

# **Spinelli Elementary**

# **Parent Handbook**



**2017-2018**

**School Year**

Dear Parents,

First and foremost, welcome to Spinelli! We are the “Home of the Tigers” and committed to student success. Developing a strong communication system between home and school is an important factor in creating a successful educational environment. Therefore, we have created the following handbook with vital information about Spinelli’s programs, policies, and procedures.

We hope you will find the answers to all your questions regarding the day to day activities your child will be participating in while attending Spinelli Elementary School. This is yours to keep, and we suggest you refer to it when you have questions.

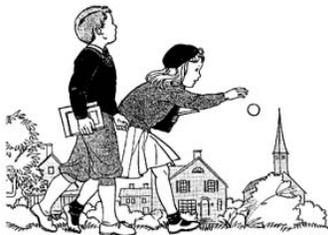
Once you have read the handbook, sign the parent acknowledgement form included in your beginning of the year packet of materials, and send it back to school with your child.

We value your support of the educational program we offer our students, and welcome any feedback you may have regarding the information you read in this handbook.

Our goal is to provide a caring, nurturing, quality, educational environment for your child. We look forward to building positive relationships with our families, and developing the minds of our students. If we can further assist you in any way, please contact our school office at 338-6490.

Sincerely,

Julie Opfer,  
Principal



## Table of Contents:

|   |    |
|---|----|
| Vision Statement.....                                   | 4  |
| Mission Statement.....                                  | 5  |
| Our Safe School Vision Statement.....                   | 5  |
| Services and Programs.....                              | 6  |
| Emergency Cards.....                                    | 7  |
| School Attendance Policies.....                         | 8  |
| Daily Schedule.....                                     | 10 |
| Breakfast at Spinelli.....                              | 11 |
| School Lunch Program.....                               | 11 |
| School Discipline:.....                                 | 12 |
| School Standards.....                                   | 14 |
| Discipline Procedures.....                              | 15 |
| Grading Policies.....                                   | 19 |
| Homework Policy:.....                                   | 20 |
| Cafeteria Procedures.....                               | 22 |
| Lost and Found.....                                     | 22 |
| Care of School Property.....                            | 23 |
| Cell Phones, Radios, Electronic Equipment and Toys..... | 23 |
| Bike Rules.....   | 23 |
| Student Pick-Up and Drop-Off Procedures.....            | 24 |
| Classroom Visitations.....                              | 25 |
| Birthday Celebrations.....                              | 25 |
| Communication.....                                      | 25 |

|  |    |
|--|----|
| School Dress Code Policy.....                | 27 |
| Volunteers and Field Trip Participation..... | 27 |
| Health Services.....                         | 28 |
| Communicable Diseases.....                   | 29 |
| Board of Trustees.....                       | 30 |
| District Philosophy and Goals.....           | 30 |
| Sexual Harassment.....                       | 33 |
| Bullying Prevention and Intervention.....    | 35 |
| Community Service Telephone Numbers.....     | 37 |

## **Vision Statement**

It is our goal at Spinelli Elementary School to provide all students with an educational environment which will create lifelong learners and prepare them for adulthood. We will develop habits of the mind which will lead them to be flexible thinkers, problem solvers, and team players. By attaining these skills, they will become productive, contributing members of the local, as well as global community.

To create an environment promoting powerful learning, we offer a rich curriculum. Activities are meaning centered and relevant. They address various learning modalities and multiple intelligences to develop students’ creativity. There is an emphasis on problem solving authentic performance based tasks that utilize technology. The educational program is designed to meet the Common Core State Standards while creating college and career ready students.

Students who attend Spinelli Elementary will develop their intellectual, aesthetic, physical and emotional abilities to the fullest potential. They will become active participants in the learning process when given opportunities to construct meaning from challenging, culturally diverse curriculum. Students promoted from Spinelli, will be socially responsible, effective communicators, problem solvers, and lifelong learners.

Following the ancient adage, “It takes a village” to educate a child we believe the parents and community play and integral part in the success of our students. Therefore, we encourage the participation of parents, community members, and business partners.

To our students and their families we pledge to provide an enriching education to include:

- An academic support network for student success
- Staff development to ensure the most qualified teachers
- Communication with our families
- Reading, math, science, and social studies programs meeting the Common Core State Standards
- Technology to facilitate student success in a global economy

We believe our success is the result of having a clear vision statement as our guide for action. Our staff is committed to excellence in education. Dedication to the students of Spinelli Elementary School makes us a united, successful educational system. We invite our community to join us in our efforts to raise productive, contributing members of society.

## **Mission Statement**

The mission of Spinelli Elementary School is to provide students an education second to none. Our staff upholds the following ideals:

- A safe, orderly environment for all students and staff
- Common Core State Standards delivered through quality instruction
- Uninterrupted instructional time
- Task-based activities using formative and summative assessments
- Communication between home and school
- Students attending daily, on time and ready to learn
- A nurturing, caring educational environment

## **Our Safe School Vision Statement**

Student success depends on a child's belief that he/she is safe at school. Therefore, in collaboration with our Site Council members, we have developed a safe school plan. We are guided by the following statement:

*Spinelli Elementary School is a safe environment for all law abiding students, staff and campus visitors. Our definition of a safe school environment includes the attainment and cultivation of physical*

*and mental well-being. Realization of this vision will facilitate student success. In support of this vision, the Spinelli campus is a smoke free and drug free zone.*

## **Services and Programs**

Academic Intervention Program

Adult Education Program

Class sets of Chrome books

Computer lab

County SDC Program Grades 1-6

English Learner Program

Family Resource Center

Family and School Team Meetings (FAST)

Gifted and Talented Education (GATE)

Healthy Play Program

Library

Peace Keeper Program

Primary Intervention Program (PIP)

