

Emblem Academy

Parent & Student Handbook 2024-2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

SAUGUS

UNION SCHOOL DISTRICT

Excellence in Elementary Education

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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.



LETTER FROM THE PRINCIPAL

It is a pleasure to welcome you to Emblem Academy! Whether you are new to the nest or returning for another year as an Emblem Eagle, we look forward to the 2024-2025 school year and all it has in store!

Emblem continues as an award-winning school having received numerous recognitions that include National Blue-Ribbon School, California Distinguished School, California Gold Ribbon School, California Honor Roll School, and recipient of the Silver Positive Behavior Intervention and Supports (PBIS) Implementation Award, All-Star Awardee of America's Healthiest Schools with recognition in all 9 areas. Our goal is to continue the tradition of excellence in education as well as academic and personal success for each child. We continue to promote 21st Century learning skills that include critical thinking, collaboration, cooperation, communication, and creativity. Emblem's vision is to develop leaders and critical thinkers while providing an outstanding STEM program, all of which is built on the foundation of the six pillars of character. Together we are committed to the educational, social, emotional, and physical needs of all children who walk through our doors and help them SOAR!

This Parent/Student handbook has been designed to serve as a source of information between the Saugus Union School District, Emblem Academy, and our families. We hope it will assist you in becoming familiar with our programs, policies, and procedures.

For students to achieve academic and personal success, we strive for a cohesive partnership between students, teachers, parents, and the community. We are committed to working with you as part of our "Learning Community" to provide your child(ren) a premier educational environment where ALL students take pride in their learning and learn at high levels. To continue Emblem's tradition of academic and personal success, we challenge our students with two core responsibilities:

1. Persevere by giving 100% toward academic achievement.
2. Demonstrate the attributes of the Six Pillars of Character - Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness through our SOAR recognition of PBIS (be **S**afe, be **O**n-task, **A**cept responsibility **R**espect all).

Please remember that our door is always open and that decisions will be made with your child's best interest at heart! Thank you for entrusting your children to our care! We appreciate your support and look forward to a wonderful and rewarding school year.

Sincerely,

Katie Demsher, Principal
Christine Ivey, Assistant Principal

Eagle, Eagle, Eagle . . . Soar! Soar! Soar!

DAILY SCHEDULE (Lunch and Recess Schedules Subject to Change)

Students should arrive at school between 7:30 a.m. and 7:55 a.m. so they will be able to line up on the playground when the bell rings at 8:00 a.m. Playground supervision is from 7:30-8:00 a.m. The Regional Autism Program will begin at 7:45 a.m. All general education students will enter school at the gate on Cabaletta. The gate will be locked at 8:00 a.m. **Students who do not enter through the gate before it is locked will need to go to the front office to get a tardy slip.**

Regular School Day:

7:45 Yard Supervision Begins

School Begins:

8:00 All Regional Autism Classes

8:15 All General Education Classes

Morning Recess Hours:

9:40-10:00 Grades TK, 1st & 2nd

10:00-10:20 Grades K, 3rd & 4th

10:20-10:40 Grades 5th & 6th

Lunch Hours:

11:15-12:00 Grades TK

11:35-12:20 Grade K/1st

12:00-12:45 Grades 2nd/3rd

12:25-1:10 Grades 4th/5th

12:50- 1:35 Grade 6th

Dismissal Hours: (Except Wednesdays)

1:00 Grade PreK Regional Autism Program

1:54 Grades TK-2 Regional Autism Program

2:14 Grades TK-2 All General Education Classes

2:49 Grades 3-6 Regional Autism Program (Except Wednesdays)

3:04 Grades 3-6 All General Education Classes (Except Wednesdays)

Early Release Wednesdays

*** Every Wednesday – Pre-School RAP Dismissal Time: 1:00 PM (no change)**

– Regional Program Dismissal Time: 1:39 PM

– Grades TK-6 Dismissal Time: 1:54 PM

Minimum Days:

School Begins:

8:00 All General Education Classes

8:15 All Regional Autism Classes

Morning Recess Hours:

9:40-10:00 Grades TK, 1st & 2nd

10:00-10:20 Grades K, 3rd & 4th

10:20-10:40 Grades 5th & 6th

Dismissal Hours:

12:20 All Regional Autism Classes

12:35 All General Education Classes

PRINCIPAL CONTACT

The principal can be contacted during office hours (7:45am-4:00pm) by note, email, ParentSquare message, telephone call, or appointment. The Office Manager will schedule an appointment or conference upon your request. Administration will make every effort to respond to notes and return telephone calls within 24 hours.

