

Santiago School

2016-2017 School Handbook

K-5th Grade



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<http://www.sausd.us/santiago>

This handbook belongs to

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Awarded 1998 & 2008

PRINCIPAL'S MESSAGE

Welcome to Santiago School. We are committed to provide an enriching learning environment for all students; kindergarten through eighth grade.

Our students begin each day with a focus on our 3Rs:

- **Ready for school**
- **Responsible for learning**
- **Respectful with words and actions**

We believe that high academic standards, together with high behavior expectations create a learning environment that is supportive, rigorous, and enriching.

We have embraced the common core state standards, focusing on the 4Cs', empowering our students with the skills and tools necessary to be successful in college and careers in the 21st century:

- **Communication: Sharing thoughts, questions, ideas, and solutions.**
- **Collaboration: Working together to reach a goal; putting talent, expertise, and smarts to work.**
- **Critical Thinking: Looking at problems in a new way, linking learning across subjects and disciplines.**
- **Creativity: Trying new approaches to get things done equals innovation and invention.**

It is our belief that collaborative efforts among staff, students, and parents ensure that all students thrive within an environment that fosters academic success.

Santiago School

Built in 1954

History of Name

**Santiago Elementary School was named for
Rancho Santiago de Santa Ana**



RANCHO SANTIAGO DE SANTA ANA

A Spanish land grant that lay entirely in what is now Orange County, the Rancho Santiago de Santa Ana, became the location of the city of Santa Ana. The rancho was the home of two of the oldest families in California, the Yorbas and the Peraltas. Consisting of 62,516 acres, the rancho extended along the east bank of the Santa Ana River from the mountains to the sea. Settled early enough to provide homes for the third and fourth generations of the Yorbas and the Peraltas, it was eventually the location of at least 33 historic adobes. C. E. Roberts (W.P.A. Adobe project, 1936) considered it to be one of the very best examples of the California rancho.

The Rancho Santiago de Santa Ana stretched for more than 25 miles, from the ocean to the mountains. Its western boundary followed the southeast bank of the Santa Ana River. The property was bow-shaped, being two and a half miles wide at the ocean end and six and a half miles wide in the middle. The land comes to a rounded point on the north end. Located midway along the southern border of the Rancho Santiago de Santa Ana, Red Hill is the point where three famous ranchos come together. From the top of Red Hill you can see lands that once belonged to the Rancho Santiago de Santa Ana, the Rancho San Joaquin, and the Rancho Lomas De Santiago.

From Santa Ana History-

Learn More- <http://www.santaanahistory.com/articles/ranchos.html>

Santiago School

A California Distinguished School

Parent Involvement Policy

The staff of Santiago School believes that involving parents and working together will form a successful education partnership. This partnership will work to meet the needs for the best possible education for our students.

At Santiago School we strive to provide timely information to our parents regarding school Title 1 and other programs, parent rights and responsibilities, discipline policies, student progress, school test results, grading practices, school curriculum, and student promotion requirements. These parent activities are integrated into the school's Single Plan for Student Achievement (SPSA).

Home/School Communication:

Parents are informed in English and Spanish about community resources and services, and are actively involved in on-going, two-way communication between the home and school.

- Santiago School Website with School Events, News and Resources
- Monthly Parent Newsletters
- Annual School Calendars
- Special Events/Reminder Notices
- ParentLink Phone Messages
- Peachjar
- Parent Portal
- School-Home Compact
- School Accountability Report Card
- Ongoing Personal Contact Between Teachers/Administrators and Parents
- Trimester Report Cards/Mid-trimester Progress Reports
- Parent-Teacher Report Card Conferences
- Academic Improvement Plans Collaboratively Developed by Teacher and Parents
- Annual Title 1 Parent Meeting – reviewing programs, policies and rights under Title 1
- Parent Meetings Offered in Morning and Evening Hours
- Gifted and Talented Education (GATE) Meetings
- Student Success Team (SST) Meetings
- Individualized Education Plan (IEP) Meetings
- Monthly Awards Assemblies & Trimester Honor Roll Celebrations
- School Assemblies

Parent Participation:

Parents are encouraged to involve themselves in both school and district committees. Committees approve categorical program budgets, plan student activities, discuss academic programs, address parent concerns, and work to increase parents' understanding and skills related to their children's education. Notices about meeting and opportunities to get involved are sent home in English and Spanish.

