

# J.H. McGaugh Elementary School

*“Working Together for Academic and Artistic Excellence”*



## 2022 –2023 School Handbook

**Principal: Ms. Wendy Wood**  
**Assistant Principal: Mr. Rick Larson**

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# McGaugh School Handbook

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## **PRINCIPAL'S MESSAGE**

Dear Parents and Students:

Welcome to J.H. McGaugh School! We are proud of our high achieving students, our talented and dedicated teachers, and our exemplary academic, art, and special education programs. As a five-time recipient of the prestigious California Distinguished School (1993, 1997, 2000, 2004 and 20014), and a six time recipient of the California Business for Educational Excellence Scholar School Award (2008, 2009, 2010, 2011, and 2013) we believe that ALL students can learn at elevated levels when we set high expectations, work together to constantly refine and improve our teaching practices, monitor student achievement and differentiate instruction, and engage our parents and community in our efforts. Thank you for supporting our continuing endeavors to make McGaugh an exceptional place for students to learn!

In 2022-2023, we plan to continue our drive for excellence at McGaugh. Building on our successes last year with Los Alamitos Unified School District's Signature Practices, and specifically focusing on CGI Math, the use of Depth & Complexity Prompts across the curriculum, and Reader's/Writer's Workshop, we are committed to providing students with a world-class education. In addition, we will continue our 1:1 BYOD program for 1<sup>st</sup>-5<sup>th</sup> grade. We are moving into our second year of a whole school instructional focus on small group instruction, in reading. I am confident that we will continue to build on our past successes and that this will be another fantastic year for our students.

This handbook is intended as a resource to families to help them understand the policies and procedures that are essential for the daily operation and success of our school. Please review its contents and share the important information inside with your Sea Lion Scholar(s). Together, we can ensure that the students of McGaugh have a safe and supportive place to learn and grow.

Please feel free to contact me with any questions or problems that arise during the school year. Together, let's make 2022-2023 the best year yet for students at our incredible school. Rah, McGaugh!

Sincerely,

Ms. Wendy Wood  
Principal, McGaugh Elementary School

## **LOS ALAMITOS UNIFIED SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Los Alamitos Unified School District is that students will thrive in a caring, respectful, and encouraging environment where they demonstrate academic excellence and develop unique talents in preparation for their future goals.

### **Los Alamitos Unified School District 2021-2022 Board of Education**

Chris Forehan      Scott Fayette      Meg Cutuli  
Diana Hill          Marlys Davidson

## **J.H. McGAUGH SCHOOL MISSION**

The J. H. McGaugh School Mission is to provide ALL students with an engaging and challenging learning environment, which enables them to become high achieving, responsible, and productive citizens of our world. Working as a partnership, the McGaugh staff is committed to developing the academic, artistic, social-emotional, and physical wellbeing of ALL children. We believe that ALL students can learn at elevated levels when there are high expectations, rigorous standards, and caring, involved teachers. As educators, we work together to constantly refine and improve our teaching practices, monitor student achievement, and differentiate instruction based on individual student needs. We actively engage our parents and community in our efforts to make McGaugh an exceptional place for students to learn.

### **McGaugh students will:**

- Achieve academic excellence in English-Language Arts, Mathematics, and the Sciences. Understand, appreciate, and actively participate in the fine arts.
- Be critical and creative thinkers, demonstrate effective problem solving and decision-making skills, and be able to take risks and learn from experience.
- Act with integrity and compassion and be able to recognize and appreciate individual differences.
- Demonstrate strong and effective leadership, communication, and interpersonal skills.
- Possess self-esteem, self-discipline, and the courage to stand up for what is right.

# J.H. McGaugh School Pledge



“Today I will be a **SEA LION**. I will be **Self-directed**, **Enthusiastic**, and an **Active Learner**. I will act with **Integrity** and **Compassion** and **Recognize** and appreciate individual differences. I will be **Responsible** with my actions, **Aware** of others and my surroundings, and **Honorable** in my thoughts and words.