TEACHER CONTACT

Teachers are available for conferences both before and after school hours. These can be arranged by contacting the teacher via the telephone, email, or a note prior to your requested time for a conference. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available to conference during instructional hours. If you would like for the teacher to call or meet with you, please leave a message with the office for the teacher to contact you or send an email/ ParentSquare message to the teacher. The teacher will make every effort to return your call or reply to your message within 24 hours from the time the communication is received.

OFFICE PROCEDURES & COMMUNICATIONS

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. The office staff will deliver your message as soon as possible. If a parent needs to have an article delivered to their child, they should leave the article with the office staff. The office staff will contact the classroom to have the item picked by your child at the next instructional break.

We try very hard to avoid unnecessary interruptions during "Prime Time", which is from 8:00am until the beginning of that grade level's lunch period. There are several ways that parents can help to avoid prime time interruptions.

1. Check with your child prior to leaving for school to see that he/she has a snack and/or lunch or will get these from the cafeteria. Be sure your child has all necessary materials for class.
2. If there is a change in how a child will be transported after school, it is required that the parent sends a note to the teacher or has contacted the front office indicating the change. This includes being picked up by a friend, neighbor, or relative. Before leaving for school, please make sure your child is aware that there will be a change in their regular pick-up routine.
3. Avoid calling the school to leave a message for your child during the last 45 minutes of the school day. Many classes are at physical education or may be preparing for dismissal and cannot easily be reached.

We will only interrupt classrooms during "Prime Time" instruction for emergencies.

TUESDAY BULLETIN

The Eagle Flyer is Emblem's newsletter that is sent out on Tuesday of each week. The purpose of the newsletter is to provide parents with current information about school and District programs, policies, and upcoming events and activities. If there is a Monday holiday, the newsletter may be sent out on Wednesday. In an effort to conserve paper, *The Eagle Flyer* will be available via ParentSquare and on the Emblem website. We understand that some parents may not have access to the Internet. If you wish to have a hard copy of *The Eagle Flyer* sent home, please ask your child's classroom teacher so arrangements can be made.

VERIFICATION OF ADDRESS

The policy established by the Saugus Board of Trustees requires all new families to the school to verify their address by submitting copies of two current utility bills that show their name and address. Copies of these bills should be submitted by the fourth week of school. If the school encounters an invalid address or telephone number, proof of residency may be required.

ATTENDANCE

Consistent school attendance is essential for your child's success at school. Unless your child is ill, please send him/her to school each and every day on time.

Absences: If your child is absent from school, please call our school office at 294-5315 or email our attendance line at mrios@saugusd.org or through ParentSquare. It is important that we receive specific information regarding your child's absence as it is required and checked by state auditors. Any student who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is considered truant (California Education Code - Section 48260).

There are two types of absences; **excused** and **unexcused**. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, bereavement of one's immediate family, or court appearance. All other absences are considered unexcused. Please clear the absence within three days or your child will automatically receive an unexcused absence on his/her school record. Please furnish the following information if your child is absent:

- Your name
- Child's name
- Your child's teacher's name
- Date of absence
- Reason for absence (specific illness)

If possible, please call prior to 8:30 a.m. on the date of absence. Occasionally we have had children absent from school without parent knowledge. We are asking that you do this for the safety of your child.

Tardies: We know that it is not always easy to get children to school on time, but we ask that you make every effort to ensure that your child attend school on time. Arriving on time promotes responsibility and benefits student success in school. If your child arrives late, he/she is required to go to the office to obtain a pass. Tardy arrival takes away learning time for all students in the classroom, not just the student arriving late. When a student arrives late to class, the teacher must stop teaching to bring the tardy student up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted.

Parents of students who are frequently tardy or absent may be required to attend a School Attendance Review Board (SARB) hearing. We want students to be successful at Emblem. Let's work together so we can achieve this goal for our children.

