



# **LANGUAGE ACADEMY**

## **ACADEMIA DE LENGUAJES**

**Preschool-5th Grade**

**2019-2020**

**Nerel Winter**  
**Principal**

**1390 E. Broadway**  
**El Cajon, CA 92021**  
**(619) 588-3121**

**<http://www.cajonvalley.net/bostonia>**

**Twitter @BosLangAcademy**

## **Bostonia Language Academy**

### **A California Distinguished School**

1390 E. Broadway  
El Cajon, Ca. 92021  
Ph: 619.588.3121 Fax:619.579.4849



**LANGUAGE ACADEMY**  
ACADEMIA DE LENGUAJES

Hola Familia Lobos,

My name is Neryl Winter and I am incredibly excited to introduce myself as the new principal at Bostonia Language Academy! I am truly honored and blessed to be able to continue the impressive work that is already occurring here. A little about myself: I grew up in the city of Mayagüez, Puerto Rico where I developed a great love for music, food, languages, and cultures. My wife, Diamant, and I love music, the outdoors, cooking, and traveling!

Over the past few years, I have had the privilege of working consistently in dual language settings- as an educator (K-6), coach, coordinator, and administrative leader. Most recently, I supported the creation and successful growth of Greenfield's Language Academy. As a result, I know, first-hand, the difficulty and level of passion required of a successful dual language program - the incredible accomplishments occurring here at BLA speak volumes towards the fact that our school is comprised of educational champions- students, staff, and parents - all ensuring that our students' dreams, goals, and needs are valued. As your child's Principal, I strongly believe that my most important job is to be their advocate. I will encourage your children every day and let them know that they have a special place here at Bostonia Language Academy. I want your children to know that Bostonia is their school, their home away from home, and a place where their dreams and passions are embraced. Thank you for preparing your child for the start of the school year!

Below please find some important notes and reminders to keep in mind. Let's make the start of this school year a successful one:

- Talk positively about school and the wonderful opportunity to learn three languages!
- Encourage your child to ask questions. We know that informed children are confident children. Have the expectation that children always speak and answer questions in complete sentences.
- Being well rested is very important. Attending school is a physically exhausting experience for most young children- especially when learning three languages! During the first few days of school, put your child to bed a little earlier than usual. Once the routine is established you may adjust bedtime to meet your child's needs.
- Prioritize a little time after school to talk about your child's day. Right after school, if possible, look over anything he/she brought home from school. Discuss any school work, and offer encouragement and praise.
- If your child expresses concern about something which you feel needs more explanation, call us at 619-588-3121 and leave a message for the teacher. Communication and cooperation between parents and school is essential to promoting a good learning environment.
- Practice Reading every day for at least 20 minutes! Daily practice is a key factor for fluency and comprehension. Daily practice also gives children exposure to new vocabulary and more complex sentence structures that help with their speaking and writing skills.
- Find ways to be involved with our Parent Teacher Association (PTA).

We extend a special yearlong invitation to our families to join us at school activities and events whenever possible. We value parent involvement and support in children's education! Your active participation is key

to the success of our young Lobos. We encourage you to *stay in the know* about your child's studies, assignments, assessments, and school activities, as well as other events and happenings.

Please be sure to check your child's backpack as well as the Bostonia Language Academy's website, <https://www.cajonvalley.net/bostonia> for notices and updates. We hope that you find our website informative, details on important events and activities are included in our electronic calendar and uploaded to our website. Additionally, we have a Twitter account (@BosLangAcademy) that is used to celebrate student learning, and to send out updates and announcements throughout the school year.

Our parent handbook is designed to provide you with information regarding services and programs available at Bostonia Language Academy. In addition, it addresses school rules, dress code, and other important topics. If you have any questions that are not addressed in this handbook, please feel free to call or visit our school office. The Bostonia Language Academy staff is committed to serve you and your child! A copy of our handbook is also available on our school website: <http://www.cajonvalley.net/bostonia>.

I cannot wait to begin collaborating with you, understanding our students through your eyes, and working as a team to ensure that our school continues to be a place where all participants are valued, listened to, and encouraged. I look forward to meeting each of you!