Home-School Partnership:

Parents are engaged as full partners in the education of their children. A School-Home Compact has been developed jointly by school staff and parents that outlines how each party contributes to high

academic achievement in students. This compact emphasizes the school's responsibility to provide high-quality curriculum and instruction and parents' responsibility to support their children's learning.

Parents Training/Parent Support:

Santiago School strives to increase parent participation through volunteering activities, having parents involved in the decision-making process and collaboration within the community. Santiago School supports parent involvement by providing opportunities that help parents develop skills to use at home to support their children's academic efforts and social development. Parent activities may include:

- Explanation of state standards, curriculum and assessments for each grade level
- Understanding the California Standards Test (CST) and its proficiency levels
- Evaluating own child's CST and other assessment results
- Family Learning Activities focused on helping parents support children's learning
- Attendance at parent conferences, school wide events, and recognition assemblies
- Volunteering in classrooms and at school events sponsored by the PTA

As other opportunities arise and based on parent interest, other trainings may be provided. In addition, staff will be educated on how to reach out and work effectively with parents as equal partners.

Homework:

Homework is an important part of the educational process. Assignments completed at home help the child and teacher in reaching instructional objectives more quickly and thoroughly. Every student should plan on setting aside a reasonable portion of each evening for this phase of the school. Parents can support the school and their children's success by helping with homework in the following ways:

- Help your children get organized. Remind them to bring home necessary materials.
- Have a regular study time and place
- Ask to see completed nightly homework
- Contact your child's teacher if your child has difficulty understanding an assignment.

School Citizenship and Discipline Policy:

All children have equal rights to an education in a safe, nurturing, and orderly environment. Students are to display good citizenship in the cafeteria, on the playground and in the classroom. It is the Principal's role to establish a climate that fosters these rights. Each child will be treated with respect and dignity. Fair and consistent rules have been established at Santiago School to maintain a learning environment desired by our community, parents, students, and all staff.

Parents and Visitors: RAPTOR VISITORS SYSTEM:

According to district policy, all parents, volunteers, and visitors must sign in and out at the school office before going to any classrooms or onto the school grounds and in order to better protect our students, **visitors will be required to show a valid, government-issued ID.** When it is necessary to withdraw your child from class for appointment, etc., please come to the office to sign your child out and again to sign him/her back in upon return.

Attendance & Tardies:

Regular attendance is essential to a student's success in school. If a student is absent, his/her parent/guardian must call the school on the day of absence(s), or write a note upon their return. Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at classroom after starting time is considered tardy. *Late students must go to the office before going to class.*

Attendance

Part of Santiago School's philosophy of being in school and on time every day, are important for a student's success in school. Please try to schedule doctor, dental, or other appointments outside of the school day. Regular attendance contributes to:

- high achievement and academic success
- high characteristics of responsible citizenship

Presentation and discussion of new material occurs during class time and therefore, cannot be easily duplicated at home. Research has revealed that students who regularly miss school find it difficult to be successful academically.

Reporting an Absence

Parents are to call the school if their child is absent. If you are unable to call the school, you must send a note explaining the absence. The note must include:

- Child's first and last name
- Date of the absence(s)
- Reason for the absence(s)
- Parent signature

The message system is on 24-hours a day. You may speak in English or Spanish when calling.
(714) 564-8400

Excused Absence

The following reasons are the only valid excuses for absences:

- Pupil illness
- Quarantine
- Doctor's Appointment for the absent child (Dr's note required)
- Bereavement – Immediate family

Unexcused Absence

All other reasons will be recorded as unexcused absences. Parents whose children have a recorded unexcused absence in excess of 30 minutes (including tardy/late and early departures) on three separate school days will receive a warning letter from the district. Unexcused absences or tardies that add up to more than four per year, can lead to a district meeting with the District Attorney's office.

Extended Absences

Parents or guardians must call the school office to report any extended absence for any reason. Extended absence is defined as more than 2 days.