“Rah, McGaugh!”



# J.H. McGaugh

## 2022-2023 Bell Schedule

	Regular Day	Modified Day (Wednesdays)	Minimum Day
<b>Start</b>			
5 Minute Warning Bell	7:50 a.m.	7:50 a.m.	7:50 a.m.
School Starts (Tardy Bell)	7:55 a.m.	7:55 a.m.	7:55 a.m.
<b>Recess</b>			
TK/K Grade	9:40-9:55 a.m.	9:40-9:55 a.m.	9:40-9:55 a.m.
1 <sup>st</sup> -3 <sup>rd</sup> Grade	10:00-10:15 a.m.	10:00-10:15 a.m.	10:00-10:15 a.m.
4 <sup>th</sup> -5 <sup>th</sup> Grade	10:20-10:35 a.m.	10:20-10:35 a.m.	10:20-10:35 a.m.
<b>Lunch</b>			
TK-K Grade	11:15-11:55 a.m.	10:55-11:35 a.m.	11:00-11:30 a.m.
1 <sup>st</sup> Grade	11:35-12:15 p.m.	11:15-11:55 a.m.	11:20-11:50 a.m.
2 <sup>nd</sup> and 3 <sup>rd</sup> Grade	11:55-12:35 p.m.	11:35-12:15 p.m.	11:40-12:10 p.m.
4 <sup>th</sup> and 5 <sup>th</sup> Grade	12:15-12:55 p.m.	11:55-12:35 p.m.	11:55-12:25 p.m.
<b>Student Dismissal</b>			
TK-K Grade	1:20 p.m.	1:20 p.m.	12:30 p.m.
1 <sup>st</sup> -5 <sup>th</sup> Grade	2:20 p.m.	1:20 p.m.	12:30 p.m.

# RAH MCGAUGH!

## **GENERAL INFORMATION**

### **ANIMALS ON SCHOOL GROUNDS**

Dogs are not permitted on school grounds for obvious safety and health reasons. We believe that it is in the best interest of safety that parents do not walk or bring their dogs or pets to school when picking up their children. For the safety of children and adults, family pets should not be brought onto the school grounds or into the school office except for registered service dogs.

### **BICYCLES**

Bicycles are vehicles. All students (TK-5) who wish to ride their bicycle to school are permitted to do so. State law requires all bike riders to wear bike helmets. Please be sure that your child understands and follows these bicycle safety rules:

1. All students must wear bike helmets.
2. Bicycles must be walked in crosswalks and on the school campus.
3. Passengers are not to be carried on bicycles. Double or tandem riding is prohibited.
4. Bicycles must be parked in the racks and must be locked. Every bike must have its own lock.
5. Backpacks or shoulder bags are encouraged to ensure two-handed riding.
6. Children who are reported for careless or dangerous riding will be asked to leave their bicycles at home.

**Bicycles are never to be ridden on the school grounds.** Pupils endangering others by doing so will have their bicycles locked up for parents to claim. Please discuss bicycle safety and responsibility with your child. Remind him or her that it is their responsibility to park the bike correctly and secure it with a lock.

### **CLASSROOM VISITATIONS**

We encourage parents to visit our classrooms! **For security reasons it is required by law that parents sign into the office whenever visiting our campus.** We do limit classroom visitations/observations to twenty (30) minutes to ensure instructional continuity and limit classroom disruption to the learning environment. If you would like to schedule a visit, please make an appointment with an administrator to accompany you.

### **CHILD VISITORS**

Only children regularly enrolled may be in school and on the playground during school hours. Younger siblings and children from other schools are not permitted to visit classrooms as it disrupts classroom routines, impacts behavior management, and creates liability concerns.