Warm Regards,

Nerel Winter, Principal

## Our Vision

As a community, we prepare our students to be multilingual, multiliterate, and multicultural global citizens.

## Our Mission

The Language Academy provides a creative learning environment where strengths and individuality are respected and students are encouraged to apply knowledge learned utilizing innovative methods.

## Our Guiding Principles

*As a multilingual, multiliterate, and multicultural community we:*

*\*help others become successful and responsible citizens of the world*

*\*nurture diverse skills and personalities*

*\*welcome and inspire creative ideas*

*\*work as a team to innovate and solve real world problems*

*\*exhibit positive attitudes and high expectations*

*\*promote the development and pride of competencies for all*

***We are a community!***

## School Hours

Mondays: 8:00 am – 1:00 pm

Tuesday through Friday: 8:00-2:00

## Arrival

The school gates will open at 7:30 am ONLY for students having breakfast or for those participating in the walking club. **No other activity is allowed.** Students are not permitted on the playground or the hallways before school (even if in the company of parents), since there is no supervision by school staff before that time. School begins promptly at 8:00 each morning. Students who are not in their class by 8:00 will be marked tardy.

## Dismissal

Students will be walked toward the front of the school by their teachers at 1:00 on Mondays, or at 2:00 on Tuesday through Friday. TK and Kindergarten students will be picked up from their classrooms. **ALL STUDENTS MUST BE PICKED UP ON TIME at 1:00 on Mondays or at 2:00 on Tuesday through Friday.**

Students must be picked up at the front of the school, not the parking lot. Younger siblings and parents must wait at the front of the school. Sitting at the tables in front of classrooms or waiting in the hallways is not allowed since it causes a disruption to students in class. There is no running on campus, including the front of the school (this is not a playground area). Students must wait at the front of the school, not the parking lot.

Students who are walking home are expected to leave campus immediately unless they are participating in an after school activity supervised by a Language Academy staff member.

Please follow the direction of all school personnel, signage, and safety cones to ensure that traffic flows safely and efficiently.

Our procedures for students who are not picked up on time are as follows: Every attempt is made to locate the parents or those listed on the child's emergency card. If it comes time for the school office to

close (3:00pm) and no one can be reached, the child is then turned over to the custody of the El Cajon Police Department. The staff cannot be held responsible for students not picked up by 4:00pm.

### **Drop Off/Pick Up Zones**

With the support of City and District officials, we updated our plan to route the traffic in a way that reduced the congestion we have been experiencing.

### **Preschool, Transitional Kindergarten and Kindergarten Updated Drop-Off and Pick-Up Procedures**

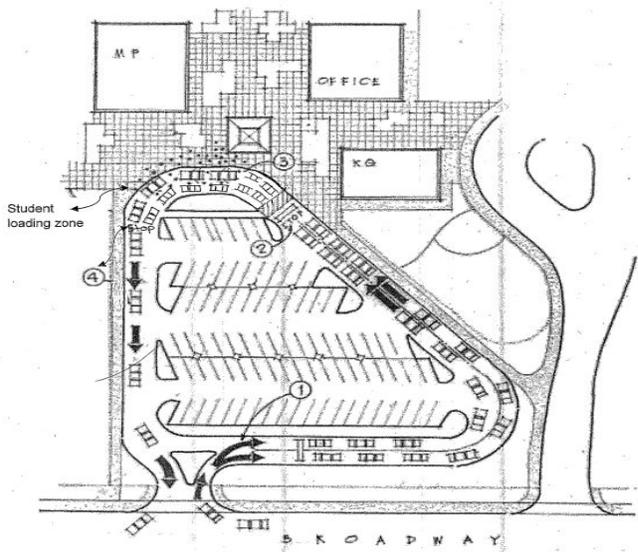
If you drive your child to school, **please plan to come in early to park** and to sign your child in for drop-off and to sign him/her out for dismissal/pick up time. All Preschool, Transitional Kindergarten and Kindergarten parents must park in designated parking only. Parents will not be allowed to park in the Staff Parking lot (parking with barrier gates).