ON TIME

RESTED

LISTENING



READY

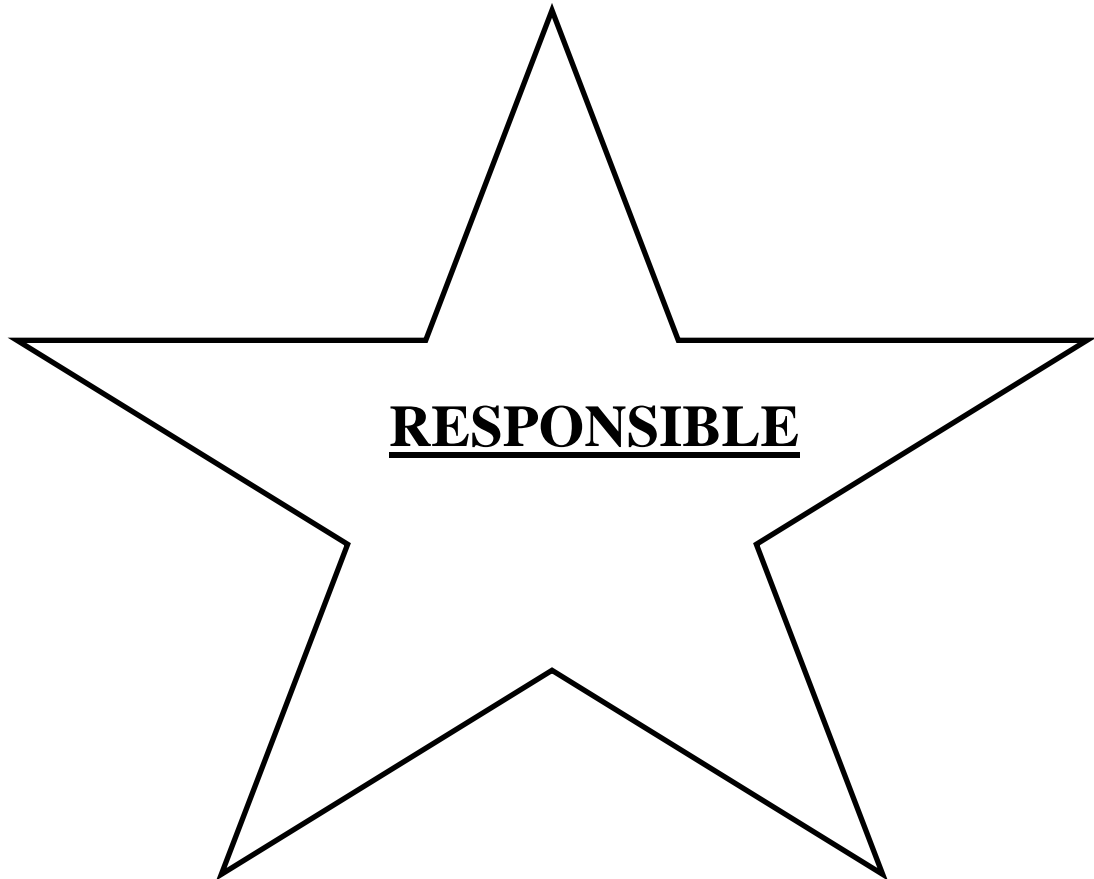
MATERIALS

UNIFORM

***STAR* STUDENT BEHAVIOR
EXPECTATIONS**

SELF CONTROL

COMPLETE WORK



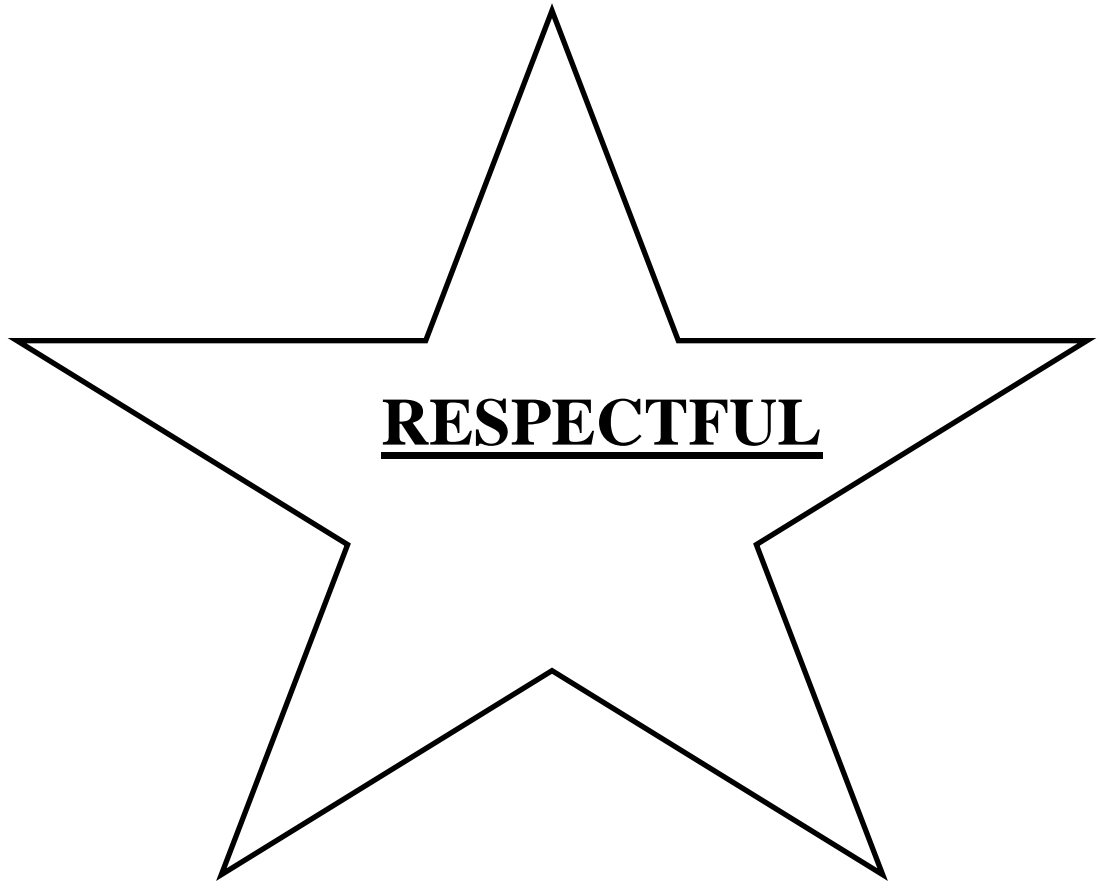
RESPONSIBLE

ASK QUESTIONS

PAY ATTENTION

***STAR* STUDENT BEHAVIOR
EXPECTATIONS**

SELF
OTHER STUDENTS
ADULTS



TIME

PROPERTY

***STAR* STUDENT BEHAVIOR
EXPECTATIONS**

K- 5 Mandatory Uniform Dress Policy Guidelines

(Based on BP/AR 5132.5)

Each K-5 school in the District shall implement the K-5 Mandatory Uniform Dress policy. A plan shall be developed by each K-5 school for uniform dress including the color(s) for the uniform. The District recommends that a standard uniform of white tops and navy blue bottoms be considered to facilitate student movement from site to site within the District and to increase uniform availability, but sites are responsible for the color of uniforms selected. The Board must approve all school plans.

1.0 Model Dress for Girls:

- Navy blue, black, or khaki skirts, culottes, shorts, dresses with sleeves and collar, jumpers or pants; no jeans
- Solid white, navy blue, black, forest green, light blue, pink, burgundy, or red shirts/blouses with sleeves and a collar
- Santiago Spirit Shirt

2.0 Model Dress for Boys:

- Navy blue, black, or khaki pants or shorts; no jeans
- Solid white, navy blue, black, forest green, light blue, pink, burgundy, or red shirts with sleeves and a collar
- Santiago Spirit Shirt (you may purchase one from our PTA)

