

VISION STATEMENT

The Intensive Learning Center's staff is guided by a shared commitment to educate all of its students to reach their fullest potential in academics, attitudes, athletics, and the arts within a well-defined, cohesive, and comprehensive standards-driven instructional program. Our vision offers an environment in which powerful learning is experienced by all learners, systematically and consistently, and produces the following results:

- ☆ All staff are committed to excellence and strive to maximize student achievement in a thinking, meaning centered curriculum.
- ☆ Students are closely monitored for continuous achievement which is regularly measured using performance based assessment in comparison to established performance standards.
- ☆ Various learning styles and modalities are addressed and accommodated with a variety of instruction approaches, strategies, and techniques.
- ☆ Limited resources are efficiently utilized to generate the greatest possible impact on student achievement.
- ☆ All students have access to advanced technology to support, enrich, and extend their growth opportunities and prepare them as productive citizens.
- ☆ The staff is committed to develop, within each student, feelings of self-worth and a respect for cultural diversity and interdependence.
- ☆ Teachers recognize their own responsibility and emphasize each student's personal and social responsibility toward the school and community.
- ☆ Parents and other community members are actively involved in a broad range of activities which reflects their positive attitudes, values, and contributions toward education.
- ☆ The communication is open, clear, honest, and facilitates collaborative decisions which are shared and site-based as appropriate.
- ☆ The physical learning environment and school climate are student-centered, safe, orderly, and foster attitudes and behaviors that are respectful and supportive.
- ☆ The staff recognizes that learning is a life-long process and actively seeks and participates in personal and professional growth opportunities.

Standards for Behavior

ILC students know that Character Counts!

Our students are responsible, trustworthy, caring, fair, respectful and good citizens.

School-wide Conduct

1. Keep hands, feet and objects to oneself
2. Respect the feelings and property of others.
3. Follow directions of adults the first time.
4. Walk quietly in the hallways.
5. Do not fight, tease or bully others or use bad language or gestures.

Cafeteria Conduct

1. Remain seated and raise your hand for assistance.
2. Use an “inside voice” and speak only to those seated near you.
3. Use good manners and keep your food on your tray or in your lunchbox.
4. Clean your area and be ready for dismissal when the “Clean and Quiet” time begins.
5. Throw your trash away only when your table is dismissed.

Playground Conduct

1. Play safely and by the rules. Use equipment properly.
2. Follow directions of duty supervisors.
3. Remain on the playground or grass area. Do not go into hallways or to classrooms.
4. Squat when the bell rings and walk to line.
5. Snacks are to be eaten on the blue benches only.

In addition to the above school-wide, cafeteria and playground standards for behavior, each teacher has an effective classroom management system that is shared with parents at Back to School night.

SEVERE CLAUSE

Our Board of Education is fully committed to providing a safe and secure school environment in which students can effectively learn. Student behavior that threatens the safety of other pupils, staff, or visitors cannot be tolerated.

The following infractions are of a serious nature and **may require in-school suspension from class and/or an at home suspension from school:**

- ☆ Verbal disrespect to adults or defying of adult authority
- ☆ Refusing to follow adult directions
- ☆ Obscene language or gestures
- ☆ Bodily harm to another person
- ☆ Fighting (or inappropriate body contact)
- ☆ Damage to school and/or personal property
- ☆ Attempted/Stealing of any School or personal property
- ☆ Possession of any dangerous object or weapon (which includes imitation/toy guns, weapons)
- ☆ Harassing, intimidating, or bullying of other students
- ☆ Violations(s) of acts enumerated in the Education Code, Section 48900, which specifies causes for suspension.

Removal of a student from the educational program by suspension represents a serious impediment to the student's academic learning.

Our school is a great place to learn! It's all about goals, attitude, effort, teamwork excellence and pride. Together we are successful and attain high levels of achievement. ILC Eagles soar!