### **CLASS PARTIES**

Board policy permits each class two parties during the school year. These are scheduled for the day before winter vacation and the last day of school. The Board's desire is to utilize the school day for instruction. We ask for parents' cooperation in not bringing food or treats to school for unscheduled events such as birthdays, special holidays, etc. The teacher will recognize student birthdays in the classroom - no food is permitted to celebrate. Surprise parties planned by students or parents are against school policy. Appreciation for a special teacher may be demonstrated through a personal note or card. We encourage participation in our Jester book dedication program through the Media Center as a means of celebration.

### **LUNCHTIME VISITORS**

Parents may not bring food, goodies, balloons, flowers, etc. for celebrations at the lunch tables. Parents who need to see their child at lunch must get a visitor's pass from the office. We ask that parents keep lunch visits to a minimum as this is an opportunity for students to develop social skills with friends.

### **LOST AND FOUND**

Please check with the school office concerning small articles lost by your child. Parents are requested to mark all sweaters, coats, lunch pails, and sacks with their child's name. Lost and Found Rack is in the main hallway, adjacent to the front office. Lost and Found Rack is out daily, Monday-Friday.

### **SCHOOL LUNCH SERVICE**

McGaugh Elementary participates in the National School Lunch Program which allows students to receive a nutritious lunch in the cafeteria. The cost of a complete lunch is free. Menus are posted monthly online, to access them go to the school's home page and select "Lunch Menu."

Each student, regardless of whether they eat regularly in the cafeteria or not, has an individual PIN for lunches. This PIN will be the same for your student for the entire time they are enrolled with LAUSD.

For more information on the meal program, access the food service website by selecting "Lunch Information" from the district homepage. We encourage lunches from home to provide a nutritious well-balanced meal. No soft drinks or glass containers are permitted.

Students with special diets requiring reasonable accommodations in the cafeteria due to a disability or medical condition are required to submit a Medical Statement to Request Special Meals (found in the menu page/tab). For more information, please go to the Food Services website or call (562) 799-4592 x81115.

### **MESSAGING STUDENTS**

To preserve the continuity of instruction, classrooms may not be disturbed for personalized messages to students unless there is an emergency. If your child needs directions for after-school, please make prior arrangements before sending him/her to school. Students must turn off instant messaging apps on tablets and phones during school hours to preserve the continuity of instruction.

*In case of a family emergency, please call the Main Office and your child will be put in touch with you immediately.*

## **SCHOOL – HOME COMMUNICATION**

The school will communicate pertinent school related information to families using a variety of methods including letters sent home with students, newsletters, email, social networking, and our telephone broadcasting system. Additionally, the school is often asked to serve as a channel for communicating community and other school-related activities. The notices for community events are not endorsed by the school but are intended to communicate to parents the wide variety of opportunities available to our students. To reduce the written communications from McGaugh School to parents and to conserve on paper, most bulletins and communication of this kind will be posted on our website or sent to parents through McGaugh Connect, Parent Square, and the school and PTA email. We encourage all parents to provide the PTA with your email on the form sent home in the PTA packet.

### **PROGRESS REPORTING TO PARENTS**

Our progress reporting procedures have been designed to help parents become better informed regarding their child's progress towards the state content standards and the school's expectations for learning and behavior. Progress reporting also enables teachers to gain insight from parents and an improved understanding of the needs of each child. Finally, progress reporting gives students an opportunity to reflect on their progress, celebrate successes, and develop goals and a focus for academic areas that need further attention.

Within the first month of school, parents are invited to "Back-to-School Night" to hear a presentation on the curricular program by the teachers. In October and March, individual parent/teacher conferences are scheduled so further insight and information can be shared regarding your child's academic and behavioral development while using the report card to gauge student progress towards the state content standards.



## **COMMUNICATION WITH SCHOOL PERSONNEL**

At times during the school year parents may feel they need to speak to the teacher or principal concerning their children and the school programs. We always welcome the opportunity to confer with parents and offer our services.