PARKING LOT and PARKING AREAS designated for **Staff Parking** are **only for school staff**. There are only two options for parking: parking lot in front of the school and street parking. **DO NOT park in the handicapped designated areas or THE STAFF PARKING LOT ON THE EAST SIDE OF THE SCHOOL (the one with the parking arms)**. **Children must be accompanied by an adult at all times while in the parking lot.**

For student safety, **do not open the school gates for anyone**. After 8:05 all students must come in through the main office door to get a late slip. All **school gates MUST always be closed**, help us keep your student safe. Make sure that the gate latches as you close it.

### **1st- 5th Grade Updated-Pick-Up Procedures**

If you drive your child to school, please drop-off and pick-up only in the designated area. There is **ONLY ONE** drop off and pick up area located at the front of the school. Parents may only drop off on the inside loop by the curb. This section is for quick drop-off in the morning, please remember to always proceed all the way down to the loading/unloading zone, drive up as close to the orange cone as possible. For pick-up, there will be two lines formed to wait for students; both lanes-feed into the student loading zone- which will take approximately 8-10 cars at a time (see map for a visual). The student loading zone begins from the point past the crosswalk to the point marked by the orange cone. Every vehicle in the student loading zone **will stop and not move** until assigned staff signals drivers that it is time to move. The student loading zone will have students safely loading on both lanes. **Vehicles will not be allowed to move until every student has safely boarded their vehicle. We ask that you please guide your student to load their vehicle in a quick and efficient manner.**



Do not stall and do not block the flow of traffic. **Cars may not be left unattended** in these areas and the traffic is expected to flow at all times. Cars left unattended will be subject to a fine. **NEVER double park or drop students off in the double line.**

To facilitate the drop-off and pick-up procedure, please keep the line moving, and allow your child to exit on his or her own. You do not need to exit the car.

Having booster seats on the right hand side of the vehicle is extremely helpful to facilitate this process.

Please remind your student that it is imperative that students are listening and watching for their name while waiting at the designated area. Chromebooks and any other belonging need to remain in their backpacks. **Parents can also help us expedite this process by placing a sheet of paper on the dashboard with student's full name and grade level.** If you'd like a copy of the student pick-up sheet we've created for this purpose, please request one in the office.

Watch for students/adults in the crosswalk and students/adults walking to school. Please drive SLOWLY. The school zone is a CELL-PHONE FREE zone. For everyone's safety please refrain from using your phone at any time while dropping off or picking up your child. In order to keep all children and adults safe during drop-off and pick-up times, please follow directions given by school staff at all times.

Please **do not drop off your child in the parking lot** or allow them to walk through the parking lot. We ask that all drivers be courteous to one another at all times. **DO NOT PARK** in the bus drop-off and pick up area. **NEVER BLOCK THE FLOW OF TRAFFIC. DO not BLOCK** the entrance to the parking lot. Those who do may be cited by ECPD.

### **Extended Day Program (EDP)**

The Cajon Valley Union School District offers an after school learning program that goes until 6:00 p.m. every school day. This program is designed for students in Kindergarten -5th grades. Applications are available at the EDP Office located at 750 Main Street (phone number is 619-590-2789).

### **Absences**

Students absent from school are required to have their absence verified by a note, a telephone call, or an office visit by the parent or guardian. Please include the date(s) of absence and the reason for the absence. Please report any absence by calling (619) 588-3121.

Per California Education Code, the following are considered excusable absences:

- illness of child
- death of immediate family member
- dentist or doctor appointments

Students will be marked unexcused if no absence verification is received within 5 days of the absence and considered TRUANT after three days of unexcused absences.

### **Tardies**

Students should arrive to school no later than 7:55 am everyday. Students are marked late if they are not in their class lines by 8:00 a.m. If you arrive after 8:00 am., please go to the front office for a tardy slip, otherwise, your student will be marked absent by the teacher. The school clocks and bells are used to keep time at school. Please make sure your devices and/or watches are in sync with school clocks. Traffic and parking are challenges at every school during arrival and dismissal. These are not excuses for arriving late.

