

Letter From The Principal

Dear Parents,

Welcome to the 1996-97 School Year. We are very pleased your children are a part of the Alexandria family and hope they have a very successful year of learning. We are fortunate to have an outstanding teaching staff who is dedicated to providing the best possible education for your child.

We have accomplished a great deal during our first year as a part of the LEARN restructuring plan. A LEARN Plan, which focuses on student achievement, has been written for our school. The students' school schedule has been adjusted to allow teachers to meet and plan on Tuesday and Thursday mornings to meet the educational needs of your child. A Governance Council has been formed with parent, teacher and administrative representation to discuss and decide upon issues related to student achievement. We will send you information about what we are doing as we continue in our second year as a LEARN school.

Please read the information in this opening letter carefully. The articles give you valuable information about your child's educational program, school and safety policies. I encourage you to keep the school calendar where you can refer to it. It is important that your child be in school every day. The calendar will help you plan family trips during your child's vacation time.

I look forward to working with you and your children during this school year. We have many exciting projects planned. If at any time, you have a question regarding your children's education, please do not hesitate to call the school. We must work together as a team.

Sincerely,



Carol A. Labrow, Principal

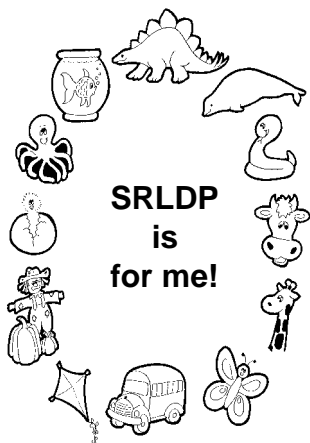


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School Readiness Language Development Program (SRLDP)

The School Readiness Language Development Program (SRLDP) is a program for four-year-old students. It successfully prepares students to enter the world of learning on a positive note. Parents and students together learn the value of language. The teachers work with parents as well as with students. Parent participation is an important

component of this program. There are three classes, one for each track. Susan Braunstein will teach on Blue Track, Helen Alvarez will teach on Green track, and Emilia Casillas will teach on Red Track. Parent participation in the classroom, at least two days per month, and attendance in parent education classes are required components of the SRLDP Program.



Prerequisite to participation in the classroom, parents or parent substitutes must demonstrate documented proof of negative tuberculosis test result. Class sessions are held each day for 2 hours and 35 minutes. All of the SRLDP classes for this school year have been filled and there is a waiting list for those students who were not accepted. Children who will reach four years of age by December 2, 1997, will be eligible for the 1997-98 school year. Registration for the coming new year will begin in March, 1997.

Bilingual Education at Alexandria

Alexandria has a very extensive Bilingual Program in operation. Many of our teachers speak more than one language. Classrooms are organized so that students whose primary language is other than English are grouped for instruction. Most students will have a teacher or paraprofessional who can provide assistance in the language of the child if needed.

If your child is learning in Spanish, he/she may be in a class where all students are learning in Spanish. The students will work with children and teachers from other classrooms part of the day. All classes will reflect the Bilingual Master Plan for Education developed by the Los Angeles Unified School District

Every classroom has the benefit of a paraprofessional to assist the teacher with instruction in the language of the students.

If you have any questions about the programs offered, please call the school.

Alexandria Avenue Elementary School
4211 Oakwood Avenue
Los Angeles, California 90004-3299
Telephone: (213) 660-1936

Principal
Carol Labrow

Assistant Principals
Guadalupe Inabu
Alejandra Oscar-Rodriguez



School Information



Safety Tips

The safety of your child is of deep concern to all of us. Safe pedestrian practices are discussed in the classrooms, but you can do much to help us by teaching your child to cross streets at the corners and in the crosswalks.

Please develop with your child a safe route to school from your home. We have attached a map for your convenience. Children should walk to the traffic light at Normandie and Oakwood Avenues and not cross at Normandie and Rosewood Avenues.

Crossing guards will be on duty at Rosewood and Alexandria Avenues, and Oakwood and Alexandria Avenues. These intersections, and others with signals or boulevard stops, should be selected whenever possible as an additional safeguard. When bringing your child by car, please remember there is no double parking allowed on the streets around the school. Pull to the curb in a vacant space and let your child out next to the school grounds. Do not allow your child to cross in the middle of the street.

The crossing guards' hours are as follows:

7:00 a.m.	to	8:30 a.m.
10:45 a.m.	to	1:15 p.m.
2:30 p.m.	to	3:45 p.m.

Please do not send your child with money to buy ice cream or other items from the carts or trucks which sell these items. They are an extreme danger to students. They attract the children who frequently run in front of cars to reach the ice cream or candy vendors.