PHYSICAL EDUCATION EXCUSES

Each student is required to have 200 minutes of Physical Education every 10 school days. A parent note is required at the beginning of the day to excuse a student from Physical Education. If a child is to be excused from Physical Education for more than three days, we request that the parent provide a physician's note. If a note can't be provided, parents are asked to contact the school office.

To ensure student safety, students who are excused from physical education may not engage in playground activities during recess and lunch.

STUDENT USE OF PHONE

Students may use the office phone for emergency use only. Students should make arrangements with parents before school if they wish to visit friends after school or have any other special requests. The office phone cannot be used for this purpose. Students may not use the phone to call for homework. Cell phone use is not allowed during the school day.

INJURED STUDENTS

Students requiring the use of ace wraps, casts, crutches, braces, or any other appliance will need a note from the attending physician authorizing their use at school. A Re-Admission Form obtained in the school office needs to be completed and signed by the attending physician. All children with any such appliance must sit in a designated area during recess and lunch playtime.

Office personnel will assist students who have minor injuries and illnesses. If necessary, parents will be called for additional assistance. The office staff will always inform you of a head injury reported to the office.

PARENT INVOLVEMENT

Emblem encourages active parent involvement in the educational decisions and processes of our school. Our

active and supportive parent community enhances the overall educational experience for all children.

School Site Council

School Site Council (SSC) is an advisory and decision-making body that oversees the School Plan and alignment with the District LCAP plan. The SSC is comprised of five parents, three teachers, one classified staff member, and the principal and assistant principal. The Council's primary job is to establish and approve goals for the school and oversee the disbursement of funds.

We encourage and welcome your attendance at Council meetings. If you have suggestions that you would like the Council to consider and are unable to attend the meetings, you may contact one of the Council members or leave your suggestions in the office.

SUSD also distributes a yearly "Connectedness Survey" to assess parent perception of school strengths as well as concerns that are woven into the plan.

PTA

Emblem has always had an active and supportive PTA. You are encouraged to join and support Emblem's PTA. PTA association meetings are held monthly in the Multi-Purpose Room (MPR). All PTA members and parents are welcome and encouraged to attend. Dates for these meetings will be advertised in *The Eagle Flyer* and on the PTA website.

Additional Parent Committees

We are working to provide additional committees to solicit parent input and engagement for their families.

VISITORS AND VOLUNTEERS

Emblem values and appreciates its parent volunteers. It is required that before entering campus, **all visitors and volunteers sign-in using the Raptor system in the front office. Parents may only enter campus after receiving a visitor pass.** For safety reasons, the school must know who all non-employees are on the school campus. Visitor reminders:

- All visitors are to enter the campus through the front office only unless otherwise stated.
- All parents must participate in a volunteer training and fill out a volunteer application form.
- Parents who plan to volunteer on a regular basis are required by state law to submit proof of a negative T.B. test result prior to volunteering.
- Parents who wish to attend field trips will need to become a Level II volunteer and must be live-scanned first. Parents who are interested in becoming a Level II volunteer should contact the front office for more information.

CLASSROOM OBSERVATIONS

Parents are welcome to visit/observe classes at Emblem during the school day. Observations are limited to a twenty-minute period of time. Parents are asked to pre-arrange their observation with the classroom teacher to avoid any unnecessary interruptions to the instructional program. On the day of the observation, parents are to check in at the front office and then an administrator or administrator designee will join the parent for the observation time.

DISASTER PREPAREDNESS

Preparedness

Emblem has a clearly defined Evacuation/Disaster plan that focuses on proper planning and action before, during, and after a severe earthquake or disaster. Emblem's plan is evaluated and updated annually.

In the event of a minor earthquake in which there is little or no damage or injury, the District Office will issue the final direction as to whether school sites will remain open or be closed. Emergency supplies, and rescue equipment are kept on site. The Emblem PTA is committed to supporting and expanding supplies and equipment for use during a disaster.

Drills

Emergency drills are a vital part of disaster preparedness. Fire and lock-down drills are conducted monthly to promote emergency readiness. Disaster drills are held approximately three times per year to practice "drop, cover, and hold" techniques, as well as egress safety. Emergency drills also provide staff members an opportunity to practice their designated disaster duties.

Evacuation/Disaster Procedures

If Emblem experiences an emergency situation (i.e. fire, earthquake) Emblem's emergency disaster plan will immediately be put into action. The campus will be placed on a brief lock down to secure the area so Emblem's custodian, Search and Rescue teams, and teachers can assess the situation and make appropriate safety decisions for students and staff.