### **Leaving School Early**

**In an effort to maintain an appropriate closure to the instructional day, early dismissal of students between 1:45 pm and 2:00 pm. will not be permitted.** Please plan accordingly. Parents will sign students out in the office. Government issued identification is required and must be presented to office staff as proof of identity.

Students will only be released to adults listed on the student's emergency card. The school reserves the right to refuse to release a student to an individual whose identity cannot be confirmed through government issued identification or conversation with known parent/guardian.

Parent/guardians picking up student prior to 1:45 pm must park in a designated parking space and NOT in the bus lane or along the yellow curbed fire lanes.

### **Missed Classwork or Homework**

It is the responsibility of a student or parent to request homework or classwork missed during absence. Students are allowed the number of days equal to their absence to make up work.

### **Independent Study Contracts**

When you know in advance that your child will be absent from school for at least five consecutive days an Independent Study Contract may be requested from your child's teacher. Please notify the teacher at least 10 days in advance of your departure. Satisfactory completion of the contract will mean the child will not be declared absent.

### **Change of Address/Phone Number**

Promptly report change of address or phone number to the office. We ask that you make changes in person or online with the pin and password provided to you by the office so that we can verify identity.

### **HEALTH SERVICES**

It is very important for the school to have correct, current information about every child regarding health concerns.

### **Medication**

Language Academy staff are prohibited from providing or administering any medication, including aspirin, to any student without physician's orders, document available in health office upon request.

Students needing medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible.

If medication MUST be given at school, it must be personally delivered by the parent and accompanied by a written authorization form entitled, "Physician's Recommendation for Medication" that has been completed by the physician.

### **Illness at School**

If a student has a fever or displays other symptoms of illness, his/her parent will be notified. If the parent cannot be reached, the person listed under emergency information will be contacted. The student should then be picked up as soon as possible. School personnel are not permitted to transport students home. Students must be fever free for 24 hours without medication before returning to school.

### **Visiting a Classroom**

We encourage parents and guests to visit classrooms in order to develop a better understanding of their child's instructional program. We ask that you:

- (1) Arrange your visit beforehand with your child's teacher.
- (2) Do not attempt to conference with the teacher during the visit (he/she will be busy teaching); instead, arrange for a conference at another time.

Parents are always welcome at school, but don't forget to bring your government issued identification. You will not be granted access to campus without it.

## **Parent Volunteers**

Many parents and community members are involved at the Language Academy as volunteers. If you have an hour a month, an hour a week, an hour a day, or whatever time you can volunteer, please contact your child's classroom teacher or the school office. When you come to volunteer, please sign in at the office. Bring your government issued identification. Without it, you will not be permitted on campus.

There are a variety of ways parents can get involved in our school. A list of volunteer opportunities will be available on our website under "Our School", "Parent Volunteers". Please contact our Family Liaison, Wendy Garibay [garibayw@cajonvalley.net](mailto:garibayw@cajonvalley.net) if you are interested in volunteering in any way. Meetings required of all parents are the following: Curriculum Night, Parent Teacher conferences, and SST/IEP meetings.

## **Parent Responsibilities**

1. Carefully read all calendars and bulletins, stay updated!
2. Register in the school office to arrange to visit a classroom. All visitors must wear a visitor's badge while on campus.
3. Make an appointment when you wish to talk with the principal or teacher. Classroom routine may not be interrupted.
4. Send absence notes when your child returns after being absent.
5. Help your child to be prompt to school. Being on time is an important lifelong skill.
6. Teach your child to be courteous of others and responsible for his/her actions.
7. Communicate any special plans for the day with your child before school. This should eliminate instructional interruptions.
8. Phone calls to classrooms during instructional time are not permitted. Messages may be left in the office and will be relayed to the teacher during recess, lunch, or after school.
9. Students will only be allowed to use the office phone in case of an emergency or special circumstance.
10. Sign and return home/school communications promptly.
11. Sign, agree, and comply with Parent/School compact.

## **PTA**

The Parent-Teacher Association is the largest volunteer child advocacy association in the nation!

This association creates an opportunity for each Language Academy parent to be part of this powerful organization on behalf of every child, as well as, providing tools to help their own children be successful students! Join today! Follow our PTA on Twitter @BostoniaLangPTA or on Facebook.

