

## Letter From The Principal

Dear Parents,

Welcome to the 1998-99 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.

This year, we have seventy-two Kindergarten through Fifth Grade Classroom Teachers, two Special Education Classroom Teachers and three Preschool Teachers. In addition to the classroom teachers, we have our Music Teacher, Mr. Tom Armbruster and our Computer Lab Teacher, Mr. Henry Anker, who will also provide instruction to our students. There are two Resource Teachers, Mrs. Yvonne Porter and Ms. Carol Watanabe, who will provide remedial reading instruction to identified students. Also on our school resource team we have Mrs. Susan Corleto, Title I Coordinator, Miss Sandy Isomoto, Resource Teacher and Mrs. Helen Alvarez, Bilingual Coordinator. I know that many of our parents had the opportunity to meet and receive assistance from our 1997-98 Bilingual Coordinator, Mrs. Maria Cendan-Raba. Mrs. Cendan-Raba has decided to return to the classroom in a Kindergarten assignment.

We will continue our implementation of a uniform dress code for all students attending Alexandria Avenue School. All students must wear a school uniform or the school colors: navy pants, shorts, skirts and jumpers with a white top. If your child arrives at school dressed inappropriately, you will be contacted and asked to come to school with the appropriate clothing. Uniforms in these colors are sold at various department stores in the community. We also will hold a monthly uniform sale at school. Specific sale dates will be sent home on a flyer with all students. If you have any questions or concerns, please contact Dr. Terry Campa our Assistant Principal.

Alexandria is still an over-crowded school. As one of the largest elementary schools in the district, we need to look at different year-round organizational

models including other instructional calendars for the next school year. At this time, we have students who still continue to ride the bus to nearby elementary schools. We have so many families with young children in our school community that we cannot approve permits for families living out of our attendance area. I appreciate everyone's understanding and cooperation in this matter.



As many of you have seen by now, we have a great deal of construction in and around the school. The school's main building will finally have a new roof and the sidewalks will be widened to accommodate all the pedestrian traffic around the school. Unfortunately, this construction does interfere with our school's daily operation. The entrance to the school has been moved to the Rosewood Parking Lot gate while construction takes place on Alexandria Avenue. You will be notified of all changes as they occur. Please remember to obey all traffic and pedestrian signs during this construction period and thank you for your cooperation.

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,

A handwritten signature in black ink, which appears to read "Carol Labrow". The signature is written in a cursive style.

Carol Labrow, Principal

## 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.

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### 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.

### 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.

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### 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.

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### Weapons Prevention Hotline

The Los Angeles Unified School District's Weapons Prevention Hotline, (800) 954-HELP, has been successfully in place for several years. You may call this "hotline" to report possession of weapons or other illegal activities occurring on school sites. Spanish speaking operators are also available.

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### 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.



## SCHOOL FACTS

### School Hours

Instruction begins promptly at 8:00 a.m. for Grades 1-5. The gate closes at 8:00 a.m. Please be certain that your child is in school on time.

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

Morning Classes 7:50 a.m. to 11:31 a.m.  
Afternoon Classes 11:35 a.m. to 3:16 p.m.

**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. For every unverified absence, Alexandria loses money. To help in the process of verifying student absences, attached to this newsletter are stickers with the school's telephone number and a reminder to call the school when your child is absent. Please paste the sticker on your telephone. We appreciate your assistance and support.

### 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 baskets outside of Room 9.

### Transfer of Students to Other School Districts Education Code 48204 (f)

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 and can be extended through grade twelve if the transfer was initiated between kindergarten and grade eight. Those interested in requestion such a transfer should obtain an application and additional information from their local school of residence.

### Emergency Procedures

Our school has developed a schoolwide Safe Schools Plan which includes emergency procedures for fire, earthquake and civil disturbance. Every student is taught, trained and prepared for an emergency situation while in school. There are classroom and schoolwide earthquake and fire drills which are held on a regular basis. In the event of an earthquake or a civil disturbance, all students will remain on the school grounds, under the supervision of the classroom teacher, until a parent or legal guardian comes to the school and takes the child. Please be sure to develop an emergency plan for your family and have enough supplies to get you through at least the first 72 hours after a major city emergency. There's a good chance that traditional emergency response teams will be too busy to take care of your and your family. You need to prepare your home and neighborhood.

### 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.

Alexandria Avenue Elementary School  
4211 Oakwood Avenue  
Los Angeles, California 90004-3299  
Telephone: (323) 660-1936

Principal  
Carol Labrow

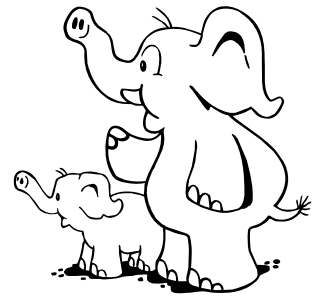
Assistant Prinicipals  
Guadalupe Inabu  
Dr. Terry Campa



Alexandria on the World Wide Web:  
<http://alexandria-es10.lausd.k12.ca.us>

Internet e-mail Address:  
[pumaland.central@alexandria-es10.lausd.k12.ca.us](mailto:pumaland.central@alexandria-es10.lausd.k12.ca.us)

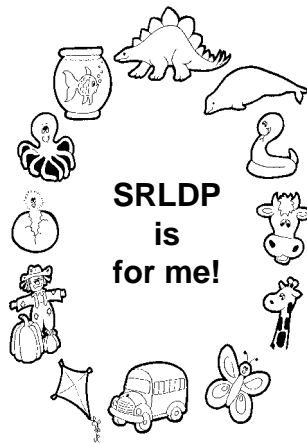
# Alexandria Special School Programs



## 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. Beatriz Grunfeld will teach on Green Track, Leslie Lewis will teach on Blue Track, and Lily Yasuhara 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, 1999, will be eligible for the 1999-2000 school year. Registration for the coming new year will begin in March, 1999.



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## 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.

## After School Playground

The playground will be open each school day under the supervision of the playground supervisors from 3:00 p.m. to 6:00 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.

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## Parent Center

The Alexandria Parent Center is located in the main building across from the library. Throughout the year, you will receive calendars and bulletins with the dates and topics of our parent classes. In the month of July, we will begin a ten week sewing class for adults which will meet on Mondays and Fridays in the Multipurpose Room. In July, we will also begin a six week Nutrition Class which will meet on Wednesdays.

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



**Zero Tolerance Acts**

If a student brings a gun or a knife to school, it is the District's policy to recommend automatic expulsion for that student. If the student brings or sells drugs at a school site, it is also a recommendation for automatic expulsion. A student may also be expelled if they sexually assault another person. These are considered Zero Tolerance Acts and we must notify local law enforcement agencies if these acts are committed by a student.



**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 constitutes 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 are new requirements for Hepatitis B and Measles-Mumps-Rubella vaccines (MMR) immunization for new enrollees entering pre-school and kindergarten.
- 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 may 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 (usually on the immunization record) 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 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**

- Students may not carry or use medication on campus without written consent. 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. Self-administration of medication may be permissible by special arrangement with the school administrator and nurse. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication.

### **Physical Examinations**

- A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines is required for all first grade students within eighteen months prior to entry or up to three (3) months after admission to the first grade. A CHDP or equivalent 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 school 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 conditions affecting the 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.