CELL PHONE POLICY

We recognize that parents want their children to have easy access to them. The school district has developed a policy regarding cell phone use at school. Students may not use or display cell phones during the regular school day or during participation in school activities, unless specifically authorized by the principal or designee. Cell phones must remain powered off and out of sight throughout the school day. Failure to comply with this policy will result in immediate confiscation of the cell phone and must be picked up in the office by parent/guardian. The school district is NOT responsible for lost, stolen, or confiscated property. We ask also that the school office, hallways and classrooms remain a cell-phone free zone for parent visitors and volunteers during the school day and office hours.

UNIFORM DRESS CODE

The Board of Education approved a mandatory school uniform policy for the students attending the Intensive Learning Center which will be strictly enforced. All clothes should be neat, clean, in good repair and be the appropriate size.

Pants or shorts: Navy blue (not faded) *standard uniform style*: Fitted at waist or elastic waist; cotton, cotton blend or twill fabric. Shorts should be Bermuda-style length. Oversized pants, sweat pants, leggings (except under skirts), jogging suits, jeans or stripes on sides of pants are not permitted.

Skirts or jumpers: Navy blue (not faded) skirts, skorts, culottes, and jumpers. Jean skirts and long skirts are not permitted.

Shirts or blouses: Shirts or blouses must be navy blue or white and must have collars. Sleeveless shirts/blouses, and those with patterns or logos (other than the school logo) are not permitted. Navy blue or white turtlenecks are allowed. Shirts and blouses should be tucked in.

Accessories/Hair styles: Hats or caps may not be worn except the plain, district-approved “bucket style” hat. No jewelry, accessories or hair styles which pose a threat to the well-being and safety of the student or others, or would be a distraction to learning or school activities are allowed.

Shoes/socks Shoes must be white, navy blue or black and this must be the **dominate color**. Shoes should be suitable for play and participation in PE. Athletic shoes are preferred and should always be worn on P.E. days. Designs on shoes must not dominate. Shoe strings must be black or white. **Boots are not permitted.** Socks must be navy, black or white. Leggings, tights or shorts worn under skirts must be navy or white.

Outerwear Jackets, sweaters and sweatshirts must be solid navy blue or white **with no logos or patterns** (*plain black jackets* acceptable). All jackets and/or sweatshirts sold by PTA with the School Logo are acceptable.

Scouting Uniforms may be worn on days the student has a scouting meeting. The entire scouting uniform must be worn.

ILC Spirit Shirts, or other school/district sponsored shirts, may be worn with uniforms on Fridays only.

Uniforms are worn everyday including school picture day in the fall.

HOMEWORK POLICY

Homework is an important part of the education process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should:

- ☆ Develop responsibility and good study habits
- ☆ Encourage growth of the individual student to his/her full potential
- ☆ Exercise communication skills
- ☆ Logically connect or challenge facts and ideas
- ☆ Provide each individual student with an opportunity to develop independent judgment
- ☆ Empower students to think critically and problem-solve
- ☆ Encourage pride in work
- ☆ Lay the foundation for students to take responsibility for their own learning
- ☆ Provide for the application of learning to real-life situations

Time set aside for homework serves several purposes. It provides opportunity for practice where students reinforce newly-acquired skills or apply recent learning. Homework may also consist of assignments that help students prepare for class participation and activities. Extension homework using projects, problem solving or individual research takes the student beyond work begun in class. Equally important is the fact that homework is an exercise in developing self-discipline, self-reliance, and effective time management skills. These skills are essential to being successful in school.

Parent support and supervision of homework are extremely important factors in building positive attitudes and successful study habits. Parents are urged to take an active part in the education of their child by keeping themselves informed about the school homework requirements.

For students to receive full credit, homework assignments must be turned in on the date they are due. For each day the homework is late, the grade may be affected. Each classroom teacher will establish homework guidelines that include credit for completed assignments and consequences for incomplete assignments.

