

# **Ellington School**



## **Parent Handbook 2022-2023**

**ALICE M. ELLINGTON**

**Grades 1-8**

5034 N. Clydebank

Covina, CA 91724

(626) 858-6800

## **Our Motto**

T.E.N.D.

T- Treat others with dignity and respect

E- Encourage others

N- Never Give Up

D- Do your best!

## **Our Mission**

**Vision-** At Ellington School, each student will be a problem solver, critical thinker, effective communicator, and positive contributor to the community.

**Mission-** At Ellington School, we strive to create an environment where each student attains or exceeds academic proficiency and is on the path to college and career readiness.

## **Azusa Unified School District**

It is the policy of the Azusa Unified School District not to discriminate, based on sex, race, color, national origin, or handicapping condition, in its admission of students to school programs, educational programs, and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact the Director of Student Services, Azusa Unified School District, 546 S. Citrus Ave., Azusa, CA 91702. (626) 858-6168

It is the policy of the Azusa Unified School District Governing Board that sexual harassment of or by any student shall not be tolerated at school or in connection with any school program or activity. Individuals who commit sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school district, dismissal from school district employment, the filing of criminal charges with the proper authorities, and liability through civil litigation as well.

**ED Code 48980 and 212.6**

## **District Administration**

Arturo Ortega	Superintendent
Norma Camacho	Asst. Superintendent
Jorge Ronquillo	Asst. Superintendent
Latasha Jamal	Asst. Superintendent

August 1, 2022

Dear Ellington Families,

Welcome to the 2022-2023 school year!

It is with great pleasure and excitement that I introduce myself as the new Principal of Ellington School for the 2022-2023 school year. I am honored and humbled to lead Ellington School.

I have served the Azusa Unified School District (AUSD) for 25 years. My experiences in AUSD have included being a high school math teacher, secondary math instructional coach, assistant principal at Ellington and Slauson, and now principal at Ellington School. I am excited to bring my skills as an instructional leader and work as a partner with all education partners to ensure your child's success.

The staff members at Ellington work hard to create a community that motivates and empowers all to achieve high academic goals. We teach our students to be responsible, respectful, and safe by making good choices/decisions. Ellington's staff members strive to follow and model our T.E.N.D. motto by treating others with dignity and respect, encouraging others, never giving up, and doing our best.

Although change is not always easy, I know together as a team, we will continue to work collaboratively and focus on your child's education. I would appreciate your continued support. Please feel free to contact me with any questions or concerns.

Thank you,

Anna B. Kwak, Ed.D.  
Principal

\*The *Ellington Parent Handbook* for the 2022-2023 school year aligns with the Azusa Unified School District's *Annual Notifications*. Please read through them here:  
<https://tinyurl.com/AUSDAnnualNotifications>

## FACULTY & STAFF

### **TEACHER**

### **GRADE**

Sahagian, Kathy	1
Hernandez, Alicia	1/2
Cerjak, Sandi	2/3
Salinas, Lynn	3
Coburn, Cyndee	4
Quintana, Brenda	4/5
Ko, Janice	5/6
Behnamfar, Arianna	6/7
Guirino, Stacy	7
Luis, Areyzaga	8
Ussery, Harold	8
O'Leary, Paul	Education Specialist
Parchment, Roneice	Education Specialist
Leonard, Donna	Education Specialist
Colburn, Janet	Speech
Selenne Sandoval	Intervention Teacher

## **FACULTY & STAFF**

Anna Kwak, Ed.D.	Principal
Stephen Bisuano	Assistant Principal
Marisela Casas	Counselor
Terry Monjaraz	Resource Teacher
Nohemi Cervantes	Secretary
Joyce Hendershot	Clerk
Suzette Hernandez	Attendance Clerk
Janice Mercuri	Health Aide
Eliseo Moreno	Day Custodian
Armando Munguia	Night Custodian
Angela Browne-Vicencio	Psychologist
TBA	Physical Education
TBA	Music
Sayuri Alvarez	Spec. Ed. Support Assistant
Primavera Gomez	Instructional Partner
Marie Guizar	Spec. Ed. Instructional Partner
Anita Lisberg	Spec. Ed. Support Assistant
Ashley Martinez	Spec. Ed. Support Assistant
Lydia Mendoza	Spec. Ed. Instructional Partner
Leticia Olague	Spec. Ed. Instructional Partner
Deneen Ortiz	Spec. Ed. Instructional Partner
Cheryle Smith	Spec. Ed. Instructional Partner
Myriam Vazquez	Spec. Ed. Support Assistant

## **Daily Schedule**

### **Grades 1 - 3:**

8:15 - 2:10 (Mon., Tue., Wed., Fri.)