If the District determines that the school is not safe for regular daily activities and students need to be sent home, we ask that parents to adhere to the following **release procedures**:

1. **Parents must bring a valid ID to have child(ren) released to them.**
2. Teacher Leader supervise students in designated color group location (on the grass field). Students are clustered by grade level. Siblings will be kept together at the youngest sibling's color group.

Specific reunification procedures will be updated annually and sent home to parents at the beginning of the year.

Important Parent Reminder

It is imperative that parents include all possible emergency contacts on the Parent Portal. **The school will release students only to individuals listed on the student's Parent Portal.** Please be sure to keep emergency contacts current on the Parent Portal. We understand that in the event of a disaster, anxiety levels run very high. For the safety of all students, please allow staff to implement the procedures listed above. The staff will do everything in their means to conduct a safe and efficient disaster release.

BEFORE AND AFTER SCHOOL SAFETY

Walking to and from School

It is recommended that students walk to and from school in pairs or groups. Appropriate school behavior is expected at all times. Students **must** use crosswalks and appropriate safety procedures when crossing streets.

Before and After School Supervision

Playgrounds are supervised thirty minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Supervision is not provided after school. It is expected that all students leave campus at the close of the school day unless they are involved in an on-site activity such as after-school enrichment.

BEFORE AND AFTER SCHOOL DROP-OFF AND PICK-UP

Morning Drop-Off

Emblem highly encourages parents to use the Student Valet Lane for morning drop-off. Student Valet is located on Caballera and is the most efficient method for dropping off students in the morning. To use the valet, students **MUST** exit on the curb side of the vehicle (to keep students safe and continue the flow of traffic). To enter the Student Valet, parents are to use the following route:

- Enter on Espuella
- Turn left on Diaz
- Turn left on Paraguay
- Turn left on Caballera

PLEASE ADHERE

After a student exits the vehicle, he/she will enter the school grounds through the Caballera gate and proceed to their designated playground.

- Transitional Kindergarten (TK) and Kindergarten students will walk to the Kindergarten yard.
- Students in grades 1-6 will walk to the main play yard.

Campus Supervisors will be present at the gate and both play areas to monitor the safety of the students. In the event of rain, students in grades TK-K will go to their classrooms and students in grades 1-6 will walk to the MPR.

If you choose not to use the Valet Lane, please park at curbside away from Cabaletta if possible and use available crosswalks.

The Regional Autism Program will begin school at 8:00 am. Bus parking and valet will be available at the front parking lot of the school. ***If you are not part of the RAP program, please do not use the front lot for drop-off or pick-up during those designated times.***

Afternoon Dismissal

There is no student valet available for afternoon pick-up except for the RAP Program. Parents who drive and pick their child(ren) up from school are to find curbside parking and walk to the designated locations to meet their child(ren) or children will walk to their designated pick up location. Pick-up locations are as follows:

- TK – Gate to the right of the office (by TK rooms)
- Kindergarten – Gate to the left of the office entrance
- Grade 1, 3 – Caballeta gate by Kindergarten yard
- Grades 2, 4- Back Caballeta gate.
- Grade 5, 6 - MPR gate
- All older students may meet their younger sibling(s) at the youngest sibling's gate on Wednesdays and Minimum Days (or if they have the same dismissal time)
- RAP (all grades) – Front parking lot

All students who plan to walk home in grades 1-4 will exit the gate on Caballeta and must use the available crosswalks. Students walking in grades 5-6 will exit the gate nearest the MPR. For safety purposes, Emblem **strongly** advises that all primary age students and students with special needs be released to an authorized adult rather than walk home without adult supervision.

Emblem is located in the middle of a residential neighborhood. Please be courteous to our neighbors by ***keeping their driveways clear, staying off their lawns, picking up your trash, and not loitering near their homes.*** Please treat our neighbors the way you would expect to be treated in your own neighborhood. We want to maintain excellent relations with our community, and your help is greatly appreciated.

HOMEWORK

The Emblem staff supports the Saugus Union School District's view that homework is only used as a meaningful extension of regular classroom work and a valuable aid to student learning. Not all classes require homework. Students are expected to complete any assigned homework on time, reflecting accuracy and neatness. Incomplete class work may be required to be completed at home in addition to regularly assigned homework. Each teacher will decide when homework is appropriate and the content area to be assigned.