Please call the Principal or Assistant Principal directly for accurate information about school programs, classrooms, staff, or other questions that you may have. This prevents misinformation being communicated through rumors.

If you are concerned about a classroom situation, you should call the school office coordinator and she will inform the teacher that you would like a conference. The teacher will then return your call and schedule a mutually agreeable time to meet. **Please do not come to see a teacher without an appointment.**

Teachers have a busy schedule that includes meetings, conferences, and other professional duties in addition to their teaching day. If you come in unexpectedly, there is a chance that the teacher's afternoon schedule may already be full.

If you need to confer with the principal, please call for an appointment. If you are concerned about a classroom situation, you should confer with the classroom teacher before talking with the principal. The teacher has first-hand knowledge of the child's behavior and ability. If a parent brings a concern to the Principal, the Principal will make the concern known to the teacher and work with the parent and teacher to resolve the problem.

## **ELECTRONIC COMMUNICATION RESOURCES**

Los Alamitos Unified School District Website  
[www.losal.org/losal/site/default.asp](http://www.losal.org/losal/site/default.asp)

J.H. McGaugh School Website  
[www.losal.org/mcgaugh/site/default.asp](http://www.losal.org/mcgaugh/site/default.asp)

J.H. McGaugh School PTA Website  
[www.losal.org/domain/1048](http://www.losal.org/domain/1048)

Project SEEK (McGaugh Fundraising Organization) Website  
[www.losal.org/domain/1049](http://www.losal.org/domain/1049)

McGaugh at Facebook  
**Groups – McGaugh Elementary**

## **SCHOOL RELATED ORGANIZATIONS**

### **KID'S KORNER**

The purpose of Extended Daycare (Kids Korner) program is to enhance the growth of students enrolled at McGaugh through provision of a safe, caring, and stimulating after school environment. Daycare is available both before and after school and is also available on selected non-school days and over the summer. Daily activities include homework club, age-appropriate organized games and contests, arts/crafts, and various clubs for students in grades K-5. For more information contact McGaugh's Extended Daycare Supervisor in Room 49 or call direct (562)799-4575.

### **PROJECT SEEK**

Project SEEK (Seeking Excellence in Education for our Kids) is a California 501(c)(3) non-profit corporation made up of parent volunteers who raise money for McGaugh Elementary School. Their mission is to support enrichment programs for all McGaugh students. Family donations all help finance important programs such as the art lab, media center and computer lab. All are welcome to participate in Project SEEK activities! Please contact [laurenadavid@yahoo.com](mailto:laurenadavid@yahoo.com) if you would like to volunteer or visit the website at [www.losal.org/domain/1111](http://www.losal.org/domain/1111).

### **P.T.A.**

We encourage every parent and interested citizen in our school community to join and participate in the McGaugh Parent Teacher Association (PTA). This is an active group dedicated to supporting our school through organizing volunteers, sponsoring school events, and fundraising. Notices of the meetings are posted and emailed to homes. Please contact the school office if you would like to volunteer for PTA activities. Please check emails and the website ([www.losal.org/domain/1048](http://www.losal.org/domain/1048)) for updated information about how to get involved.

### **SCHOOL SITE COUNCIL**

The School Site Council (SSC) is composed of McGaugh parents and staff who meet four times yearly to oversee the School Improvement Plan and budget. The SSC helps to monitor and evaluate school programs and curriculum through an on-going process of classroom observations, discussions, presentations, and evaluations. The members of the SSC serve as liaisons to the community and assist in keeping parents informed of school programs and curriculum goals. Every meeting provides all parents with the opportunity to address any comments, concerns and/or praise with the principal and staff. Meeting dates are posted on the school calendar.

### **SCHOOL BOARD OF TRUSTEES MEETINGS**

The School Board of Trustees meets on the second and fourth Tuesday of each month at the District Office Board Room located at 10293 Bloomfield Street, Los Alamitos, at 6:30 p.m. The public is invited to attend each meeting. The members of the Board of Trustees are Marlys Davidson, Chris Forehan Meg Cutuli, Diana Hill, and Scott Fayette.