8:15 - 1:28 (Thur.)

### **Grades 4 - 8:**

8:15 - 2:37 (Mon., Tue., Wed., Fri.)

8:15 - 1:28 (Thur.)

### **Minimum Days: 8:15 - 1:15 (All students)**

### **Important Dates**

Back to School Night

September 8, 2022

Open House

May 4, 2023

## Successful Ellington Students

Ellington School recognizes students at monthly and trimester assemblies. Perfect Attendance Awards are also given. End-of-the-Year Perfect Attendance Awards recognize students who have been at school every day, on time, and for the whole day.

To accomplish this and allow students to develop to their fullest potential, we feel it is necessary to provide them with the guidelines to ensure a safe and orderly environment. Please discuss the following plan with your child. All students must understand and abide by this plan.

## Student Discipline Plan

All students will:

### **Follow Directions**

- Of all adults

### **Treat Others with Respect:**

- By using appropriate language
- By keeping their hands to themselves
- By using sports equipment with its intended purpose
- By using kind language
- By respecting the school environment and materials

### **Safety**

- Staying out of hallways before and after school, at recess and lunch
- Using walking feet in hallways and classrooms
- By staying on campus during school hours or after school when signed out
- By using indoor voices in the cafeteria
- By throwing away trash
- By playing without any physical contact

## STUDENT DRESS CODE

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The Azusa Unified School District Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student dress must not present a health or safety hazard or a distraction, which would interfere with the educational process. Therefore, at Ellington School the following guidelines shall apply to all regular school activities:

- A. All clothing must be suitable for school; size appropriate, neat, clean, not frayed and in good repair.
  - Pants/skirts/shorts must be worn at the waist level and fit the student's waist size (no "sagging").
- B. Clothing, jewelry, visible body art, belt buckles, and accessories shall be free of writing, pictures or any other insignia that:
  - Are crude, violent, vulgar, profane, prejudicial or sexually suggestive
  - Advocate the use of drugs, tobacco or alcohol
  - By manner of being worn, indicate or promote an affiliation with a group or gang that may provoke violence or cause others to be intimidated
- C. Health or safety issues include, but are not limited to: chains, inappropriate length of belts, spikes, heavy or oversized belt buckles, and oversized jewelry.
- D. Hats, caps, bandannas, beanies, ski caps or hair nets shall not be worn or brought to school. Exception: (1) single color hats/visors, with a bill facing forward or a brim, with no emblem/logo or with a site specific emblem/logo that is authorized by each school site are allowed to be worn during passing periods, lunch time when eating outdoors, and during any school-related activity that is conducted outside, except those that by manner of being worn, indicate an affiliation with a group or gang which may provoke violence or cause others to be intimidated; and (2) head gear that is worn due to religious affiliation or for medical reasons with a doctor's verification.
- E. Clothes shall be sufficient to conceal undergarments at all times. Pajama tops or bottoms are prohibited. Long shorts with pulled up socks, or sagging pants that promote gang attire is prohibited. See-through or fish-net fabrics, halter or bareback tops, off-the-shoulder or low-cut tops, tank tops and/or tops with oversized arm openings, athletic clothing that has oversized arm openings, muscle shirts, spaghetti strap tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- F. Shoes must be worn at all times. Thong-like sandals and steel-toed shoes are not acceptable. In addition, at the elementary and middle schools, shoes must have a back strap.

*School sites may implement a voluntary uniform dress policy, provided there is demonstrated parental support.*

**Legal Reference: Ed Code 48900, AUSD BP/AR 5132.**

*Note*

*Should there be a change in any policy or program, parents and students will be notified*



## **School Expectations**

### **Playground**

- Share equipment and playground
- Take turns on the swings/slide
- Respect adults, peers, and self
- Portray good sportsmanship

### **Cafeteria Behavior**

- Wait patiently in line
- Use inside voices
- Clean up your area and put trash in the trash can
- Follow guidance from Noon Aides at all times

### **Restroom**

- Respect the privacy of others
- One person in the stall or at the urinal at a time
- Clean up after yourself
- Put trash into cans
- Flush the toilet

### **Walkways**

- Walk quietly so others can keep learning
- Exit from classrooms in an orderly fashion
- Walk on the walkways
- Store belongings in a safe manner outside the class

### **Office**

- Speak politely and wait your turn
- Use an inside voice
- Honor the office boundaries

### **Library**

- Help peers as needed
- Return materials where you found them
- Treat all equipment with care.