Resource Specialist Program (RSP)

Safe School Ambassadors

Safe School Plan

School Psychologists

School Site Council (SSC)/English Language Advisory Committee (ELAC)

Second Step Social Skills Program

Special Day Classes (SDC) Grades PreK-6

Speech Therapists

Tiger Spirit Days

Title 1 School-wide Program

## **Emergency Cards**

Parents are asked to fill out emergency cards for each child enrolled at Spinelli. It is very important for the safety of your child that the cards are kept up-to-date. These cards are maintained in a file and used by the office in the event of an emergency, or a non-emergency situation. A change in any of the following should be reported to the school immediately:

1. Home phone number and/or address
2. Parent's work phone number
3. Parent's cell phone number
4. Doctor's name and/or phone number
5. Name, address and phone number of friend or relative you have designated to contact in case of an emergency

Anytime a parent is going to be away from home for several days or more, please notify the school and leave the name and telephone number of the person to call in the event of an emergency.

## **Center Joint Unified School District**

### **School Attendance Policies**

#### **Arrival/Dismissal:**

Students will be allowed on campus 20 minutes before school begins, that means not before 8:55 am. **Please do not drop your child off before 8:55 am. There is NO supervision!**

At dismissal, students are to leave the school grounds immediately for home, baby-sitter, and/or daycare, etc . . . There is no supervision on campus after the school day ends.

#### **Absences/Truancies/Tardiness:**

It is important for children to be punctual and attend school regularly beginning with the first day of school until the last day of school. Unnecessary absences and tardiness impede a child's educational progress.

The State of California has set up certain requirements regarding attendance. Each student is responsible for meeting those requirements. The State requires each student to be in school unless prevented by illness, family funeral, quarantine, medical, court appearances, and observance of a holiday or religious ceremony. **Family vacation is NOT an excused absence!**

Tardy students, for any reason except those listed above, may be asked to make up time missed either during recess time or after school.

#### **Tardy Policy:**

All students are required to be in their seats by 9:15 am. Students arriving after the 9:15 bell rings are to stop in the office for a late slip. On the 3<sup>rd</sup> tardy in a trimester, a Detention Notice may go home to the parent/guardian and the student may be required to serve detention.

**Procedures for Notifying the School of an Absence:**

When a student is absent, a parent/guardian must phone the school at 338-6490 to notify the office of the reason for the student's absence, or the student should bring a note from the parent/guardian to the teacher at the beginning of the next school day. The note must state the student's name, date of the absence, specific reason for the absence, and a signature of the parent/guardian.

**If the school has not received a call or note from a parent/guardian within 48 hours of the absence, the absence will be reported as "unexcused",** becomes an official attendance record required by the State of California, and cannot be changed.

**Truancy:**

After three unexcused absences, the student will be considered truant. A parent notification letter will be sent home. Another unexcused absence will result in a SART (Student Attendance Review Team) meeting with the Principal at the school site. If there is yet another unexcused absence, a SARB (School Attendance Review Board) hearing will be held at the District Office.

**SARB:**

A SARB hearing may be held for poor attendance or chronic misbehavior in school. The main responsibility of SARB is to promote good school attendance and/or behavior through the use of alternatives to the Juvenile Court System. The SARB process brings together the parents, student, school personnel and community agencies to help solve the attendance or behavior problems. It is within the jurisdiction of SARB to ask that petitions be filed on behalf of minors in the County Juvenile Court if SARB determines that available public and private services are insufficient or inappropriate to correct the insubordination or habitual truancy of a minor, the minor does not follow SARB directions or use the services provided, or the action of the Juvenile Court will result in the student's improved attendance or behavior.

**Home Instruction:**

In the event your child is unable to attend school for an extended period of time, please contact the school for information regarding home instruction. Only an absence of more than three weeks and doctors' orders qualifies a student for this program. Specific information will need to be provided by the family physician. The school will provide the necessary forms.

# Daily Schedule

Office Hours: 8:30 am – 4:00 pm

## Kindergarten

|        | Regular Days | Minimum Days | Early Out Mondays |
|--------|--------------|--------------|-------------------|
| Class: | 9:15-2:10    | 9:15-12:30   | 9:15-2:10         |
| Lunch: | 11:35-12:10  | 11:15-11:35  | 11:35-12:10       |

## Grades 1 – 6

|               | Regular Days   | Minimum Days  | Early Out Mondays |
|---------------|----------------|---------------|-------------------|
|               | 9:15-3:30      | 9:15-12:30    | 9:15-2:40         |
| <b>Grade:</b> | <b>Recess:</b> | <b>Lunch:</b> | <b>Recess:</b>    |
| 1             | 10:15-10:25    | 11:25-12:00   | 1:50-2:00         |
| 2             | 10:15-10:25    | 11:25-12:00   | 1:50-2:00         |
| 3             | 10:30-10:40    | 12:05-12:40   | 2:05-2:15         |
| 4             | 10:30-10:40    | 12:05-12:40   | 2:05-2:15         |
| 5             | 10:45-11:05    | 12:45-1:20    |                   |

## **Breakfast at Spinelli**

Breakfast is served daily. Students are welcome to eat breakfast as long as they follow all cafeteria rules (see page 23 of handbook for rules) while eating. Parents will be notified if their child does not follow the rules, and they may lose the privilege of eating breakfast in the cafeteria.

All students K-6<sup>th</sup> graders may eat breakfast from 8:50-9:10

The cost for breakfast is: \$1.75 (includes milk), \$.50 (single milk)

## **School Lunch Program**

Lunch is served beginning on the first day of school.

Student lunches are offered at \$3:00 per lunch. We recommend you purchase lunches in advance. This can be done by sending cash or a check made out to *Center Joint Unified School District*, in a sealed envelope with your child's name clearly written on it, or you can purchase lunches online through the following website: [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will not be allowed to charge a lunch; they must pay in advance. If your child does not have money to buy a lunch, they will be provided an emergency lunch. No child will go without lunch.