## **School Site Council (SSC)**

The School Site Council is an elected group of parents and staff members who meet regularly to plan, implement and evaluate the School Program. Meetings are open to all parents and residents of the Language Academy. Meeting dates and times are posted on our school calendar and our website <http://www.cajonvalley.net/bostonia>

## **Safe School Plan**

Our school is revised and taught each year so that staff and students know how to react in case of an emergency. We have regularly scheduled drills to keep our students and staff prepared. A copy of the plan is available to parents in the school office and our website <http://www.cajonvalley.net/bostonia>

## **STUDENT CONDUCT/DISCIPLINE**

### **School Rules**

**Be Kind**

**Be Safe**

**Be Productive**

In combination with the focus on problem resolution and pro-active behavior, the staff has established firm and consistent limits for students that we feel will both protect them and provide a school wide

atmosphere that fosters learning. These rules apply to the classroom, playground, and the common areas, as well as on the way to and from school.

**Behavior Expectations:**

Students are expected to follow the three basic rules: Be Kind, Be Safe, Be Productive. Any behavior that goes against these three rules will result in disciplinary action.

Fighting will result in suspension from school.	Profanity, vulgarity, name-calling or any teasing/harassment are not permitted at school.	Students must not engage in any behavior or disrespect that interferes with school monitors, i.e. Safety Patrol, Cafeteria helpers, etc.
Pushing, hitting and rock throwing are not permitted.	Students will respect everyone and follow directions of all adults at all times.	

**Students Who DO Follow the School Rules Will Earn:**

Verbal recognition	Positive notes or phone calls home to parent(s)	Individual rewards
Caught in the Act cards	Classroom rewards	School wide recognition and rewards

**Students Who DO NOT Follow the School Rules will have Consequences for Inappropriate Behavior (Grades TK-5th):**

- |                         |                              |  |
|-------------------------|------------------------------|--|
| 1. Stop and Think Cards | 3. Phone call to parent      | 5. Parent-Teacher-Principal Conference |
| 2. Time Away Slip       | 4. Parent-Teacher Conference | 6. Referral to the Office              |

Time away is served at recess/lunch, depending upon when the offense occurred. Should the student display inappropriate behavior while in time away, the time away will be repeated and doubled.

If a child is disruptive during in-school detention, the parent will be contacted and the child may be placed on out-of-school suspension.

**Conditions for Suspension/Expulsion:**

This section includes reasons for which a student may be suspended/expelled according to CA ED CODE 48900. For more information please see district policy 48900.2-.7 <http://cajonvalley.net>

**Behavior Expectations on Campus**

Students must follow the 3 basic rules while on campus: Be Kind, Be Safe, Be Productive

**ON THE PLAYGROUND:**

Wait your turn	Listen to all adults	Use the equipment how it was intended. Only school equipment may be used on the playground (leave all personal equipment at home)
Tell an adult if someone is hurt	Walk to and from the playground	Rough play, wrestling, and play fighting are not allowed
Remain in designated areas	Soccer games may only be played on the dirt area (No blacktop)	Football is not permitted

**IN THE BATHROOM:**

Give people privacy	Wait your turn	Use quiet voices
Flush the toilet and wash your hands	Put trash in the trash can	Toilet paper goes in the toilet
Walk to and from the restrooms	Report any problems to an adult	Return to class immediately

**IN THE HALLWAYS:**

Do not disturb other classes – no yelling or loud voices	Respect adults	Keep the hallways clean
Be in class before the bell rings	Report any problems to an adult	Walk at all times

**IN THE CAFETERIA:**

Keep hands to yourself	Respect adults and other students	Use quiet voices
Wait your turn in line	Food must remain in the lunch area – no food is allowed on the playground	Clean up your area – report any spills to the supervisor
	Do not share food	

**DRINKING FOUNTAINS:**

The drinking fountains closest to the restrooms shall be used during recess.	Students shall be encouraged to get a drink before going on the playground.	Never push or bother a person who is drinking.
This can be very dangerous and may result in injury to the person drinking.	Squirting water is never permitted.	Get your drinks before the bell rings.