### **Leave Personal Items at Home**

The following items do not belong at school and will be confiscated: Toys and personal sports equipment. Sports equipment brought on to Ellington's campus will belong to Ellington and must be equally shared with all students/grade levels. Thank you for your understanding.

Please note: \*Pets cannot be brought on to campus without prior approval\*

Items that are potentially dangerous to students or staff will be confiscated. The school is not responsible for lost, stolen, or broken items.

### **Non-Discrimination Harassment Policy**

District programs and activities shall be free from unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Any student who feels he/she is being harassed should immediately contact the principals or their teacher.

### **Consequences**

- Loss of recess or lunch recess
- School service
- Parent phone calls
- Principal/student conversation
- Suspension: students will be suspended per Ed. Code 48900 - which is described in the Azusa Unified School District Handbook (Suspension may be the first consequence if the situation or misbehavior is deemed serious)
- Parents may be held financially responsible for damage to school property

### **Closed Campus**

Ellington School has a closed campus. This is for the safety of our children. Guests must sign in to the office upon entering the campus. Student visitors are not permitted without prior approval. Parents must sign students out when picking them up before the end of the school day. Please note that proper identification is needed to pick up your child. Thank you for your cooperation and support in helping us provide our school with a positive atmosphere in which all students can grow and learn.

## **Homework Policy**

The Azusa Unified School District considers homework to be an important part of the instructional process, as does Ellington School. If implemented properly, homework will become a valuable asset to the student's educational program. Its main purpose is to strengthen and enrich skills taught during regular class time, but at the same time it will:

- Provide the student with experience in independent study
- Encourage the student to budget time and practice study habits
- Enable the student to develop a personalized, creative approach to school work
- Bring the student into contact with out-of-school learning resources
- Better inform parents of their child's academic program and enable them to participate in it to a greater extent

### **Teacher Responsibilities**

- Set clear expectations and guidelines concerning assigning, returning, and evaluating homework
- Assign appropriate homework that is related to class instruction
- Give clear directions and make sure students understand fully what is expected
- Teach the necessary skills to complete assignments
- Monitor the completion and accuracy of assignments
- Communicate classroom policy to parents
- Inform parents when homework is consistently not completed

### **Student Responsibilities**

- Listen carefully to the teacher's directions and ask questions if something is not understood
- Take home assignments and all necessary materials
- Complete assignments carefully and neatly
- Share assignments and completed work with parent
- Return assignments to the teacher, as requested

### **Parent Responsibilities**

- Provide time, space, and support to complete homework
- Check and monitor students' homework
- Give encouragement and praise for work well done
- Contact the teacher if there are questions or concerns about the homework assignments.
- The daily amount of time for homework will vary from time to time depending on assignments. Some projects may require a longer period of time to complete.

### **Reading**

Reading nightly is the most beneficial. This can be:

- Parent and/or sibling reading
- Student reading
- Alternating paragraphs or pages with student

## **Suggestions**

- Turn off the television and radio during homework time
- Set a time limit or use a timer if necessary
- Check backpacks and notebooks regularly for homework and notes from school

## **Additional Information**

### **Parking Lot**

Please use the curb for drop-off and pick-up only. DO NOT park and leave your car along the curb. If you need to go into the school to pick up your child, please park your car. The handicap parking requires a tag or plates. Please enter and exit according to the arrows on the pavement.

### **Telephone**

Students are not permitted to make personal phone calls/texts from school on their cellular phones. They are not allowed to call/text home when sick, for homework, school supplies, or musical instruments. Cell phones must be off during school hours for elementary students and off during instructional time for middle school students.

Middle school students ONLY may have their phones during lunch recess ONLY. If a cell phone is confiscated during instructional time or morning recess it will be kept in the safe until an adult picks it up. There are **zero** exceptions to this rule.

### **Medication**

***Medication of any kind cannot be dispensed at school for any reason unless written directions from a physician are on file in the school office.*** This includes aspirin, cough syrup, cough drops, or any other cold remedies. Students are NOT permitted to bring these items to school.

### **Cupcakes & Other Unhealthy Treats**

There are only three times a year a student can bring cupcakes/unhealthy snacks: a) the end of the year activities, b) winter holidays, and/or c) Valentine's Day. **This rule also applies to birthdays.** Other than these exceptions, cupcakes and other unhealthy snacks/treats are prohibited for first grade through eighth grade at ALL other times.