## **School Discipline:**

### **A Total School Discipline Program**

#### **Discipline is:**

- Training that enables students to make appropriate choices in a climate of warmth and support
- Clearly defined school rules and classroom limits with incremental incentives and consequences consistently carried out
- Effective communication techniques that foster positive relationships
- Specific reinforcement of desired behaviors
- Self-management in a variety of environments

#### **Our Philosophy is:**

- Children can behave appropriately
- All children have dignity and worth
- Persuasion is more powerful than fear
- Influence is greater than control
- Behavior is maintained by its consequences

#### **Our Program Includes:**

- Emphasis on recognition of appropriate behaviors
- Progression from extrinsic to intrinsic rewards
- Detailed classroom management plans for all children

- Student orientation
- Written behavior agreements for children who repeatedly demonstrate inappropriate behavior, emphasis on conflict resolution and responsibility for one's actions
- A shared vision of developing self-disciplined children

**The Student is Responsible for:**

- Respecting the authority of the teachers, principal, and all other school staff who enforce the school rules and district policies regarding student discipline and moral conduct
- Behaving in classrooms and on school campus in a manner that does not disrupt or interfere with the rights of others to learn
- Abiding by the classroom limitations established by the school
- Attending school every day, on time, prepared to learn
- Respecting the dignity of everyone at Spinelli

**The Parent is Responsible for:**

- Positively reinforcing children at home for demonstrating appropriate behavior
- Reviewing school discipline rules and regulations with family members to ensure all are familiar with and understand the standards of conduct expected by the school authorities
- Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary
- Seeking out when necessary, and with the advice and guidance of District personnel, appropriate community agencies for assistance in correcting misbehavior of the student
- Demonstrating appropriate behavior while on the school campus

**The Teacher is Responsible for:**

- Assisting in the development and enforcement of the school rules
- Developing concise classroom limitations that clearly communicate to the student and parents what's needed in order to teach

- Establishing a classroom management program and atmosphere that elicits proper behavior and which gives every student full opportunity to pursue his/her studies without disruption
- Communicating with students and parents regarding: behavior successes, behavior problems and proposed solutions
- Developing behavior agreements to include the parents, student and teacher
- Maintaining an atmosphere that is supportive of each students' dignity
- Eliminating vagueness from rules, expectations, and responsibilities
- Supporting

**The Principal is Responsible for:**

- Eliminating vagueness from rules, expectations, and responsibilities
- Supporting teachers by assisting in the development of behavioral agreements for disruptive students
- Defining the referral procedures and everyone's part in those procedures
- Enforcing this discipline plan within the existing district, state and federal laws
- Maintaining an atmosphere that is supportive of each students' dignity

**All District Employees are Responsible for:**

- Promoting an atmosphere that is supportive of each students' dignity

## **School Standards**

In order to ensure a safe, secure, and orderly educational environment, it is necessary for our students to adhere to the following standards:

**Students Are Expected To:**

- Come to school neat and clean, prepared to learn
- Be on time for school every day, and in attendance everyday unless ill

- Use only kind words towards everyone (no bullying or vulgarity)
- Respect the authority of teachers and all other adults on campus by complying with directives
- Leave toys, candy, and all electronic devices at home. **The school is not responsible for lost or stolen items, and will not conduct investigations of lost or stolen items.**
- Leave dangerous objects at home (to include but not limited to: knives, lighters, matches, and guns of any kind)
- Deposit trash into receptacles provided
- Play games and use school equipment according to school rules
- Follow the cafeteria procedures noted on page 23 of this handbook when eating breakfast or lunch at school (violations may result in loss of privilege to eat breakfast or lunch in the cafeteria)
- Remain in designated areas of the school
- Walk on the campus in an orderly fashion
- Follow these general rules:
  - Follow directions of all adults
  - Respect rights and property of others
  - Be in the right place at the right time
  - Be supervised by adults at all times
  - Keep hands, feet, and objects to yourself
  - Follow the “no body contact” rule
- Settle any conflict or argument in a responsible manner, using appropriate language
- Go directly home after school
- Bring a helmet and bike lock if they bring a bike to school

**Students Are Not To:**

- Be disrespectful to any adults
- Be on campus more than 20 minutes before the start of school, unless they are there to eat breakfast, which begins at 8:45am. **There is no supervision before that time.**

- Bounce balls, except on the playground during designated times
- Go anywhere on the campus without teacher permission and supervision
- Go to the office without a hall pass, unless it is an emergency
- Use vulgar language, make racial slurs, bully, or wear clothing with objectionable language or pictures
- Bring gum to school
- Threaten or injure others. If a student is threatened or injured he/she is to tell an adult immediately
- Fight! Fighters will be suspended. If there is a fight, students are to get away from it immediately and go for help. Students, who provoke others to fight, hang around a fight to encourage or provide an audience will be considered part of the fight and may be suspended.
- Throw rocks or any objects deemed unsafe
- Leave the school without permission
- Damage school property or remove school property at any time

## **Discipline Procedures**

Emphasis is placed on positive recognition of good citizenship, but if a student chooses to disobey the rules, it may result in detention, a behavior referral or suspension depending on the offense, severity of the offense or the frequency with which the behavior has occurred. Every situation will be dealt with on an individual basis.