EMERGENCY INFORMATION FOR STUDENTS

For the safety and well-being of our students, it is critical that the school office have up-to-date emergency information. Parents/guardians are to complete a confidential emergency card listing pertinent information needed in case your child becomes ill or is injured while at school. It is extremely important that you notify the office immediately if you change your address or telephone numbers. Please remember to list cell phone numbers on emergency cards. We may need to contact you immediately and the more information we have the better!

EMERGENCY PREPAREDNESS

The Intensive Learning Center has developed emergency plans in the case of an earthquake, fire, natural disaster or criminal activity. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during and after the emergency. In the event of an emergency that requires evacuation from the school buildings, students will assemble on the grass area under the supervision of school staff. The student release area will be located at the gate in the parking lot. **Students will not be released from school to anyone who is not listed on the emergency card.** Proper photo ID must be shown before students will be released to persons not known to the office staff.

MESSAGES/ITEMS FOR STUDENTS

Requests that messages be relayed to students or items be delivered are disruptive to instruction and the office staff is not always able to get messages to students as students are often not in their classrooms due to P.E., library, computer lab time or other activities. We are happy to keep lunches, instruments and other items brought for students in the office and ask that students check at the office at recess or lunch to see if the item has been brought to school for them. Please plan ahead so that calling in a message or bringing items to be delivered to your student does not become necessary.

VISITORS

Parents are always welcome as visitors in our school. However, to protect our children, we ask that all visitors be cleared through the office and sign the visitor book. The office may ask for identification and visitors are required to wear a visitor badge. Please make arrangements with your child's teacher at least 24 hours before visiting to make sure it does not interfere with instruction, an assembly, field trip, testing etc. Visits should be limited to approximately 20 minutes. Children and guests are not allowed.

Parents are welcome at the Opening Ceremony each day behind the white line. Please help us model appropriate respect to the flag and or national anthem and to speakers and presentations by refraining from conversation during the ceremony.

ATTENDANCE

Regular attendance is essential for success in school and is required by law. The State of California's compulsory attendance law states:

Education Code Section 48200: Each person subject to compulsory full time education... shall attend school for the full time designated...and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to school for the full time designated as the length of the school day as determined by the governing board of the school district in which the residence of either parent or legal guardian is located.

Children must attend school each and every day on time unless there is a valid reason for them to be out of school. The only excused absences are for illness, quarantine, medical or dental appointments, attendance at a funeral of one's immediate family or exclusion for failing to meet immunization requirements. All other absences will be marked "unexcused."

When a child returns to school following an absence, a written excuse must accompany the child. The elements of an absence note must include: the absent pupil's name; the name and signature of the person who wrote the note (and relationship to the child if other than parent or legal guardian); the date of the note; the date of the absence to which the note refers; and the reason for the absence. The absence note should be brought on the day the child returns to school. Unexplained absences are considered unexcused by the state and are recorded as unexcused absences in the student's school records.

Arriving at school on time is also very important and tardiness can also hamper student success. Tardiness can set the entire day off badly and put the student at a disadvantage by having to play catch-up. It is also a disruption to the class when students enter late. Please be aware that checking students out of school early is considered a tardy.

The Education code (Section 8260) states: "*Any pupil subject to full-time education who is absent from school without a valid excuse three days in one school year or tardy in excess of 30 minutes on each of more than three days in one school year shall be reported to the attendance supervisor...*"

A pattern of excessive excused or unexcused absences as well as habitual tardiness will be referred to the Child Welfare and Attendance Office at the Bellflower Unified School District for School Attendance Review Team (SART) action.

Our goal is for every student to be present at school 100% of the school year. We want our students to be successful and to develop the attendance and punctuality habits that will follow them into adulthood.

INDEPENDENT STUDY CONTRACTS

Sometimes a child is absent from school for reasons other than illness or other excused absences. Such absences are considered unexcused by the state and recorded as such. As an alternative to these unexcused absences, an Independent Study Contract can be arranged for your child. This does not replace the importance of time lost in the classroom, but it will help to keep your student up-to-date with some of the class work, and no unexcused absences will be entered on his/her school record.