Any violation to the above mentioned rules will result in a yellow slip or referral being written out to the student.

**PLAYGROUND EXPECTATIONS**

**BLACKTOP**

- RESPECT**  
Take turns  
Include everyone who wants to play
- RESPONSIBILITY**  
Always listen to adults  
Accept staff decisions  
Apologize if you make a mistake
- SAFETY**  
Only play games that are allowed  
Keep hands to yourself (no pushing)  
Walk to your destination

**SANDBOX**

- RESPECT**  
Use kind words  
Let everyone play
- RESPONSIBILITY**  
Keep hands and feet to yourself
- SAFETY**  
Keep sand in the sand box  
Do not throw sand at others  
Report unsafe conditions to the custodian/teacher/or principal

**SWINGS**

- RESPECT**  
Wait patiently for your turn  
Count to 50 (Each time the swing goes up is 1) Listen and obey adults
- RESPONSIBILITY**  
Get off the swing when your turn is over  
Report problems with the swings  
Swing facing the grass

**PLAYGROUND STRUCTURE**

- RESPECT**  
Wait patiently for your turn No pushing or shoving
- RESPONSIBILITY**  
No running or playing chase while on the structure Do not pick at the foam surface
- SAFETY**

Stop swinging when the bell rings

Slides are only for going down Keep moving, do not block other people

**SAFETY**

When the swing stops, get off carefully  
Wait on the side for your turn  
Don't push  
Swing sitting properly and no twisting or jumping off

**BASKETBALL**

**RESPECT**

Let the other team start the ball  
Compliment the players on both teams  
Don't criticize or laugh at the other team

**RESPONSIBILITY**

Call your own fouls  
Stop the ball when the bell rings  
Make sure everyone on the team gets to play

**SAFETY**

Don't bump into other players  
Only pass the ball to teammates who are looking Tie your shoes before playing

**SOCCER**

**RESPECT**

Compliment players on both teams  
Include everyone on your team  
Be a good sport!  
Use kind words

**RESPONSIBILITY**

Admit it if you are the last person to touch the ball Stop the ball when the bell rings  
Settle the disputes with a drop ball

**SAFETY**

No slide tackling  
Avoid collisions with other players  
Keep your feet below your waist  
Play only on the dirt area

**FOUR SQUARE**

**RESPECT**

Use polite words  
Listen to and obey adults

**RESPONSIBILITY**

Be honest  
Call your own fouls  
Leave the square when you are called out

**SAFETY**

Keep hands and feet to yourself  
Walk to get to in line  
Stop the ball when the bell rings

**TETHER BALL**

**RESPECT**

One player, who serves first, is selected. After the first game, the winner serves first  
Compliment the other player  
Don't criticize or laugh at the other player  
The next person waiting is the "judge" and decides all close plays.

**RESPONSIBILITY**

Call your own fouls  
Stop the ball when the bell rings  
Make sure you both get to play

**SAFETY**

Don't bump into other players  
Only pass the ball to teammates who are looking  
Tie your shoes before playing

**All school rules apply before, during, and after school.**

A pupil may be suspended or recommended for mandatory expulsion from school if the principal determines that the pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student has obtained written permission from a certified school employee, who concurred with the principal or the principal's designee.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, Section 11053, alcoholic beverage or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in number 3 above, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.

5. Committed or attempted to commit robbery or extortion on school grounds or during school activities off school grounds.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products. (c.f 5131.6–Drugs, Tobacco, Alcohol).
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim’s academic performance or to create an intimidating, hostile, or offensive educational environment. This only applies to 4-6 grade students (Education Code 48900.2)
14. Threatened to cause injury to another student or disrupt school activities by drawing or exhibiting a replica of a firearm. (Penal Code 417.2)
15. Making terrorist threats including any written, oral or electronically transmitted statements by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.
16. Harassment/Bullying: Harassment and/or bullying are not tolerated. Harassment and bullying are defined as intentional, *repeated* hurtful acts, words or other behavior such as name-calling, unwanted touching, pushing, hitting, or threatening by one or more children against another. The victims do not provoke the acts. Children that bully or harass do so in a *purposeful* manner with the deliberate, non-accidental intent to harm or distress another person in order to seek power or control.