3.0 General Guidelines for School Attire:

1. Clothing must be free from tears, rips, holes, etc.
2. Clothing should not be oversized.
3. Pants must fit, cannot be oversized, and must be hemmed.
4. Socks will not be pulled up to meet bottom of shorts.
5. There should be no visible initials, insignias, pictures, or logos on clothing, except for school logos.
6. Shoes must be worn at all times and must be must be enclosed. Steel toes or western-type boots are not to be worn.
7. Thick colored shoe-laces, and black gloves are not permitted.
8. Bandanas, hair nets, and beanies are not permitted. Only those students, with the approval from the principal because of medical/religious purposes, may have an exception. Hoodies worn over the head may be permitted outdoors during inclement weather.
9. Hats are not to be worn indoors. No baseball caps other than school issued ones will be permitted.
10. Visible jewelry is limited to small watches, rings, necklaces, and bracelets; earrings should be a small stud or a hoop no larger than a dime. Wallet chains, and/or spiked and sharp jewelry are not allowed.
11. Gang slogans and graffiti will not be allowed on backpacks or purses.
12. No shirts with gang, drug, graffiti or sexual connotations including OC or SA in old English lettering.
13. Jerseys or shirts with team logos are not allowed.
14. No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.
15. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Every Friday is “Spirit Day”. We are encouraging all students to wear their “Santiago Spirit Shirt” and jeans (no holes) every Friday.

Please support us as we bring pride and unity to our school!

- 4.0** Parents who choose not to have their students wear uniforms may be exempt from this policy by:
- a) requesting an exemption form in the local school office;
 - b) completing the application; and
 - c) submitting it to the designated administrator at the student’s school.

Any student who applies for exemption from the Mandatory Uniform Policy must comply with the previously established District Dress Code (AR 5132).

Discipline Provisions:

- 5.0** No student shall be suspended from class or from school, be expelled from school, or received a lowered grade as a result of not complying with Board policy. (AR 5132.5 (b))
- 6.0** No student shall be considered non-compliant with this policy in the following instances (AR 5132.5 (c)):
- When non-compliance derives from a financial hardship
 - When a student wears a button, armband, or other accouterment to exercise his/her right to freedom of expression as provided by Education Code 48907, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Education Code 35183
 - When a student wears the uniform of nationally recognized youth organization, such as Boy Scouts or Girl Scouts, on regular meeting days
 - When a student wears a school-adopted logo shirt on designated days
 - When a student’s parent or guardian has secured an exemption from the uniform policy by following the prescribed procedures
 - When the school principal authorizes a special dress day

Appropriate Disciplinary Actions:

- If a student is not following the Uniform Policy, the classroom teacher or designee will talk to the student to ascertain the reason for the non-compliance. If the classroom teacher determines that the issue is one that warrants a parent contact, then that teacher may refer the concern to the site administration.
- The principal will review the policy with the student and parent to make sure that they clearly understand the policy expectations, to explain the exemption procedures, and give the parent the option of helping his/her child to comply or of exempting the student from the policy.
- Referral to school counselor, psychologist, social worker, CWA personnel or other school support service personnel for case management and counseling.
- Spare shirts and pants and uniforms
- Spirit shirts
- Appropriate and gradual loss of privileges
- Campus beautification projects
- Behavior Contract
- Community Service