The guidelines for an Independent Study Contract are:

1. The absence is for a **minimum of five school days**.
2. The parent/guardian notifies the school office and the teacher **one week** in advance of the absence.
3. The parent/guardian agrees to supervise the child's completion of the study/work assignments.
4. The teacher makes up a packet of appropriate work for the duration of the Independent Study.
5. The student brings the completed work back to school on the **first day he/she returns to class** with the Independent Study Contract signed by the parent/guardian and student.
6. The work is checked by the teacher and turned into the office. After being reviewed and signed by the principal, the absences are changed from unexcused status to excused, and the Independent Study Contract with a sample of work is saved for auditing purposes.

REQUESTS FOR HOMEWORK

Homework will not be provided for a one-day absence. If homework is desired for an absence that exceeds one day, the request must be made before 9:45 a.m. on the second day of the absence. Homework should be picked up in the office before 4:00 p.m.

REQUESTS TO LEAVE SCHOOL EARLY

A written request to have a child excused from school early should be sent to the teacher on the morning of the early dismissal. The time and reason for the child leaving early should be included in the note. No child will be released to anyone who is not listed on the child's emergency card or who is under the age of 18. No child will be allowed to leave campus without being signed out in the office by an authorized adult.

ARRIVAL TO AND DISMISSAL FROM SCHOOL

Gates open at 7:45 and certificated staff members are available for supervision. Students enter and depart through the gates at Michelson Street at the front of the school and on Whitewood Avenue to the south of the parking lot. There is no after-school supervision. Arrival on time at school and being picked up on time after school is extremely important for the safety and welfare of your children.

BY CAR

The Drop-Off and Pick-Up Zone on Michelson Street is identified by the orange traffic cones. Parking within the coned-off area is not permitted. When using the Drop-Off and Pick-Up zone, please pull all the way forward as space permits, allowing others to move into the zone. Please have students wait for you to get to the end of the zones before entering or exiting the car. Children are allowed to cross the street at the crosswalks only. Parents can and have been ticketed for not using the crosswalks.

The parking lot is for staff parking and for those with school business. Students are ***NOT*** to be dropped off or picked up in the parking lot as **it is an unsafe place for students.**

CROSSING GUARDS

Crossing guards are scheduled to help children across the street at Michelson Street and Clark Avenue. If your child crosses Clark Avenue please make sure they cross with the help of the crossing guard. Discuss all traffic and pedestrian regulations with your children. The crossing guards are obligated to report problems to the school and their supervisors for appropriate action.

BICYCLES

Students in grades 3-6 may ride bicycles to school after they have completed and returned to the office a “Bicycle Contract.” Students must wear helmets and observe safe riding practices. In order to protect bicycles from theft, they are to be placed in the bike rack and locked. All bicycles must be walked when on school grounds. Skateboards, skates, scooters or skate shoes are not allowed.

BUSES

There is no bus transportation to or from the Intensive Learning Center. Busses are provided for field trips, and students must obey all safety and bus rules in accordance with parent signed permission slips for each field trip.

HEALTH – MEDICATIONS

Children who are ill should not be sent to school. A child that has had a fever should stay home until he/she is fever free for 24 hours. Your child will be sent home from school if he/she has a fever of 100 degrees or more, has vomited while at school or has a contagious disease such as pink eye. It is very important for the school to have up-to-date emergency information with a list of phone numbers or adults who can come for your sick or injured student. Please let the school office know if your child has contacted a contagious medical condition such as measles, chicken pox, a rash, head lice, etc. so that appropriate precautionary measures can be taken.

Head lice are a serious concern in an elementary school. If a student is found to have head lice, he/she will be sent home. Students in that child's classroom will be checked the same day, and letters will be sent home.

