sign in and receive a visitor's pass. Please wear the visitor's pass for the duration of your visit. All visitors must sign out in the office as you leave.

FOGGY DAYS

During a foggy day schedule, all classes begin at 8:00 am. The foggy day schedule applies to those students who ride the bus to school. If bus departure is delayed, an announcement will be made on local television channels and local radio stations (under the name American Union). The announcement will indicate which plan the Agency will follow and is subject to changes and updates.

Plan A: Buses will run 2 hours after usual time.
2 hour bus delay *Breakfast will be served from 7:30 – 8:00 AM and 9:30 – 9:50 AM only.

Plan B: Buses will run 3 hours after usual time.
3 hour bus delay *Breakfast will be served from 7:30 – 8:00 AM only.

Plan C: No AM buses. PM buses will run.
Buses canceled *Breakfast will be served from 7:30 – 8:00 AM only.

As always, if during foggy weather conditions you choose to transport your child to school rather than have him/her ride the bus, please exercise caution and safety.

Local television stations that announce foggy day schedules are *ABC Channel 30* and *PBS Channel 18*. You can also find foggy day schedule information at www.southwestjpa.org. Channel 30 and Channel 18 have free apps that you can load to your mobile devices.

SAFETY DRILLS

The purpose of safety drills is to insure the safety of all persons on campus in the event of an

emergency. Campus-wide drills will be executed monthly throughout the school year. If you are on campus during a Safety Drill, you will be required to follow the procedures of the drill for your safety and the safety of all students.

STUDENT MEDICATION

All student medication is required to be kept in the nurse's office unless a doctor's note is provided. If medication is to be administered at school, a doctor's note is required.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

American Union staff work together to instill a school-wide program that supports all students. Expected behaviors have been defined for students in every area on campus. Teachers and staff will teach students all expected behaviors and these behaviors are also posted throughout campus as a reminder. AU expectations teach students to always be safe, be respectful, and be responsible.

CLASSROOM DISCIPLINE

All Classrooms have the same rules:

1. Follow Directions
2. Keep your hands, feet and other objects to yourself
3. Use kind words
4. Remain seated or in designated areas
5. Be prepared to learn

All K-5 classrooms use a color card pocket chart to keep track of student behavior throughout the day. K-5 teachers will send home a Behavior Report to inform you of your child's behavior in class, on campus, and if they are prepared for school. Please initial and have your child return it to school with their homework. 6-8 classrooms use a step process following the same rules and consequences; however there will be only one behavior report for the quarter. Students will be required to have their parent sign the behavior report only when an infraction occurs.



SCHOOL DISCIPLINE

At AUES, our number one priority is to keep all students safe and able to learn with no distractions. We believe in progressive discipline, designed to help students improve their behavior and decision making while remaining in class whenever possible. The following is a list of possible consequences designed to help students make positive choices:

- Behavior Contracts
- Thinkery
- Campus Beautification
- CICO Contracts
- Eagle Zone
- Structured Schedules
- In House Suspension
- At Home Suspension
- Referral to SARB
- Alternative Placements

Any violation of the California Education Code, which can be found in the District Handbook, may result in suspension or expulsion.

HOMEWORK POLICY

Late work is only accepted upon teacher's discretion for partial credit. If a student has an excused absence, 1 day of make-up time will be allowed for each day a student is absent.

A conference will be held with a parent, student, teacher, and administrator when a student regularly fails to complete assignments.

GATE PROGRAM

American Union is committed to challenging gifted and talented students within the core curriculum.

Recommendations for the GATE Program come from the staff and administration. 10% of students that achieve in the 90th percentile of district and state assessments will benefit from differentiated instruction to meet their emotional, social and academic needs. These students will be provided with appropriate service and resources to maintain and promote their interests

while they are studying the approved core curriculum and working to meet and exceed the adopted content standards.

Identified students will be processed through a Student Success Team comprised of the student, parent, teacher, and administrator. Individual Learning Plans (ILP) will be developed and monitored. GATE students who are not meeting the goals of their ILP are to be given additional assistance or have goals modified.

All GATE students will be given the opportunity to participate in an in-depth study involving the social studies or science curriculum during the year. This may involve projects, research, and a field trip.

ELECTRONIC DEVICES

No gaming electronic devices are to be brought to school. For Example: iPods, iPads, Tablets, Gaming Devices. Cell phones may be brought to school; however they may not be used once the student steps on campus without staff permission.

Any cell phone/electronic device used without permission will be confiscated for the day and held by the teacher/office. 2nd offense will require a parent/guardian to come to the office and pick it up. Any lost or stolen electronic device is not the responsibility of the school.

PARENT INVOLVEMENT

Please consider joining one of our AUES parent organizations to support your child's educational journey by helping define policy, hosting special activities and creating fundraising efforts.

Parent Club: meets the first Tuesday of every month at 3:30 beginning September 1.

School Site Council: meets 4 times throughout the school year at 3:30 PM.

ELAC: meets monthly to advise on programs for English Language learners.

Coffee with the Principal: a meeting designed to meet the needs of parents. This is an opportunity for you to hear from experts in areas that are



important to you. There will be 4 meetings in the year.

ASSISTANCE

American Union Elementary prides itself on being a community resource. If you have a specific need, we may be able to help. Please contact the school administration.

CONTACT INFORMATION

Staff members may be contacted at 495-5650 or by email. Each staff member's email address is the first initial of their first name followed by their entire last name@wusd.ws An example follows: jdoe@wusd.ws.