Pick-Up/Drop-Off Procedures

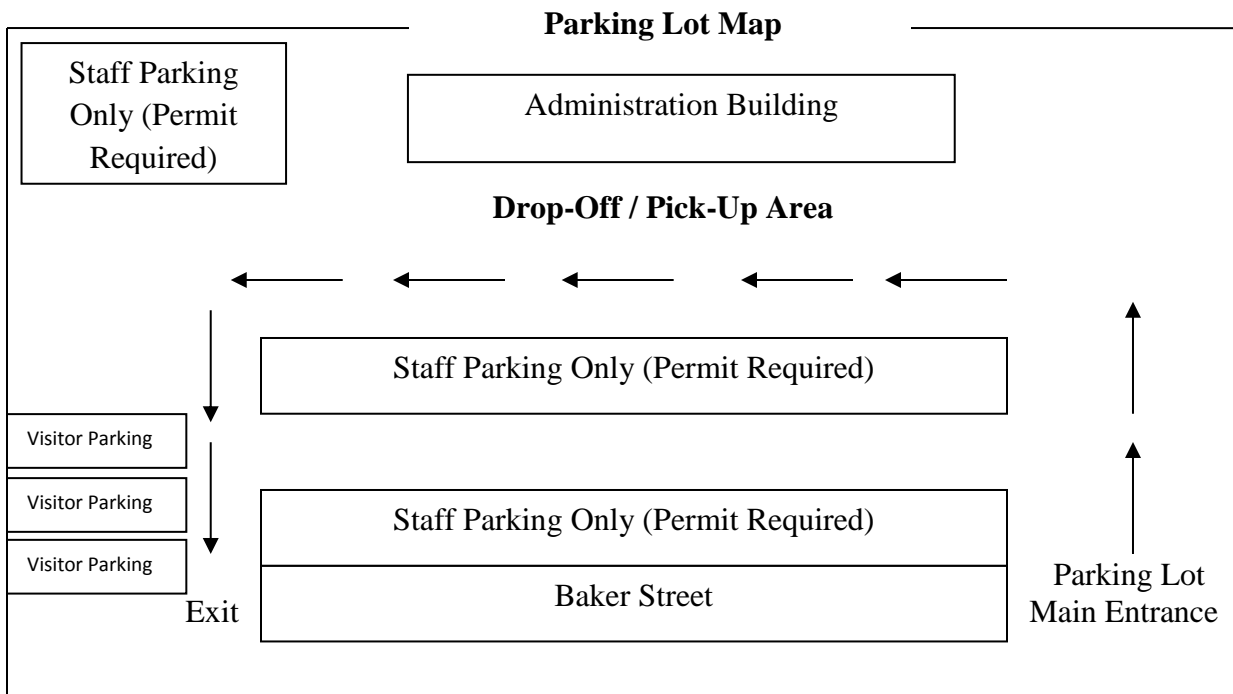
Santiago School is committed to keeping students safe at all times. The following are the procedures for dropping off and picking up students:

Drop-Off Procedures

- **Students should not be brought to school earlier than 7:30 am. (There is NO adult supervision prior to 7:30 am)**
- Parents dropping off students with a vehicle should only use the main entrance to the parking lot. Drop off the students in front of the school office.
- For the safety of the students, do not drop-off/pick-up students in front of the school.
- Once on campus, students are to walk directly to the cafeteria area for breakfast or to wait for the bell to ring.
- Students riding their bikes to school must walk their bikes once they are in front of the campus. Students are to continue to walk their bikes to the bike rack.

Pick-Up Procedures

- Students must wait for parents in the designated pick-up areas.
- Students with siblings: The eldest sibling is responsible for all the siblings in the family. All siblings are to meet the youngest sibling and then walk together to the designated pick-up area. Students will be guided through this process during the first week.
- **No Left Turn when exiting the parking lot. All cars must turn right.**
- In the afternoon, to help the flow of traffic, no left turns from Baker Street are allowed into the parking lot. Thank you for your cooperation.



*****Please Note: Street Sweeping on Baker Street is on Tuesdays.** Please avoid parking on the street from 11:30 a.m.-3:30 p.m. as sweeping will be done on both sides of the street that day, and you could be cited. For your convenience we have designated visitor parking in our staff parking lot.

School/Campus Rules and Regulations

Santiago is committed to providing its students with the best possible learning environment, which requires that all students maintain high behavioral standards at all times. Santiago's behavioral expectations are centered on positive consequences for good behavior and negative consequences for unacceptable behavior. Santiago's behavioral expectations are built upon the three "R's" – READY, RESPONSIBLE, and RESPECTFUL.

1. Students are not to participate in any conduct which is dangerous or injurious to themselves or others such as but not limited to fighting, bullying, hazing, intimidation, threats against other students or staff members, sexual harassment, use of profanity, drug possession or use, weapon possession will not be tolerated.
2. Students must walk on the sidewalks and the blacktop at all times.
3. Students are not permitted to chew gum on the school campus.
4. Students are not permitted to have permanent marks.
5. During nutrition and lunch students are not to linger around classrooms, in hallways, or in the restrooms.
6. Students must first receive permission from a teacher or supervisor before going to the office.
7. Students should be **READY** – On time, listen, come to school rested, have all materials, and in uniform.
8. Students should be **RESPONSIBLE** – Demonstrate self-control, complete all work, stick with it, ask questions, and pay attention
9. Students should be **RESPECTFUL** – For themselves, other students, to adults, time, and for school and personal property.
10. Students are not to bring any toys, sports equipment or electronic games/devices to school.
11. Cell phones must be turned off and stored in backpacks while on the school campus. Cell phones **cannot** be used on campus.
12. Students are not to be in a classroom unless a teacher is present. They are not to enter classrooms without permission.
13. Rules to be followed when using the restrooms:
 - No playing in the restrooms. Use them for their intended purpose and exit.
 - Paper towels are to be thrown in the trash not on the floor, walls, ceiling, or toilets.
 - There is no writing or marking on the walls or partitions.
 - Students are not to stand on toilet seats or swing on the partition doors.
 - No sports equipment is allowed in the bathroom.
14. In the Media Center students need to walk at all times, only go onto the stage when directed to do so by an adult in charge, use the stairs to go up to and down from the stage area, never sit on the side of the stage, and always use a quiet voice.
15. Hoods on jackets, sweatshirts, or sweaters may not be worn covering the head (unless outdoors in cold or inclement weather).
16. No skulls on any item of clothing, backpacks, binders or any other school supplies.
17. No clothing, haircuts, and accessories associated with gang affiliation.
18. No graffiti-style writing on any personal or school possessions and no writing on body.