Homework policies and expectations are discussed in the classroom with students and should be reviewed by parents with students at home. If your child is consistently having difficulty completing his/her homework within a reasonable amount time, please be sure to contact the classroom teacher. The teacher does not know the actual amount of time a child spends on homework unless communicated by the parent. *Further details regarding the District's homework policy (i.e. required minutes, student responsibilities, parent responsibilities) is covered in the District section of this handbook.*

CLASS PLACEMENT

Much time and effort are given to placing students in classes. It is the goal of the staff to place a child where he/she will be most successful. To ensure that classrooms are evenly balanced and comply with state and federal laws, requests for classroom placements are **not** accepted. Due to changing enrollment, all children are assigned to classrooms on a temporary basis. Changes within the first two weeks of school might be necessary to accommodate unforeseen enrollment changes. If adjustments are necessary, they will be based on teacher recommendations in order to best meet student needs. *Class placement is also addressed in the District section of this handbook.*

AWARDS AND ASSEMBLIES

Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce student accomplishments in the classroom. Student effort and accomplishments are also reinforced during school-wide award assemblies that are scheduled during Monday flag ceremonies or at the end of each trimester. Parents of children receiving an award are invited and encouraged to attend and take part in the celebration.

FIELD TRIPS

Throughout the school-year teachers may take their classes on field trips. Students may **not** attend a field trip unless the parent provides permission in the Parent Portal and completes the required SUSD field trip permission slip for each trip.

CAFETERIA/LUNCH PERIOD

The Saugus Union School District contracts out all cafeteria services. If you have specific concerns regarding the food served or the service provided, you may contact the Santa Clarita Valley School Food Services Agency at (661) 295-1574.

For the safety of all children, **parents who wish to eat lunch with their child(ren) are welcome to do so as long as they check their child(ren) out at the front office.** For safety reasons, we ask parents not to eat on campus. Campus Supervisors and staff are trained to watch for adults who do not belong on campus. Adding more adults in the lunch area makes it more difficult for staff to recognize adult strangers.

Hot lunch, including milk, is served daily. Menus are sent home the first of every month.

It is our policy that students will be properly supervised at all times. For this reason, no child will be permitted to leave school during the lunch period without specific permission from the parents.

SCHOOL RULES

EMBLEM ACADEMY PLEDGE:

As an Emblem Eagle I pledge to...

Give my best today

Strive for excellence the Emblem way,

Embrace ethics and take pride in all I do

To be a 21st century learner at home and at school.

I am an Emblem Eagle through and through!

Eagle, Eagle... Soar! Soar! Soar!

Discipline Plan

Emblem's discipline plan is based Positive Behavior Interventions and Supports (PBIS) in conjunction with the Six Pillars of Character (Caring, Citizenship, Fairness, Respect, Responsibility and Trustworthiness). The purpose of the plan is to develop mutual respect between students and between students and adults. Incentives are provided for students who demonstrate positive behaviors.

PBIS is designed to develop common language and expectations among staff and students. Emblem staff agree to support and use a positive approach to teaching student's schoolwide expectations. This approach will begin with four basic school expectations for our Eagles to **S.O.A.R.** Teachers use these same expectations to help with classroom procedures.

Students are reminded of SOAR and how the 6 pillars of character fit within these schoolwide and classroom expectations regularly by teachers, staff and during the school broadcast. It is expected that students follow and respect all school rules ensuring maximum safety. Consequences for inappropriate actions (i.e. fighting, profanity, racial remarks, stealing, etc.) during the school day are based on Ed. Code laws, the inappropriate action, and progressive discipline. Consequences are confidential and are only shared with the student and his/her parent/guardian.

PBIS Expectations

1. Be **S**afe,
2. Be **O**n-task,
3. **A**ccept responsibility, and
4. **R**espect all

PLAYGROUND RULES

During School

The playground is supervised at all times during the school day when children are at play. School rules and regulations are designed to safeguard each child.

Consequences for not following school rules may lead to being excluded from the privilege of certain game areas, having an alternative play time until students display these safety expectations for themselves and toward others.