## **EMERGENCY PLAN/PROCEDURES**

Cards with all the necessary emergency information on each child are kept in the school office. Data on this card is used to contact you and aid your child in an emergency or if he/she should be injured or become ill.

It is critical that you notify the school office of any change of address, phone number at home or work, place of employment, or persons authorized to pick up your child. In the event of an emergency, it is essential that we can reach you in a timely manner with information about your child.

### **EMERGENCY PLAN**

School officials have a legal, as well as moral, responsibility to plan for the maximum safety and welfare of students and staff during school hours. The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense Authority. Fire and disaster drills are an integral part of each classroom program and occur once per school month. In the event of an actual emergency, the district has specific plans to cover all contingencies. Depending on the nature of the emergency, we may need to evacuate to another school site or close or lock down the school. Parents should assume responsibility to inform their children as well as the adult responsible for childcare as to emergency plans in the event they are unable to return home. In case of an actual emergency, please do not disrupt planned procedures by calling the school or by driving to school to pick up your child unless requested to do so.

### **LOCK DOWN PROCEDURES**

Some emergency situations merit a lockdown of the entire campus, including classrooms. In the event of a school lockdown, the following procedures will be in place:

- Do not come to McGaugh and do not go directly to the classroom. Classroom doors will not be opened and it may be unsafe for you to proceed onto campus. Email and/or voicemail from the district or school will provide directions for picking up your children.
- Students will be released from school when the school environment is safe to do so.

# **STUDENT DROP OFF AND DISMISSAL**

Your child should use only the safest route to school, crossing streets within pedestrian crosswalks, at intersections, or where crossing guards are provided. If you provide transportation for your child, please do not dismiss, or call him or her from across the street, in the middle of the block or across the parking lot. Upon dismissal from school, your child is expected to go directly home. Please let the teacher know in advance in writing if your child has been given alternate directions for after school. If your child rides the bus and will use a different bus stop, please send a note. Please make all arrangements for your child's after-school activities prior to the school day.

## **STUDENT MORNING DROP-OFF PROCEDURES**

Arrival times are busy and hectic. The key is to be prepared and allow sufficient time to drop off your precious cargo! Students should arrive at school between 7:35 – 7:50 a.m. They need to be on campus currently to be in their seats for first bell at 7:55 a.m. Safety comes first!

For the safety of all children, we ask that you follow these procedures to assist students in arriving to school safely and efficiently:  
**For parents using the front gate (traffic circle) on Bolsa Avenue in front of McGaugh where our flagpole is situated:**

To keep traffic moving smoothly, parents must enter the driveway and stay to the right. It is important that students are ready to get out of the car as soon as it stops in an available curbside location:

- Watch for directions from the crossing guard, staff, and student valets.
- Never stop in the crosswalk.
- Students must be dropped off in the Safety Zone along the curb.
- Always pull as far forward along the curb as there is space available before dropping off your child.
- Students must stay in the car until the car is parked adjacent to the curb.
- Your children will exit the car from the right-hand side only.
- Proceed through the circle as soon as children have unloaded and the car in front of you has moved on.
- Do not be tempted to drop off students in the area west of the crosswalk; it backs up traffic onto Bolsa Avenue.
- Never block the yellow area, which is designated access for people with disabilities.
- This is a loading zone only. Cars may not be parked or left unattended. Unattended cars will be ticketed and towed.
- Please do not double park under any circumstances.
- Absolutely no parking is permitted in the Safety Zone between 7:30 and 8:15 am, 12:50 and 1:20pm, 1:50 and 2:20pm.

You may always choose to park in a legal parking space on the street and walk your child onto the school grounds. If you need to help your child with last minute items such as lunch money, assignments, projects, or last-minute instructions, you need to park your car in a legal parking space.