### **Step 1:**

A verbal warning will be given when an inappropriate behavior occurs (depending on the severity). Inappropriate behavior is defined as any behavior which does not comply with the school standards of acceptable behaviors. (See page 15 of this handbook)

### **Step 2:**

If the inappropriate behavior continues, a consequence will be assigned by the classroom teacher. If the behavior occurs outside the classroom, the teacher will be notified and assign an appropriate consequence. The parents will be notified by the teacher of the repeated, inappropriate behavior. By working together, the parents and teacher will ensure the inappropriate behavior is extinguished

### **Step 3:**

If the inappropriate behavior still continues, the teacher will create a Behavior Intervention Plan. Parents will facilitate the success of the plan, by working collaboratively with the teacher and the student.

**Procedures for Issuing Detention:**

1. The staff member who issues the detention will complete the detention form, and discuss the reason for issuing it with the student.
2. The teacher will give the student a copy of the form to take home and be signed by the student's parents or guardian. The next school day the student is to return the form signed by their parent. If it is not signed or returned, the teacher may assign another detention. It is the student's responsibility to bring the form home and get it signed. If the student does not get the form signed, the teacher will contact the parent to inform them.
3. These detention forms are kept by the classroom teacher for the school year.

**Procedures for Issuing Student Behavior Referrals:**

A teacher, administrator, or any staff member will complete a behavior referral form when a behavior problem involves one of the following:

1. Attempted, threatened or caused injury to another person
2. Possession of dangerous weapon (knife, gun, explosive, etc . . .)
3. Unlawful possession of a controlled substance
4. Theft or damage to school or private property
5. Use or possession of tobacco
6. Use of profanity or vulgarity or committed obscene act
7. Disruption of school activities or defiance of authority
8. Excessive tardiness and/or absences
9. Other

Each teacher's classroom management plan will be presented to students at the beginning of the school year, and it will be reviewed periodically throughout the school year to ensure that new and continuing students know and understand the expectations of the classroom. When students misbehave in the classroom to the point where a behavior referral is necessary, the teacher will complete the form and send it to the Principal. The teacher will provide documentation of prior steps taken at the time the referral is made, as indicated on the referral form, if the referral is being made for a habitual problem.

The administrator will meet with the student and allow the student to respond to the information stated on the referral. The student's response will be recorded on the referral form.

**The administrative action taken will depend on the severity of the action which lead to the referral, and the previous disciplinary actions the student has encountered.**

Students may be suspended or expelled for first offenses on items 1, 2, and 3. Students may be placed on detention, in-school suspension, or may be suspended out of the school on the first, second, or subsequent offenses for items 4, 5, 6, and 7. When a student is repeatedly suspended for violating the same school rule, the number of days of suspension will increase with each successive violation. Regardless of the administrative action taken on any referrals, each and every student and parent will be ensured of due process under the California Education Code.

**Due Process:**

All students will be informed of the school playground and classrooms standards of behavior. Whenever a student is consistently violating any of the rules which are enforced to assure safety and learning for all students, parents will be notified by phone, email or letter soliciting their cooperation in preventing further violations.

Children who are having difficulty fulfilling their responsibilities will receive assistance through the cooperative effort of the classroom teacher.

State law provides that pupils may be detained in school for disciplinary and other reasons for not more than one hour after the close of the school day. Parents will be notified by school personnel if their child is being detained prior to his/her actual detention.

Under California Law there are five violations for which a student may be suspended from school and/or recommended for expulsion on the first offense without prior notification to the student and/or parent. These are described in Education Code 48900 as follows:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission from a certificated school employee, which is concurred by the Principal or the designee of the Principal
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance (As defined in section 11053 of the Health and Safety Code) alcoholic beverage or intoxication of any kind
- D. Unlawfully offered or arranged or negotiated to sell a controlled substance (As defined in section 11053 of the Health and Safety Code)

E. Committed or attempted robbery or extortion

No pupil shall be suspended or expelled for any acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to any of the following:

- A. While on school grounds
- B. While going to or coming from school
- C. During lunch
- D. During or while going to or coming from a school sponsored activity

It is the intent of the legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amend. State. 1986 Ch. 1136)

**Suspension:**

Suspension means removal of a student from the ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Parents are required to respond to the school regarding a suspension without delay.

**Suspension by Teacher:**

Education Code 48910: A teacher may suspend any pupil from the teacher's class for any acts enumerated in Education Code, section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the Principal of the school and send the pupil to the Principal for the Principal's designee for appropriate action.

If the action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to confer regarding the suspension. A school administrator shall attend the conference if the teacher or parent/guardian so requests. The pupil shall not be returned to the class from which her/she was suspended, during the suspension, without the concurrence of the teacher of the class and the Principal.

**Expulsion:**

Expulsion means removal of a student from the school. Students may be recommended for expulsion when a student has reached 20 days of suspension in a school year, and other means of correction have repeatedly failed to bring about the proper conduct. Mandatory reasons for recommending expulsion

include sale or furnishing of a controlled substance or sale of a substance represented to be a controlled substance. Due to the nature of the violation, the administrator of the school may indeed, recommend that these violations are grounds to move for expulsion.

## **Grading Policies**

### Grades K-2

- 4 – Thorough Understanding (90-100%)
- 3 – Understanding (75-89%)
- 2 – Partial Understanding (60-74%)
- 1 – Very Limited Understanding (< 59%)

### Grades 3-6

- A – Thorough Understanding (90-100%)
- B – Understanding (80-89%)
- C – Partial Understanding (70-79%)
- D – Very Limited Understanding (60-69%)
- F – Lack of Understanding (<59%)

### **Promotion Requirements:**

Every student is expected to meet the grade level Common Core State standards before being promoted to the next grade.

### **Report Cards:**

Report cards are issued at the end of each trimester. Each report card shows progress towards the grade level standards, effort in the classroom, attendance and citizenship. Parents may view their

child's progress and attendance via *Homelink*, on their home computers. If your child is at risk of retention, you will be notified by the teacher. Contact your child's teacher if you have any concerns or questions.