General Playground Rules:

1. Play all games according to their rules.
2. Keep hands and feet to self.
3. Use appropriate language.
4. Be respectful – (teasing, taunting, and/or threatening other students is not permitted)
5. No running on the blacktop except in permitted areas for a designated game (i.e. basketball court).
6. Walk around (not through) games while they are in progress.
7. Only school equipment is to be used on the playground. (Games, toys, balls, electronic games, etc. are not to be brought from home.)
8. Stop all activities immediately upon hearing the bell or whistle.
9. Follow instructions from the Campus Supervisors at all times.
10. Students are to return all playground equipment back to its original place and not left on the playground.

* Playground signs are posted in the area of each game allowing students and playground supervisors to easily see the expectations and rules for the different games students play.

Cafeteria/Lunch Rules

Emblem traditionally participates in a Recess Before Lunch program where students in grades TK-6 play first during lunch recess and then eat their lunch. Students will be given ample time to eat their lunch. It is expected that all students demonstrate appropriate table manners. Basic rules students are to follow while in the lunch area include:

1. Walk in and around the lunch area.
2. No throwing food or any other item.
3. No sharing food with others.
4. Use talking voices. (Please no yelling and/or screaming)
5. Raise hand to receive permission to leave the lunch table to use the restroom.
6. Dispose of food and trash in the appropriate receptacles.
7. When dismissed to their classes, leave the table area clean both on the top and below.

After School Guidelines

There is no formal supervision of students on the playground after school hours, and parents should instruct their children to follow these basic safety guidelines.

- Leave school immediately after dismissal and do not linger on the grounds.
- Do not play on playground or on playground equipment.
- Do not ride bikes, scooters or skateboards on the playground.

Students who remain on campus when not permitted are liable for any damage they may cause.

PERSONAL ITEMS FROM HOME

It is our goal that each and every student feels safe when coming to school so they can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students don't realize these items may cause negative interactions with peers or how severe the consequences can be for bringing items that don't belong at school.

In an effort to prevent students from bringing an item that does not belong at school, it is important that parents remind their child that toys like toy/water guns and plastic knives or dangerous objects such as utility tools, firecrackers, mail openers, pocket knives, etc. can compromise one's safety and lead to consequences including suspension or expulsion.

Quite often students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready for school, they forget to remove the object and end up bringing it to school. Parents are encouraged to check their child's backpack or pockets each day before coming to school.

BIKES/SCOOTERS

Students in grades 3-6 may ride their bikes and/or scooters to school if they have a bike permit on file in the office. Each bike/scooter must be locked in the bike rack found adjacent to the front parking lot and kindergarten yard. Locks may not be shared with others. Students need to lock their bike and then walk around to the entrance gate on Cabaletta. Violation of bike safety rules or damage to other students' bikes in the bike rack will result in the loss of the bike permit. Students are required to wear a helmet when riding a bike or scooter (VC Section 21212 Youth Bicycle Helmets Minors). Failure to wear a helmet will result in the loss of a permit. Please walk bikes and scooters while on school grounds as a safety precaution to others. The "school grounds" include the parking lots, blacktop, grass areas, and sidewalks. "Walking" a bike means walking to

the side of the bike; not sitting on it, standing on the pedals, or pushing it with your feet. Skateboards and rollerblades and other wheeled footwear are not allowed on school grounds at any time.

LOST AND FOUND

In order to ensure that lost articles are returned to their proper owner, **please be sure that your child's name is printed on articles such as sweaters, coats, lunch pails, etc.** Articles that are found will be turned in to the school office or placed in the lost and found and may be claimed at recess or after school.

BIRTHDAYS

Due to the District's Wellness Program, allergies, and other potential health risks to students and staff, **birthday food treats are not permitted.** However, Emblem's staff is committed to promoting quality literature for our students. For students' birthdays, parents are encouraged to donate a favorite book to our school library or their teacher's classroom library. Donated books will be clearly labeled with your child's name. If you wish, small non-food goody bags can be distributed to your child's classmates at the end of the day. Classroom teachers will still recognize your child's birthday on his or her special day.

CLASS PARTIES

Two class parties are permitted per year (winter holiday and end of year). All food provided must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. No colored drinks are permitted as spills will stain the carpets. *More information about celebrations can be found in the District section of this handbook.*