### **Dress Standards:**

In order to continue to provide a positive school climate and in accordance with the California Education Code, Section 48907, we have set forth guidelines for appropriate dress at school and school sponsored activities. The primary responsibility for a student’s appearance at school rests with the parent. Students should dress in clothes that are appropriate for school and allow for active movement during physical education. Sweaters, jackets, hats, etc. should be labeled. It is inappropriate to wear or possess anything that is distracting or disruptive to the learning environment.

Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.

Appropriate shoes must be worn at all times. Flip-flops, backless shoes, sandals, and heels are not permitted. Shoes with wheels are not allowed.

Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment.

### **Prohibited Clothing and Accessories:**

Clothing, jewelry and personal items including, but not limited to backpacks, fanny packs, gym bags, water bottles, etc. containing writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive, promote drug,

Spiked jewelry, waist chains and oversized chains.

Clothes that fail to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts,

Skirts, dresses or shorts shorter than mid-thigh are prohibited. (When arms and hands are fully extended down the sides of the body, clothing should not end above the finger tips).

alcohol or tobacco use or company advertising, promotions and likenesses which advocate death, violence, racial, ethnic or religious prejudice.

and/or bare midriffs. All shirt straps must be "three fingers" wide.

Pants, shorts, and skirts are to be worn at the waist (Sagging and/or baggy clothing are not allowed) and must not be worn to expose undergarments or bare skin above the waist.

Make-up is not allowed on campus.

Hats/head coverings are only allowed outside of buildings (except for religious/medical purposes). Ballcap bills must face forward.

Students who do not meet the guidelines will be asked to call home to have appropriate clothing brought to school for them. If no person can bring clothing, clean loaner clothes may be provided by the school, when available.

### **Cell Phones**

Students may possess cell phones at school; however, they must remain turned off, and in backpacks during the school day. Cell phones may only be used to contact a parent or guardian, at the end of the day, should no one arrive to pick up a child by 1:15 p.m. on Mondays or 2:15 p.m. Tuesday through Friday. At that time, students who are not picked up are brought to the front of the school and may use their phones to call and remind an adult to come for them.

### **Bus Behavior**

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students are to go directly to the bus after school. Students who misbehave on the bus may be suspended from riding the bus.

## **FOR STUDENT SAFETY**

### **Bicycle, Scooter and Skateboard Safety**

Students may ride their bicycles, scooters or skateboards to school as long as they:

Wear a properly fitting helmet

Have a lock and use it

Do not ride on sidewalks in the school zone.

Do not ride on school grounds

Students not following the rules may have these privileges revoked, and may have bicycles confiscated. Parents will be asked to pick up bicycles at the school office, should they need to be taken from students.

### **Roller Skates:**

Roller blades, skates, and shoes with wheels are not allowed on school grounds. Please make sure students keep them at home.

When School is Not in Session: The Board of Education has rules against the riding of bicycles, skateboards, roller blades, skates, racers, scooters, and the use of powered model planes, etc. on school grounds at any time.

By State Law: Dogs, other than service animals, regardless of size, are not allowed on campus at any time, unless previously arranged with the school principal.

Personal Property: Due to possible loss or theft, toys, ipods, electronic games, sports equipment, cameras, and pets are not allowed at school, except with special permission.

### **Lost and Found:**

A cart for Lost and Found items will be located behind the main building. If your child has lost an item at school, please check the cart. Labeling items such as jackets, sweatshirts, and lunch boxes is highly recommended. Any articles left unclaimed at Fall, Winter and Spring Breaks and at the end of the school year are donated to a local charitable organization.

**Cafeteria:**

A free/reduced lunch program is available to all students. Breakfast is free to all students from 7:30-7:49 am. Breakfast will not be served after 7:50 am.

**Food at School:**

Our School District promotes health and wellness. If bringing snacks or lunch from home, please provide nutritious food. Students are not allowed to bring gum, candy, or other sugary treats to school. Food brought to school, including food for any celebrations, should be healthy and prepared by a licensed kitchen. Staff will not serve home-prepared food to students at school.