**Parent Conferences:**

During the school year, parent/teacher conferences will be scheduled by your child's teacher. These conferences are designed to inform parents of their child's progress toward grade level standards, and address any other concerns you or your child may have in regards to school. If a parent feels the need for an additional conference, you may request a meeting in advance by calling or emailing the teacher. The teacher would be happy to meet with you when he/she is not fulfilling his/her daily instructional responsibilities.

**Testing:**

We will be administering the California Assessment of Student Performance and Progress (CAASPP) in grades 3-6.

There are also a variety of assessments given by the teacher throughout the school year to determine student progress towards the standards. Parents can show their support for their child's success by making sure they get adequate rest, eat healthy, and by making homework a priority. A parent's role is an integral part of the success of their child.

## **Homework Policy:**

We believe learning is a lifelong process extending into the home and community. Through our commitment to academic excellence we have adopted the following homework policy:

**Statement of Purpose:**

- We believe homework can enrich and expand regular classroom work
- We believe homework builds interest in reading and learning
- We believe homework gives additional practice and application to strengthen learning, and progress students to grade level standards
- We believe homework provides the opportunity for a student to pursue individual interests in ability areas

**Types of Homework:**

Students will receive teacher direction and/or instruction on the homework assignment. The following activities may be considered homework:

- Completion of class work

- Solving math problems
- Learning and using spelling words and vocabulary
- Recreational reading
- Making exhibits
- Science experiments
- Creative writing
- Research projects

**Time Guidelines:**

Homework is assigned Monday through Thursday nights and approximately follows the time guidelines below:

- |                |               |
|----------------|---------------|
| • Kindergarten | 10-15 minutes |
| • First Grade  | 15-20 minutes |
| • Second Grade | 20-25 minutes |
| • Third Grade  | 25-30 minutes |
| • Fourth Grade | 30-40 minutes |
| • Fifth Grade  | 30-60 minutes |
| • Sixth Grade  | 45-75 minutes |

**Homework Suggestions:**

**Suggestions to Students:**

- Attend school everyday
- Be interested in your work
- Be sure you understand the assignment

- Organize your study habits
- Begin long range assignments early
- Listen carefully to your teacher, and think about what the teacher is saying
- Write down the main idea when taking notes
- Make a star by important ideas
- Read the directions carefully
- Proofread and/or check all your answers

**Suggestions for Parents:**

- Make sure your child attends school everyday
- Provide a quiet, well lit place for your child to do his/her homework
- Help your child create a regular schedule for homework
- Take an interest in what your child is learning
- Compliment him/her on good work and effort
- Make constructive suggestions, and avoid criticism and pressure
- Maintain a positive attitude, and encourage them
- Insist upon sufficient rest and eating healthy
- Guide your child, but never do the homework for them
- Talk to or email the teacher if you have concerns about anything

## Cafeteria Procedures

We want lunch to be a pleasant time for all involved. Please go over the following rules carefully with your child. Students with repeated unacceptable behavior may not be allowed to continue eating in the cafeteria. We appreciate your cooperation.

1. **Treat all adults and students with respect at all times**
2. Keep hands, feet, and objects to yourself
3. Walk at all times while in the cafeteria
4. Use appropriate language
5. Carefully choose and carry your food items to your designated seat
6. Use good manners; say please and thank you to the adults serving you
7. Use straws, utensils, napkins, milk cartons, trays and food appropriately
8. Do not trade food, take food from others, or give food away to others
9. Take only food items you intend to eat, or are required by law to take
10. Talk quietly to your neighbors at your table
11. Do not make unnecessary or loud noises
12. Keep your table and floor clean; if you drop something, pick it up and deposit it in the garbage cans
13. Stack trays as directed, empty unwanted milk into the bucket provided
14. Deposit play equipment in the designated area
15. Never throw anything in the cafeteria
16. Do not take any food items outside the cafeteria

## Lost and Found

Students are responsible for their own personal property. The school cannot be responsible for lost money, books, etc . . . **We strongly recommend students do not bring valuables to school.** Please mark your child's clothing and lunch boxes with their name so they can be easily identified and quickly

returned. Articles of clothing found on the campus with no identifying marks are kept in the lost and found box in the cafeteria. Anything not claimed is donated to a charitable organization.

## **Care of School Property**

Students are expected to take pride in the appearance of the school campus. They should keep desks free of marks, place waste paper in the receptacles provided, and shall not write or mark in books or on any buildings. They will be expected to pay for any property they damage. Disciplinary action will be taken against all students who deface or otherwise damage or destroy school property. Lost Library and/or classroom books must be returned or paid for promptly.

### **Textbooks:**

Textbooks are issued to students by their teachers and the textbook numbers are recorded. Each child is expected to care for the books and make sure they are not lost or damaged in any way. Students, and therefore parents, are responsible for the condition of the books. If the books are damaged, destroyed, or lost, the student must pay for a replacement. Most textbooks cost between \$40.00 and \$80.00.

### **Chewing Gum:**

Chewing gum is not permitted at school. Disciplinary action will be taken against any student breaking this rule.

## **Cell Phones, Radios, Electronic Equipment and Toys**

### **Toys, Electronic Games, Radios/IPods:**

Radios/IPods, electronic games, or any toys from home are not permitted. The school is not responsible for the loss or theft of any personal items. The school does not investigate lost or stolen property issues.

### **Cell Phones:**

Students with cell phones at school are not permitted to make or receive calls or texts, or use the phone for any form of communication during the school day. Once the student enters the campus, and until they are off the school campus at the end of the day (not on the school bus), students may not use their cell phones for any reason and must have their cell phones turned off. Students, who do not comply, will have their cell phones brought to the office. After the 2<sup>nd</sup> offense, the cell phone will need to be picked up in the school office by a parent/guardian. From that day forward, their cell phone must be checked into the office when they arrive on campus, and picked up when they leave school for the day.