Alexandria is a closed campus. No adult is allowed on campus without checking in at the Office first. We welcome school volunteers to assist on the lunch benches and with supervision.

Student Accident Plan

A Student Accident Insurance Plan is available to all Los Angeles Unified School District pupils. A brochure describing the plan is attached.

Parent Training Classes

On Thursday, July 11, we began a series of parent training classes offered by the Parent Institute Program. These classes are held at 8:00 - 9:30 a.m. and again at 6:00 - 7:30 p.m. for eight consecutive Thursdays. The last session will meet on August 29, 1996. The program includes parent training on home motivation and self-esteem, communication and discipline, home-school collaboration, school systems and college/career choices. All parents are invited to participate in these parenting classes.

Release of Pupils

We are not permitted to release any pupil to leave the school grounds other than at dismissal times unless he/she is picked up from the Office by a parent, guardian, or someone designated on the emergency card. The parent, guardian or designated person must provide identification such as a driver's license. Again, this is done to ensure absolute security for your child.

Proper Dress

All pupils are expected to wear shoes and socks that are proper and safe for school use. Pupils are involved in running, kicking and jumping activities in physical education. Please be positive that shoes designed with that in mind are worn by your child. Shorts are to be worn only when predicted temperatures are expected to be in the nineties.

Emergency Cards

Under state law, every pupil must have an up-to-date emergency card on file. This is done at the beginning of every new school year. This card must have all lines completed. Please include the names of all persons who may pick up your child. A student may not be released to anyone whose name is not on the emergency card. A list may be attached to the card.

Your child will bring home a blank emergency card for you to fill out. Please return it on the next school day. Failure to do so may result in your child's enrollment being cancelled.

Street Vendors

We need your assistance in keeping the street vendors away from the school area. The law states that all street vendors must be at least 500 feet away from the school. The street vendors will continue to station themselves around the school if you and the children continue to buy from them; this causes crowding on the sidewalks and on the streets. Our concern is for the safety of all our students. We appreciate your cooperation in this matter.

After School Playground

The playground will be open each school day under the supervision of the playground supervisors from 3:00 p.m. to 6:30 p.m. each day. Please remember that the playground is permissive. There is no way for the playground supervisors to ensure that your child does not leave the yard. The supervisors' job is to provide organized play activities for the children.



SCHOOL FACTS

School Hours

Instruction on Mondays, Wednesdays, and Fridays, begins promptly at 7:55 a.m. for Grades 1-6. The gate closes at 7:55 a.m. On Tuesdays and Thursdays, instruction begins promptly at 8:30 a.m. The gate closes at 8:30 a.m. Please be certain that your child is in school on time. All students are expected to enter and leave through the Alexandria Avenue Gate. After the gate closes, the only entrance is through the Oakwood Avenue entrance of the Main Building.

Kindergarten hours are different than those of the rest of the students. They are as follows:

Morning Classes 7:45 a.m. to 11:26 a.m.
Afternoon Classes 11:25 a.m. to 3:06 p.m.

The Kindergarten gate on Oakwood Avenue will be opened at 3:15 p.m. for the parents of Afternoon Kindergarten students and will remain open for about 10 minutes. **Please pick up your child on time.**

Pupil Absence

Your child's teacher must receive a note from you explaining the reason for any absence when your child returns to school. Please notify the school by phone the first day of absence in the morning after 7:30 a.m. The school will verify absences by phone or in person when students miss classes. Excused absences are granted when the child is absent due to illness, doctor's appointment, death in the family, or to receive immunizations.

Every time your child is absent, the school must verify the reason. It is very critical that you assist us in this process. The school phone number is (213) 660-1936.

Lost and Found

Please put your child's name on his/her sweaters, coats, lunch boxes and any other item brought to school. Lost-and-found items are kept in the basement hallway.

Food Services

Lunch/Breakfast applications for the Federal Lunch/ Breakfast Program for the 1995-96 school year will be sent home to parents when they are received by the school. Please return the completed form the following school day if you wish to apply for free or reduced-price meals.

The regular price for lunch, including milk, is 85 cents. Pupils may purchase tickets from the Cafeteria before school Monday through Fridays, from 7:15 to 8:00 a.m. at the Cafeteria windows.

Breakfast is served from 7:10 a.m. to 7:45 a.m. on Mondays, Wednesdays, and Fridays. Breakfast is served from 7:45 a.m. to 8:20 a.m. on Tuesdays, and Thursdays. The regular price for breakfast is 60 cents.