Field/Equipment Rules and Procedures

1. Students are to stay in the designated field/lawn or blacktop areas.
2. Students are to use the drinking fountains and restrooms during nutrition time and not during instructional time. **NO DRINKS OR USING THE RESTROOMS AFTER THE BELL RINGS.**
3. When the bell rings students are to line-up immediately upon the signal of the yard duty teacher.
4. Balls are to be used only for the purpose for which they are intended.
 - Red or Yellow Balls: Blacktop
 - Soccer Balls: Field/lawn
 - Basketballs: Basketball Courts
5. Students are not to leave the school grounds to get a ball. Any balls going into the yards adjacent to the school must be reported to an Activity Supervisor or to the office. The Activity Supervisor or a Custodian will follow-up on retrieving the ball.
6. Students are not to climb fences or backstops around school yard.
7. Items found on the school yard need to be turned in so that they can be returned to their owner. (Money, glasses, jewelry or books go the office. Coats, sweaters, clothing, etc. go to the Lost and Found next to the 40's restroom)
8. Shoes with closed toes and no high heels are to be worn on the playground at all times.
9. All equipment needs to be used according to the rules and procedures that the teachers will cover with the students on the first day of school. **No unsafe or dangerous practices will be permitted on the equipment at any time.**

Lunch time and Lunch Area Rules

- 1) Students must wait quietly in a single-file line to get their food. All students must input their Student Identification Number into the PIN pad. Students must take a main entrée, beverage, and 2 fruits or vegetables.
- 2) Students need to sit with their class at the assigned lunch table and are only permitted to get up from their table once they have raised their hand and been given permission by the activity supervisor.
- 3) Once students have finished eating, they are responsible for picking-up all of the trash around where they were sitting. **Students are not permitted to leave their tables until they are dismissed by a supervisor.**
- 4) Students are to use normal speaking voices at the lunch tables – yelling and screaming are not allowed.
- 5) No food or beverages is ever to be thrown. Unwanted food should be disposed of in the trash cans.

Student Code of Conduct

Santiago is a community of students gathered for the purpose of learning. Students must remember the 3 R's; Responsible, Respectful, and Ready. All students are expected:

Campus Conduct

1. Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way to and from school.
2. Comply with the uniform policy.
3. Attend classes on time, every day, unless out of school for a valid reason (e.g., illness or bereavement).
4. At no time deface damage, destroy, steal, or litter school district property or the property of other persons.
5. Be honest, courteous, respectful, and show good manners.
6. Show respect for our country and its symbols through participation in appropriate patriotic activities.
7. Move quietly and in an orderly manner throughout the campus. Walk while on campus.
8. Bring reading material daily to all classes.
9. Refrain from inappropriate or public displays of affection.
10. Eat food in the lunch area only, and help maintain a clean campus by putting all trash in the proper containers.
11. Obey directions for seating, conduct, and dismissal at assemblies.
12. Maintain the standards of Santiago School when not under the direct supervision of a teacher or supervisor and when attending school functions off campus.
13. Lock bicycles securely in the bicycle racks.
14. Obey all traffic regulations when riding to and from school. ***It is the law that all students riding bicycles must wear helmets.***
15. Use the library responsibly, respect the rights of others, use materials properly, and return books on time.
16. Promptly pay for lost, damaged, and/or overdue library books and textbooks.
18. Report directly to school from home and stay on campus.