As a safety precaution, any student can bring their cell phone to the office daily, and pick it up at the end of the day.

## Bike Rules

Bike racks are provided for students, and all bikes must be locked. The school is not responsible for the theft of bikes. Please speak to your child about bike safety. Discourage them from riding double, as this is a dangerous practice for young bike riders. **Students must wear a bike helmet when riding their bike or scooter to and from school.**

### ***Streets and Highways Code 21212:***

***A person under 18 years of age shall not operate a bicycle, a non motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride a bicycle, a non motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highway Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet.***

**If a student rides a bike, non motorized scooter, skateboard, in-line or roller skates to school without a helmet it will be confiscated and the parent or guardian will be called to pick it up.**

Students are not allowed to ride their bikes, scooters, skateboards, or rollerblades anywhere on school grounds before, during or after school hours. Students who violate these rules will lose the privilege of riding it to school and may have it confiscated.

## Student Pick-Up and Drop-Off Procedures

To ensure the safety of all students, when picking up or dropping off your child, please use the designated areas. The area for safe drop off is along the front of the school on Scotland Drive, near the two sidewalks that lead to the school. Your child needs to use the sidewalks. **DO NOT** let your child walk through the parking lot. This is very dangerous! **DO NOT** enter the school parking lot designated for buses only. **DO NOT** wave your child to cross the street; they are to cross in the crosswalks only with adult supervision. **DO NOT** double park or block the driveways. These are not only school rules, but they are the law. Please teach your child to be a law abiding citizen by modeling that behavior for them.

If you walk your child onto the school campus in the morning, please check in at the office and obtain a visitor's badge before entering the campus. For the safety of all children, you must wear a visitor's badge while on the school campus during school hours.

When school is dismissed, all students will be walked out to the front of the school. No child will be allowed to exit the campus at the Delaney gate unless they ride the bus. If you are picking up your child, plan to meet them at the front of the school, outside the gates. These rules have been implemented for the safety of all students attending Spinelli.

Spinelli is a closed campus which means a student may leave during the school day only when a designated adult has signed them out through the school office. A "designated adult" means anyone

the parent or guardian has listed on the child's emergency card. We will not release any student to an adult who is not designated on the emergency card.

For the safety of all students, if your child has a medical appointment during the school day, he/she must be picked up through the school office. Please check in to the office and we will call the classroom to have your child sent up.

## **Classroom Visitations**

We are proud of the educational program being carried out at Spinelli. It is our pleasure to welcome parents who wish to visit the classroom. Volunteers are especially welcome. In order to have these visitations carried out with as little disruption to the instructional program as possible, we request visitations be made in the following manner:

1. Contact the teacher at least 24 hours in advance of your visit. This will enable the teacher to schedule a visit to meet your needs.
2. When coming for a classroom visitation, parents must check into the office and obtain a visitor's pass first. For the safety of all children, the office must know the identity and location of anyone on the school campus when school is in session.
3. To minimize classroom disruptions, siblings are not permitted to accompany a visiting parent.
4. During a visit, if a parent has concerns about any student's behavior, they are to notify the teacher. It is the teacher's responsibility to handle all student behavior issues.

## **Birthday Celebrations**

Birthdays are special occasions. If you would like to bring treats for the classroom, contact your child's teacher in advance, as each teacher has their own procedures for celebrating birthdays. Please note, we do not allow balloons to be delivered to classrooms. If you bring treats to school, bring them to the office and we will get them to the classroom.

## **Communication**

### **Parents:**

Parents wishing to leave messages for their child may do so by calling the school office. Any article to be delivered to a child should be brought to the school office and we will get it to them. Children are not allowed to use the school phone for personal reasons such as trying to arrange play dates with friends. That needs to be done when they get home from school. If a child is ill or has an emergency, they will be allowed to call their parents.

If you would like to leave a message for your child's teacher, call the school office.

Please check our school's website for upcoming events and information about activities and programs offered at Spinelli. You will find a plethora of information. You can access it through the following address. <https://sites.google.com/a/centeruse.org/spinelli/home> or go to [www.centerusd.org](http://www.centerusd.org) and click on Spinelli.

We also post current information and/or upcoming events on our marquee in front of the school.

On Thursdays, teachers send home all district mail or fliers etc . . . Check your child's backpack for important information. Sometimes it's necessary to send home an important item on a day other than Thursday, so please check with your child daily.

Phone messages are sent out several times during the school year informing you of upcoming events and important dates. If you would like to receive these informative calls, make sure the school has your current phone number. If your child lives between 2 homes, let the school know both homes would like to receive the messages.

## **School Dress Code Policy**

Students are expected to attend school in clean, neat clothing. It is the mission of the school district not only to provide an academic education, but also to provide education in morals, manners, dress and grooming, because these are all elements of good citizenship. Research has shown student dress and appearance affect academic achievement and behavior. These guidelines are intended to define appropriate attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere and eliminate disturbances among students that may interfere with the educational process. It is also intended to help protect the health and welfare of the student. All students shall abide by the following:

1. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Crude or vulgar printing, negative comments, pictures or graphics inferring or depicting drugs or alcoholic beverages, or those that are sexually suggestive are not acceptable. Symbols that are degrading, offensive, or gang related, are not permitted.
2. All clothing shall be within the bounds of decency and good taste. Garments shall be sufficient to conceal undergarments at all times. Bare midriffs, visible bra straps, low-cut or revealing tops, spaghetti straps, tank tops and see-through or fishnet type shirts are not considered appropriate school dress.