**For parents using the parking lot adjacent to the pool and tennis courts on Bolsa Avenue:**

Look for the Safety Zone next to the pool and tennis courts.

- Valets will also be ready to assist with morning drop off in the west parking lot.
- There is space for two cars in the pool area Safety Zone.
- Children are not to get out of cars until they reach the Safety Zone.
- For safety, children may only exit cars on the pool side.
- It is never safe for a child to walk through the parking lot.

**For parents using the gate on the corner of Riviera Ave and Marlin:**

- walk to the crosswalk and crossing guard.
- do not cross in the middle of the street.
- Walk only on the sidewalk, not in the street.

**REMEMBER: MODEL SAFETY AT ALL TIMES! DO YOUR PART TO KEEP OUR CHILDREN SAFE!**

We appreciate your patience in following our safe drop-off procedures. Together, we can make sure that every child arrives on time and without incident.

## **STUDENT DISMISSAL TIME PROCEDURES**

Traffic at school during dismissal times can be dangerous. **Please use caution and be always aware of children.** Pick-up designations have been added along Riviera to avoid congestion in front of the school.

### **KINDERGARTEN DISMISSAL**

To provide a safe and supervised environment for kindergarten students at dismissal time-they will ALL be escorted to the flag pole or bike rack for parent pick-up, to daycare, or to the bus. Kindergarten students will not be taken to the West Gate for pick up. Please use the lot west of the school or adjacent streets for parking your car when picking up your child at the congested dismissal time. If you park on the streets north of the school, you need to model appropriate safety by crossing with the crossing guards at either end of the school.

### **GRADES 1-5 DISMISSAL**

For 1<sup>st</sup> through 5<sup>th</sup> graders, you can avoid the dismissal time congestion in front of the school by planning to meet your child at one of the safe designated areas around the school. We have pick-up zones at the corner of Riviera and Marlen, the front of the school, and the pool gate. If you park on the streets north of the school, you will need to model appropriate safety by crossing with the crossing guards at either end of the school.

**IMPORTANT: The staff parking lot on the east side of the school (near the auditorium), the bus circle, and the no stopping zone along Seal Beach Boulevard are NOT safe areas for student pick up. NEVER drop off or pick up students in these areas.**

### **BUS TRANSPORTATION**

All bus riders will be placed on their regular bus unless the office receives written instructions to the contrary.

Only children who are regular bus riders may ride the bus.

All bus riders are expected to exhibit good conduct and courtesy on the bus and at the bus stop. A citation means that the child has neglected his or her responsibilities to the point where the situation becomes one of maintaining order on the bus. A citation will usually result in a correction of the problem. A citation could result in a suspension of riding privileges and parents assuming the responsibility for transportation to and from school. No pets or exceptionally large student projects can be transported on the bus.

**IMPORTANT: Driving through the bus circle puts you and your child at risk. Buses loading and unloading students make for a dangerous area for cars. It is not a safe area to unload or load students. DO NOT PARK OR ENTER the bus zone marked with a red curb. Violators will be ticketed.**

### **CHILD CUSTODY - PICK UP PROCEDURES**

Children will be released to either parent unless there are legal papers on file stating otherwise. Children cannot be released to anyone other than their parents or adults listed on the emergency card. Your cooperation with this procedure will help ensure the safety of your child.

### **PROCEDURE FOR PICKING UP CHILDREN DURING SCHOOL HOURS**

In the event it is necessary for you to pick up your child from school prior to his or her regular dismissal time, please send a note with your child stating the reason and the time you would like your child to be dismissed. Your child should give this note to his/her teacher. At the designated pick-up time, please do not go directly to the classroom. Instead, come to the Main Office and sign your child out. Your child will then be called from the classroom to meet you in the office.