**Student Wellness Policy:**

Policy Highlights

\*\*Only compliant snacks are recommended to be served during the school day.

\*\*Only compliant foods are recommended for use as rewards.

**Compliant Snacks**

No more than 35% of calories from fat.	No more than 10% of calories from saturated fat.	No more than 35% sugar by weight.	No more than 175 calories per individual food/snack item.
--	--	-----------------------------------	---

**Compliant Beverages**

Fruit-based drinks with no less than 50 percent fruit juice and are without added sweeteners.	Vegetable-based drinks no less than 50 percent vegetable juice and are without added sweeteners.	Drinking water that is without added sweeteners.	Milk (2% fat, 1% fat, nonfat, soymilk, rice milk or other similar nondairy milk).	Electrolyte replacement beverages containing no more than 42 grams of sugar per 20 oz. serving.
---	--	--	---	---

**Compliant Foods**

Fresh fruit & vegetables	Whole grain breads & crackers	Graham crackers	Frozen juice bars (100%)
Baked chips	Pretzels	Nuts & seeds (consider allergies before giving out nuts)	Reduced fat and sugar ice cream

**Examples of Non-Compliant Foods**

Soda or other carbonated drinks	Ice cream cups	Non-baked chips or other fried foods	Muffins, donuts
Water with added sweeteners	Candy, chewing gum	Cookies, cakes, cupcakes	Candy coated popcorn

More information can be found at [www.publichealthadvocacy.com](http://www.publichealthadvocacy.com) Please contact the CVUSD Child Nutrition Department with any questions (619) 588-3111.

**Celebrations at School:**

Any type of celebration in the classroom will need to be planned with the teacher so they don't impact instruction. Food that doesn't meet the health and wellness district policy (5030) will not be served- please don't bring cupcakes, cake, soda, candies to any school celebration.

**Birthday Celebrations:**

A birthday is a very important day in a child's life. Unfortunately, our school does not allow for celebrations or parties as they take time away from instruction and are not in alignment with the learning, health and wellness policy of our district. You may send party bags to be distributed by the classroom teacher the last 10 minutes of the day, if you wish. However, we ask that parents and family members not interrupt the instructional day. Please refrain from delivering balloons, flowers, etc. while students are in school. Classroom teachers may take a few minutes to honor a birthday through a simple recognition. Food or treats sent to share must be store bought and arrive in sealed containers. Home cooked food is not allowed. Food must meet the student wellness policy. Items not meeting the standard will not be permitted. These items include cupcakes, cake and soda among others. Thank you for understanding.

**Preserving Instructional Time:**

The staff at Bostonia Language Academy value the time we have to teach your child. Below are guidelines parents are asked to follow to help us protect our valuable instructional time:

Arrive on time each day and ready to learn.	Avoid scheduling doctor/dentist appointments during the school day.	Early releases disrupt the learning of all students. Avoid picking up your child the last 15 minutes of instruction.
Drop off any items for students (i.e., homework, lunch, etc.) at the office. PLEASE DO NOT TAKE DIRECTLY TO YOUR CHILD'S CLASSROOM. The office will deliver these items at a time that is least disruptive to instruction.	If you need to speak to your child's teacher, please send a note or email to schedule an appointment in advance to ensure availability. Calls WILL NOT be transferred to the classroom during instructional time.	Please avoid having extensive conversations with teachers before school, they must have all students in the classroom and ready to begin the daily routine before 8:00am, at which time instruction must begin.

**Library**

The school library provides a wide selection of materials and books to students and staff members. Students and teachers use the library individually and in class groups to find books, to learn techniques for gathering information, and to do research. Students may check out books in grades 1-5.

**Textbooks/Library Books**

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Student must pay for the loss or abuse of textbooks and library books.

**School Office Hours: 7:30 a.m. - 3:00 p.m.**  
**Contact Us: (619) 588-3121, Fax (619) 579-4849**  
**Website: <http://www.cajonvalley.net/bostonia>**  
**Twitter @BosLangAcademy**