3. Shorts are permitted in hot weather as long as they are hemmed, at least mid-thigh length (below the student's fingertips), and the appropriate size. Cutoffs are not acceptable. Pants should not be frayed or cut exposing bare legs.
4. Shoes worn to school should completely cover the toes, and be sturdy enough to permit safe play at recess and/or physical education activities. Heelies, flip-flops, sandals, and high heels are considered unsafe, and should not be worn to school.
5. Hats are to be worn outside only and with the bill facing toward the front.
6. Sagging pants are not permitted. Loose pants should be secured with belts.
7. Students who repeatedly violate the dress code will be required to have a meeting with the Principal and their parents.

If your child does not comply with the above requirements, he/she will be sent to the office and parents will be called to bring a change of clothing.

## **Volunteers and Field Trip Participation**

In order to provide the best possible protection and safety for our students, our volunteer policy has been revised to increase the screening of adult volunteers who help in the district schools. **If you think you would like to help out at school in some capacity, or would like to attend class field trips, please follow the steps below, so you will be cleared in time to participate. (*Fingerprinting can take several weeks, and TB Tests take 3-5 days.*)**

- All volunteers, such as those who help in classrooms or chaperone a daytime bus field trip need to submit a current TB Test (as required by State Law), and will also be screened through Megan's Law database.
- Unsupervised or overnight volunteers and those providing transportation in private cars will need to complete a fingerprint check in addition to the step listed above.
- The TB Test and fingerprinting will be at the volunteer's expense.

We appreciate the invaluable help provided by our parent volunteers, and look forward to offering our students a safe and secure educational environment.

### **Private Vehicles on Field Trips:**

Due to information revealed in the press regarding the potential dangers of air bags in the front seats of passenger cars, no students may ride in the front seat of a passenger car when attending a field trip or other school related activity. All students must wear their own seat belt when being transported for a

school activity. Parents must fill out a district form and show proof of appropriate insurance before they will be allowed to transport students for a school activity. Due to new laws about car seats, all students in grades K-2 will not be permitted to attend field trips by any means other than a school bus.

## Health Services

Health services are under the supervision of a qualified school nurse. The nurse, by law is not permitted to diagnose or treat illness nor provide other services normally performed by a doctor. The nurse is available on a limited basis to discuss health problems. The nurse also oversees the immunization records for all the students at school.

The school health office endeavors to identify problems which might impede a child's maximum educational development.

An Audiometer test for hearing acuity and a test for visual acuity are administered in school at specific grade levels. Working closely with our health office benefits your child's health and the general well being of the entire school population.

### **Illness/Medication:**

Your child should not be sent to school if his/her illness would be detrimental to his/her classmates' best interest. If your child shows any signs of fever, stomach upset, rashes, etc . . . , it is better to keep him/her at home. If your child vomits, he/she should not come to school until 24 hours after vomiting has stopped. When a parent is in doubt as to their child's fitness to return to school, the family physician should be contacted.

Please notify the school immediately in case of contagious diseases such as measles, mumps, chicken pox, impetigo, ringworm, etc . . . , so the school may notify parents of children who have been exposed. Any students having a communicable disease may be readmitted only by the school nurse.

Injuries that occur elsewhere are not taken care of at school. This treatment is not a function of the school. If a child becomes ill or injured at school, we will notify the parents immediately. Please make sure your emergency contact information is current.

Please do not send medication to school with your child. If it is absolutely necessary that your child take medication, we must adhere to the following procedures as outlined in the California State Education Code Section 1753.1:

***Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives the necessary form completed by the parents or guardian and physician. This form can be obtained in the school office.***

Over the counter medications may not be administered or brought to school, unless a form is completed. Under no circumstances are children to have any medication or inhaler in their possession at school.

## **Communicable Diseases**

| <b><u>Disease:</u></b>     | <b><u>Incubation Period:</u></b> | <b><u>Return to school when:</u></b> |
|----------------------------|----------------------------------|--------------------------------------|
| Flu                        | 72 hours                         | Temperature is normal for 24 hours   |
| Chicken Pox                | 13-17 days                       | All vesicles are scabbed over        |
| Conjunctivitis (pink eye)  | 2-3 days                         | Medicated for 24 hours               |
| Impetigo                   | 1-5 days                         | Area is medicated and covered        |
| Poison Oak                 | Not Contagious                   | Area is covered and medicated        |
| Ringworm of the Scalp      | Contagious                       | Area is medicated and covered        |
| Scabies                    | Easily passed skin-to-skin       | Area is medicated                    |
| Scarlet Fever/Strep Throat | 2-5 days                         | Medicated for 48 hours               |
| Lice                       | Easily passed from clothes       | Head is nit/lice free                |
| Fever                      |                                  | Temperature is normal for 24 hours   |
| Vomiting                   |                                  | 24 hours w/out vomiting              |

## **Board of Trustees**

The Center Joint Unified School District's Board of Trustees is ultimately responsible for all district policies and procedures. The School Board meets the third Wednesday of each month at Wilson C. Riles. All parents and members of the community are encouraged to attend these meetings and stay involved in the educational decision making process.