Transfer of Students to Other School Districts

Parents who are residents of one school district but are employed in the area of another school district may request the transfer of their children to attend school in the district where they work. This provision of Education Code Section 48204 (f) applies to students in grades kindergarten through grade eight only. Those interested in requesting such a transfer should obtain an application and additional information from their local school of residence.

Students who have been granted interdistrict permits or transfers based on child care needs or location of parent employment may, with certain restrictions, continue to attend school in the requested district through the twelfth grade if eligibility requirements continue to be met yearly. Those interested in requesting such a permit or transfer should obtain an application from their local school of residence.

School Office Hours

The school office will be open from 7:30 a.m. to 4:30 p.m. Parents wishing to leave a message or ask questions may call during those times.

**Important Notices from
the Los Angeles Unified
School District
Board of Education**



The Board of Education on February 1, 1993, revised its policy on school expulsion for weapons possession. Effective immediately, students of any age or grade level bringing guns of any kind to school are subject to arrest and expulsion from the district. This applies to all types of guns, including air guns, stun guns and replica guns.

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Nondiscrimination Statement

The Los Angeles Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), physical or mental disability or age (40 and above) in any of its policies, procedures, or practices, in compliance with federal civil rights laws: Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title II (pertaining to disability) and the Age Discrimination Act of 1975. (State laws and District policies further provide that the District does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition (cancer related), political belief or affiliation, or in retaliation.)

This nondiscrimination policy covers admission or access to, or treatment or employment in, the District's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission or participation in the District's programs.

Additional information in regard to the nondiscrimination statutes mentioned above may be found in District policy bulletins available at all schools and offices. Any inquiries regarding this district nondiscrimination policy or the filing of discrimination grievances may be directed to:

Deanne Neiman, Director
Educational Equity Compliance
Los Angeles Unified School District
450 North Grand Avenue, Room h-235
Los Angeles, CA 90012-2100
(213) 229-5900

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
United States Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4987
(415) 437-7700

**Notification/Summary of Sexual
Harassment Policy/Procedures
with Regard to All District
Employees and Students**

It is the policy of the Los Angeles Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of sex discrimination in that it constitute differential treatment on the basis of sex, and, for that reason is a violation of state and federal laws and a violation of this policy. The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Each complaint alleging sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Sexual harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.

- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault or unwanted touching, blocking normal movement, or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment.

Each District administrator shall be held responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and District policy and procedures governing sexual harassment within his/her school or office.

**For assistance, call the Affirmative Action/
Equal Opportunity Section: Phillip Waldman,
Equal Opportunity Investigator at (213) 633-
7735; or Deanne Neiman, Director, Education
Equity Compliance at (213) 229-5900.**

Laws and Los Angeles Unified School District Policies and Procedures Regarding Student Health



Immunizations

- New students will not be enrolled unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up to date. There is now a requirement for Haemophilus influenzae type B (HIB) immunization for new enrollees aged 2 months to 4 years and 6 months.
- Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to the District or transfer students within the District must show that they have received all currently required immunizations in order to be enrolled.
- The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized must be excluded from school at the discretion of the health department.

Tuberculosis Clearance

- All new kindergarten students and all new first grade students who have never attended kindergarten must present a written report provided by the private physician or health department, giving the results of a Mantoux test for tuberculosis done within one year prior to school entry.
- All other new students entering grade 1-6 who have never previously attended any school in California, must present documentation of the results of a Mantoux test done at some previous time. Students entering at any grade level from any other California school (public, private, or parochial) are exempt from the requirement.

Medications at School

- A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and the parent/guardian. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication or other care beyond first aid.

Physical Examinations

- A Child Health and Disability Prevention (CHDP) examination is required for all first grade students eighteen months prior to or up to three (3) months after admission to the first grade. The examination may be done by a private physician, by a health department clinic, or in some instances, by the District CHDP staff. A blood test to determine lead level is part of this examination.

- If help is needed in meeting the requirement for a CHDP examination, please contact your school nurse.
- Physical examination as required for Special Education programs may be done by licensed physicians. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the administrators.
- Screening of vision and hearing will be done on first admission to school, and thereafter in accordance with State mandates. Parents/guardians will be notified of any conditions requiring further attention.

Miscellaneous

- Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.
- An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chicken pox presents a particular hazard should contact the school nurse to facilitate notification. Students at risk include those with deficient immune systems and those receiving certain drugs for the treatment of leukemia or organ transplants.
- A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration and Health Services personnel.
- A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
- An excuse (less than ten (10) weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to five (5) days; thereafter, a written request is needed from the student's health care provider.
- A current District Emergency Information card must be on file at the school so that parents/guardians can be notified promptly in case of accident or illness involving their child.
- School health personnel are available for consultation.