Classroom Conduct

1. Enter and exit the classroom in a quiet and orderly manner.
2. Be in their seats and ready to work before the tardy bell rings.
3. Be prepared, at all times with their school supplies
4. Follow all directions of the classroom teacher and other school staff, and obey the rules and regulations of each classroom in order to avoid disturbing others.
5. Complete all work that is assigned and any make up work missed due to absences.
6. Attend class on time every day unless ill or with an excuse that has been validated by the office.
7. Attend to personal grooming during times that students are *not* sitting in class. Personal grooming items must be kept in the student's purse, or pocket during school hours.
8. Use the bathroom facilities before and after school, during nutrition, during lunch, and between classes rather than during class time.
9. Eat only in designated areas. Students may not eat in the classroom during class time. They may not eat by or near the classrooms at any time.
10. Treat substitute teachers with respect, following directions and instructions as provided by the teacher

Student Discipline and Consequences

Santiago School is committed to providing its students with the best possible learning environment, which requires that all students maintain high behavioral standards at all times. The purpose of Santiago School's discipline plan is:

- To assist students in developing responsible behavior
- To assure a learning environment in which students can learn and teachers can teach
- To ensure the physical and psychological well-being of all students

Our discipline plan is centered on Santiago's Behavior Expectations which include positive consequences for appropriate behavior and negative consequences for unacceptable behavior. Santiago's Behavior Expectations are built upon the three "R's" -

READY

RESPONSIBLE

RESPECTFUL

At Santiago School – Students are expected to:

- 1) **BE READY – On time, listen, come to school rested, have all materials, and in uniform.**
- 2) **BE RESPONSIBLE – Demonstrate self-control, complete all work, stick with it, ask questions, and pay attention**
- 3) **BE RESPECTFUL – For themselves, other students, to adults, time, and for school and personal property.**

Positive Consequences

To encourage and reward appropriate student conduct, incentives are utilized for students who follow and promote Santiago's three "R's" – "Respectful, Responsible, and Ready." Positive consequences include, but not limited to:

- Positive Verbal Reinforcement
- Individual Classroom Incentives and Rewards
- Turtle Dollars – Can be redeemed at the Student Store on the designated days and times.
- Citizen of the Month Program

Negative Consequences

When students do not follow school rules or do not participate being "Respectful, Responsible, and/or Ready," negative consequences are given to students to help encourage appropriate behavior. Our behavior system is progressive, in that, the focus is upon using positive feedback and the least intrusive negative consequences in order to encourage students to make good behavioral choices both now and in the future.

Negative consequences, include, but not limited to:

- Verbal warning
- Loss of classroom or playground privileges for a limited amount of time (For example, "Time Out")
- Recess, lunch, or after school detention
- Note home to parents
- Phone call home
- Meeting between student, parent/s, and teacher
- Meeting between student, parent/s, teacher, and principal/assistant principal
- In-school or out of school suspension
- Expulsion from the school

The key to the success of our discipline plan is consistency in the support and application of the plan by all who are involved with it. Our actions at school are most effective when they are supported by the parents. Listed below are the consequences that students face for failure to meet the aforementioned expectations:

Inappropriate Behavior

All students will be held to high standards of appropriate student behavior. **Fighting, threats, truancy, use of profanity, demonstration of disrespect toward school personnel or other students, sexual harassment, drug possession or use, weapon possession will not be tolerated, etc.** All students who fail to abide by the school rules will be referred to the assistant principal or principal. Parents will be notified of each incident.

Causing serious injury to another person may result in the student being recommended for expulsion from the school district.

Incident 1: Suspension from school for one to five days
Possible police involvement
Parent contact

Incident 2: Suspension from school for one to five days
Student Behavior Contract
Possible police involvement
Parent conference

Incident 3: Suspension from school for one to five days
Possible police involvement
Parent conference
Possible change of placement

It is our goal, at Santiago School to see that all students have a successful, productive, and rewarding school year. Our discipline policy is in place to ensure that students are able to correct disruptive or distracting behaviors and get back to the important task of learning. Thank you for your assistance and support with our discipline plan.