### **Members of the Board of Trustees for the 2017-2018 School Year**

Mrs. Delrae Pope, President

Mrs. Kelly Kelley, Board Representative

Mrs. Nancy Anderson, Board Clerk

Mr. Donald Wilson, Member

Mr. Jeremy Hunt, Member

Mr. Scott Loehr, Superintendent

## **District Philosophy and Goals**

1. We believe each individual is important as a human being regardless of race, creed, national origin, social or economic status.
  - a. Goals: The District Will:
    - i. Recognize and value cultural differences
    - ii. Recognize and value differences in personal interests and viewpoints
2. We believe the educational process involves every individual in our community: students, classified and certificated employees, administrators, parents, and community members. Each of these individuals shares the responsibility for providing and achieving an effective education.
  - a. Goals: The District Will:
    - i. Actively communicate with school, parents, children and community
    - ii. Expect the community to hold the educational system accountable for its educational product

- iii. Expect all parties having an interest in the educational outcome to share in establishing and maintaining policies and guidelines
    - iv. Actively seek to involve all sectors of the community in its planning
- 3. We believe the educated person should make a contribution to improve society while functioning constructively/effectively as the improvements are being made.
  - a. Goals: The District Will:
    - i. Teach our children to become responsible members of our community
    - ii. Provide formal schooling that is the essential foundation for learning
    - iii. Prepare the student to become an active and responsible part of the educational process
- 4. We believe the educational system should provide the opportunity for both general and vocational education to meet the individual needs of all students.
  - a. Goals: The District Will:
    - i. Endeavor to teach/train all students, recognizing that all students may not learn at the same rate
- 5. We believe all students can and want to learn and that students have different learning capacities and abilities.
  - a. Goals: The District Will:
    - i. Teach students how to learn
    - ii. Facilitate students learning at their own rate/level
    - iii. Endeavor to challenge every student
    - iv. Expect students to achieve to their highest abilities/capabilities
    - v. Encourage students to make intelligent choices
- 6. We believe in order for effective learning to take place, a safe, orderly, and disciplined environment is paramount.
  - a. Goals: The District Will:
    - i. Provide a safe and orderly physical environment for learning and teaching
    - ii. Provide the best emotional and physical environment possible
    - iii. Develop, publish, and interpret policies and guidelines
    - iv. Teach students to function within defined policies and guidelines
    - v. Hold each person responsible for his/her behavior

7. We believe that teachers have something of value to contribute to the District and to their students.

a. Goals: The District Will:

- i. Employ the most competent teachers available
- ii. Expect teachers to teach at a level of proficiency which meets established State/District/National standards
- iii. Support teachers in their efforts to improve the educational process

## Sexual Harassment

### **Students-BP 5145.7**

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. (cf.5131.5-Vandalism, Theft, and Graffiti) (cf.5137-Positive School Climate)

**The Board shall not tolerate the sexual harassment of any student by any other student or any district employee.**

Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. (cf.4119.11-Sexual Harassment) (cf.4118-Suspension/Disciplinary Action) (cf.5144-Discipline) (cf.5144.1-Suspension and Expulsion/Due Process)

The Board encourages students or staff to immediately report incidences of sexual harassment to the Principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. (cf.1312.3-Uniform Complaint Procedures)

**Legal Reference: Education Code 212.5 Sexual Harassment, 230 Particular Practices Prohibited**

**Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Policy adopted November 9, 1992, Center Joint Unified School District**

Students – AR 5145.7

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, program, or activities available through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions
2. Verbal abuse of a sexual nature
3. Graphic verbal comments about an individual's body
4. Sexually degrading words used to describe an individual
5. Display of sexually suggestive objects or pictures in the educational environment
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of sexual harassment complaint.
7. Regulation approved November 9, 1992

## Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

*(cf. 5137-Positive School Climate)*  
*(cf. 6164.2-Guidance/Counseling Services)*

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

*(cf. 6163.4-Student Use of Technology)*  
*(cf. 6142.8-Comprehensive Health Education)*  
*(cf. 6142.94-History-Social Instruction)*

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

*(cf. 4131-Staff Development)*  
*(cf. 4231- Staff Development)*  
*(cf. 4331-Staff Development)*

The Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being bullied. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School Staff who witness or become aware of suspected bullying shall immediately intervene to stop the incident and take steps to ensure student safety when it is safe to do so. (Education code 234.1)

As appropriate, the Superintendent or designee shall notify the parents'/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### **Complaints and Investigation**

Students or others may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5131.2

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall determine if the incident(s) impact school activity, school attendance, or targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If images are pornographic in nature, these images should be shown to parents or law enforcement only.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

### **Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

*(cf. 5138-Conflict Resolution/Peer Mediation)*

*(cf. 5144-Discipline)*

*(cf. 5144.1-Suspension and Expulsion/due Process)*

*(cf. 5144.2-Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4-Behavioral Interventions for Special Education Students)*

**Forms to submit suspected bullying can also be obtained from the school district website, the school site website and from the school site office. Reports can also be made in person to any school administrator or teacher.**

## Community Service Telephone Numbers

### For Emergency Aid:

|  |          |
|--|----------|
| Twin Rivers School Resource Officer      | 566-2777 |
| Fire, Sheriff, Highway Patrol, Ambulance | 911      |
| Emergency Medical Services               | 911      |
| Family Resource Center                   | 338-6387 |

### Abuse:

|  |                       |
|--|-----------------------|
| Child Protective Services                      | 875-5437              |
| Children's Receiving Home                      | 482-2370              |
| Women's Escaping a Violent Environment (WEAVE) | 920-2952, or 448-2321 |

### Alcoholism:

|                   |          |
|-------------------|----------|
| Alcohol Anonymous | 454-1100 |
|-------------------|----------|

### Drug Abuse Information and Treatment

|                     |          |
|---------------------|----------|
| The Effort          | 313-8400 |
| People Reaching Out | 576-3300 |

### Mental Health Services

|  |          |
|--|----------|
| Terkensha Associates - North Area Clinic | 922-9868 |
| Parents Support Line (24 hour)           | 394-2004 |

### Welfare

|                           |          |
|---------------------------|----------|
| County Welfare Department | 784-6000 |
| WIC                       | 427-5500 |

### Free Referral Services

|                                |          |
|--------------------------------|----------|
| Public Health Nursing Services | 648-0982 |
|--------------------------------|----------|

|                                |          |
|--------------------------------|----------|
| North Area Child Care Mothers  | 972-1940 |
| Child Action Resource/Referral | 369-0191 |
| <b>Immunizations</b>           |          |
| CHDP                           | 875-7151 |