Snacks/treats brought to school must follow District-adopted nutritional guidelines and can only be given out during the *last* ten minutes of class. Healthy snacks include fruits, vegetables, and whole wheat products only. Gum is not permitted on campus. We must continue to be mindful of serious allergies for all students. Thank you for your understanding of these rules.

### **Bicycles & Skateboards**

Only students in grades 3-8 may ride their bicycle/skateboard to school. ALL riders must wear a helmet. Any student not wearing a helmet will have their bicycle/skateboard held in the office until the student brings a helmet or the parent/guardian picks up the bicycle/skateboard. Students are responsible for

supplying a lock and securing their bicycles/skateboards each day. Students are to walk their bicycles/skateboards at all times while on campus.

### **After School on Campus**

Students must immediately exit the campus after dismissal unless they are attending a sports event or staying after school for academics or practice.

## **Things to Remember**

### **Office Reminder**

Lunch is the perfect time to drop off forgotten belongings directly to your student. The office staff is not responsible for possessions, cell phones, or money. Please do not ask to leave any of these items with the front office staff. Additionally, we are not permitted to interrupt instructional time.

### **Student Arrival**

The gates will be open at **8:00 A.M.**, breakfast will be served, and playground supervision is provided. Please *do not* drop students off prior to these times. Any student dropped off prior to 8:00 A.M. will not be supervised.

Classes begin at 8:15 A.M. Parents visiting the campus prior to class must sign in and must exit by 8:10 A.M. It is very important that students arrive on time for school. It is disruptive to the class when students are late. If your child is late, please come into the office to check them in.

### **Student Dismissal**

All students will be dismissed at the front gate next to the cafeteria. Students in grades 1-3 who are not picked up within 10 minutes of dismissal will be taken to the office where their parents must come in and sign them out.

### **Perfect Attendance**

Students who are at school every day, on time, and for the whole day qualify for Perfect Attendance.

### **Absences**

Please call our office in the morning, (626) 858-6800, when your child will not be attending school. Excused absences include a written doctor's note for a medical appointment or a mandated court appearance. **The doctor's note or letter from the court needs to be given to the office staff within 5 days of the absence/early checkout.** Any other reason for an absence/early checkout is considered unexcused. Three over 30-minute early releases or 30-minute late arrivals equal one absence. **Excessive absences and tardiness are reported to the Department of Welfare and Attendance.** After five unexcused absences, your child's absences will be monitored. A note is needed for each absence and should be brought to school with your child on the day he/she returns to school.

## **Emergency Cards**

An up-to-date emergency card must be on file in the school office at all times. **If you change your homework and/or cell phone number please notify the office immediately.** Students will only be released to people whose names appear on the Emergency Card.

## **Plagiarism**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

Ed Code: 3.4.1.2 While using District computer resources, users agree to act within District standards of conduct including the prohibition on plagiarism.

Plagiarism will result in a score of zero with parent notification.

## **School Organizations**

The following organizations are available and encouraged at Ellington for parent participation:

PTO- Parent Teacher Organization

SSC- School Site Council

ELAC- English Language Advisory Committee

The mission of the PTO is to Institute and sustain a close relationship between the parents, teachers, and students by evolving opportunities within the home, school, and community.

The SSC/ELAC are advisory committees that give input into matters that concern the school's academic programs and categorical budget allotments.

## **Volunteer Policy**

The Ellington staff would like to extend an invitation to all parents to volunteer. The educational process is enhanced through active parent, student, and teacher partnerships. When parents support our instructional program all children benefit. Some ideas for volunteering include, but are not limited to:

- Classroom support
- Reading to and with students
- Cutting, filing, sorting, copying
- Chaperoning Field Trips

**Volunteers must follow employee guidelines at all times. A few things to consider in volunteering:**

- At least 18 years old
- Appropriate attire
- Prearrangements must be made with the teacher
- Children who do not attend our school are not permitted
- **All volunteers on field trips must be fingerprinted at least 30 days in advance**

## **Disaster Procedures**

To account for the whereabouts of all students and to ensure their safety, please follow the procedures listed below when picking up your child in the event of a disaster.

1. Come to school as soon as notification is received via an all-call, message on the district website and/or email.
2. Walk, if possible, to make way for emergency vehicles around our surrounding neighborhood streets.
3. Students will be dismissed from the Rolling Gate on the west side of the campus on Clydebank Street by grade level.
4. Please stay calm and form an orderly line.
5. Give your child's name to the adult at the gate. Remember, if you are unable to come, the person you send must be listed on the student emergency card.