If your child is required to take medication, a doctor's written order *must* be on file in the health office. A form is available from the school office. Medication is kept in the health office and is dispensed by the health assistant, nurse, or other trained personnel.

At no time should medication, including over-the-counter brands be in the possession of children while on the playground or in class unless written direction from a physician is on file in the health office reflecting medical need. Over-the-counter medications include but are not limited to the following: Tylenol, cough drops, eye drops ibuprofen, etc.

All medication must be brought directly to the office by the parent/guardian first thing in the morning. Please remind your children that they share in the responsibility for remembering when they need to come to the health office for their medication.

ITEMS INAPPROPRIATE FOR SCHOOL

In general, it is best not to bring personal items (toys, electronic games, etc.) to school unless it is first cleared by the teacher and/or office. If an item is questionable, check first. Sports equipment from home should not be brought to school. Items that are pre-approved for "show and tell" of special days should remain in the classroom during the school day. Unapproved items will be confiscated and returned only to the parent or guardian. Money is easily lost and students should bring only what is needed for lunch, after-school sales or other school business. Pets are not permitted at school. Neither Intensive Learning Center nor Bellflower Unified School District is responsible for personal items that are broken, lost or stolen

STUDENT BIRTHDAY PARTIES

A child's birthday is an exciting event, and the majority of teachers, primarily in the younger grades, have some brief special recognition of a child's birthday. All birthdays are also recognized at the Opening Ceremonies every morning. No individual birthday treats will be allowed as it takes time from the instructional day. Some students enjoy celebrating their birthdays by donating a favorite book to the classroom library.

CLASS PARTIES

Teachers may schedule holiday parties or some other type of celebration for their students. If you are asked to bring treats for a class party, please be aware that only store-bought items can be distributed to students. Items prepared at home are not allowed. This is a Bellflower Unified School District policy.

CAFETERIA/SNACKS

A well-balanced lunch is available for \$2.00. Lunches may be pre-purchased in cash or by writing a check to "BUSD Cafeteria" with your child's name and room number on the check. There is no limit to the amount of pre-paid lunches you can purchase. The office is not able to loan money however, your child will receive a lunch and you will receive a bill for that lunch. Federal regulations require that all food purchased at school must be eaten by students and no purchased food items can be taken off the premises, or out of the lunch area.

Eating in the cafeteria is a privilege and students are expected to use good table manners and follow cafeteria rules.

Students may bring a nourishing snack to eat during morning recess. Chips, cookies and cakes are discouraged as they do not sustain the energy children need to do their best. Candy, gum and carbonated beverages are not permitted at school.

SCHOOL PROPERTY

The school provides textbooks and other materials used by Intensive Learning Center students. Students need to be responsible for taking good care of textbooks and materials provided for their use. Students and their parents will be held liable for damaged or lost textbooks and library books. Parents/guardians will be billed for damage caused by willful acts on the part of their children including damage to buildings, property, supplies and equipment.

USE OF SCHOOL PHONE

Students must obtain written permission from their teachers before being allowed to use the school phone and only when the need is urgent.

September 2011

Welcome to Intensive Learning Center. You are entrusting to us the very important task of educating your child(ren). We take this job very seriously and know that you do too. We provide a very high quality education for students and we need your constant support in helping us do our best. In this handbook you will find much information that will help you help us to that end.

The Intensive Learning Center has a well-organized, talented and dedicated PTA that helps with field trips, parent education, and community events. Students in grades four through six have an opportunity to serve on Student Council. Our active Student Council provides students with an opportunity to develop leadership skills and service to the community.

The Intensive Learning Center staff is guided by a shared commitment to educate all of its student to attain high levels of academic achievement in a thinking, meaning centered curriculum based on California Content and Performance Standards. We hold the vision of developing within each student feelings of self worth, and a respect for cultural diversity and interdependence. Our teachers recognize their own responsibility and emphasize each student's personal and social responsibility towards the school and community. Our physical learning environment and school climate are student-centered, safe and orderly, and foster attitudes and behaviors that are respectful and supportive. Parents and community members are actively involved in a broad range of activities, reflecting their positive attitudes, values, and contributions.

A home/school connection is essential to our students' success. Please feel free to call and conference with teachers whenever the need arises to ensure a successful school year. We look forward to working with your family. We are the ILC Eagles- watch us soar!

Sincerely,

Lisa Paioni
Principal

**Bellflower Unified School District
Board of Education**

| | |
|----------------|------------------------|
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| Vice President | Bill Ste. Marie |
| Clerk | Paul Helzer, D.C. PhD. |
| Member | Donald McMackin |
| Member | Laura Sanchez-Ramirez |

Superintendent of Schools
Dr. Brian Jacobs

Intensive Learning Center
SCHOOL BELL SCHEDULE

Campus Opens (students are NOT to be on campus before 7:45 a.m.)

7:45 a.m.

Warning Bell, students line up with classroom for morning Flag Ceremony

7:57 a.m.

School Begins/Opening Flag Ceremony

8:00 a.m.

Students are tardy if they are not in line for the Opening Ceremony at 8:00 a.m.

Regular Day Schedule, 2:30 p.m. Dismissal

| | Morning Recess | Lunch | Afternoon Recess |
|--------------|-------------------------|-------------------------|-----------------------|
| Kindergarten | 10:00 a.m. – 10:15 a.m. | 12:25 p.m. – 1:05 p.m. | 1:30 p.m. – 1:45 p.m. |
| Grades 1-2 | 9:40 a.m. – 9:55 a.m. | 11:00 a.m. – 11:40 p.m. | 1:00 p.m. – 1:15 p.m. |
| Grades 3-4 | 10:00 a.m. – 10:15 a.m. | 11:30 p.m. – 12:10 p.m. | 1:20 p.m. – 1:35 p.m. |
| Grades 5-6 | 10:20 a.m. – 10:35 a.m. | 11:55 p.m. – 12:35 p.m. | 1:40 p.m. – 1:55 p.m. |

Shortened Day Schedule, 1:05 p.m. Dismissal

There are no afternoon recesses on shortened days

| | Morning Recess | Lunch |
|--------------|-------------------------|-------------------------|
| Kindergarten | 10:00 a.m. – 10:15 a.m. | 12:25 p.m. – 1:05 p.m. |
| Grades 1-2 | 9:40 a.m. – 9:55 a.m. | 11:00 a.m. – 11:40 p.m. |
| Grades 3-4 | 10:00 a.m. – 10:15 a.m. | 11:30 p.m. – 12:10 p.m. |
| Grades 5-6 | 10:20 a.m. – 10:35 a.m. | 11:55 p.m. – 12:35 p.m. |

Every Wednesday is a shortened day with 1:05 dismissal.

*Minimum Day Schedule, 12:15 p.m. Dismissal***

| | Morning Recess |
|--------------|-------------------------|
| Kindergarten | 10:00 a.m. - 10:15 a.m. |
| Grades 1-2 | 9:40 a.m. – 9:55 a.m. |
| Grades 3-4 | 10:00 a.m. - 10:15 a.m. |
| Grades 5-6 | 10:20 a.m. - 10:35 a.m. |

****There is no lunch service or afternoon recess on minimum days**

Intensive Learning Center
4718 Michelson St.
Lakewood CA 90712
(562) 633-2096
(562) 633-3957 FAX
Office Hours: 7:30 a.m. – 4:00 p.m.

District Mission Statement

The mission of the Bellflower Unified School District is to open the doors for all students to acquire the knowledge and develop the skills and attitudes that will empower them to:

- become lifelong active learners
- demonstrate respect for themselves and others in a dynamic, diverse and global society
- become informed, productive, independent, and contributing citizens
- perform successfully in their chosen field and in society.

Notice of Non-Discrimination: The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Parents/students who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 3278