### **PARKING**

Finding parking at McGaugh can be challenging, particularly during drop off and dismissal. There are limited parking spots available in the west lot by the tennis courts. The best place to find parking during these busy times (including school evening events) is on the neighborhood streets surrounding the school. Please make sure to observe all posted signs regarding parking regulations and street sweeping.

Please be advised that tickets will be issued for parking violations. Cars not parked in marked stalls will be ticked by the Seal Beach Police Department. The parking lot east of the school (near the auditorium) is for staff parking ONLY and requires a parking permit. Once again, this lot should not be used for student drop off or pick up as it is unsafe.

### **MODELING APPROPRIATE BEHAVIOR BY BEING PATIENT AND KIND**

As adults we all have a responsibility to model appropriate social behavior for our children. At times, the congestion at drop-off and pick-up can be frustrating, particularly when there are timelines that we need to meet. However, becoming angry and aggressive and verbally confronting school staff or other parents is never justified. Please be patient and kind to everyone and follow the guidelines outlined in the Los Alamitos Unified Civility Policy. In this way, we can keep all our children safe and avoid unpleasant situations.

## **SCHOOL ATTENDANCE**

### **ARRIVE ON TIME**

All students are required by state law to attend school daily. Students should arrive between 7:35 and 7:50 a.m. If a student is not in their seats at 7:55am, he/she is considered tardy. Playground supervision is provided fifteen (15) minutes before school starts. Any student arriving earlier than fifteen (15) minutes before school will be sent to the office and the parents will be called. Students who need to arrive prior to 7:35am should be enrolled in the daycare program (Kid's Korner). This policy is in place for the safety of your child.

### **TARDIES**

Getting to school on time is a critical responsibility for parents and students. Students who are routinely late to school miss valuable information and instruction. Furthermore, they disrupt the learning environment for the entire classroom when they arrive late. This is unfair to students and embarrassing to the student who is tardy.

Tardy students (students who arrive after 7:55am) must sign in at the office and receive a pass prior to going to class.  
Tardy students will not be admitted to class without a pass from the office.

**Students should not be tardy.** This allows for unexpected issues such as traffic, car problems, getting out the front door late, or any other events that delay arrival at school. At four tardies, the following procedures will be implemented:

- Tardy #4: School issues a warning and notifies parents of excessive tardies.
- Tardy #5: Parent receives a notification of concern from the Assistant Principal. Parent will meet with Assistant Principal to develop attendance plan. Inter-district permit students will be placed on probationary status.
- Tardy #10: Student will be referred to the McGaugh SART (School Attendance Review Team). Parents and will meet with the SART to develop an attendance plan. Inter-district permit student may be asked to return to their home school.

### **ABSENCES**

Per state educational code, your child may be absent from school due to illness, a medical appointment, a death in the family, religious celebration, or for any type of medical quarantine. These are considered excused absences. Any other reason for an absence is considered unexcused. All absences must be reported. Please make every effort to schedule appointments, vacation plans, and visits with out-of-town relatives, etc. after school hours and on weekends. We urge parents to communicate the value of education to their children by demonstrating the importance of school attendance.

**McGaugh Attendance Hotline: (562) 799-4571 or email Shandra Reiswig [sreiswig@losal.org](mailto:sreiswig@losal.org)**

1. When a student is going to be absent, his/her parents should call the SPECIAL ATTENDANCE NUMBER and leave a message within three business days of the absence. If this procedure is followed, it will not be necessary for students to bring a note from a parent when he/she returns to school, unless the absence is due to a doctor's appointment. A doctor's note will then be required.

2. A note verifying student absence **IS REQUIRED** if the parent has not called on the day of absence. The student must present the note to the office containing dates of absence, reason for the absence, and parent's signature. This procedure is necessary to meet state requirements.
3. If it is known in advance that the child will be absent, the parents can assist by informing the school of the reason for the absence.

### **INDEPENDENT STUDY**

In the event a family (and therefore a student) is required to travel and/or take leave during the school year more than five (5) days, the school can provide an independent study contract to the student. The independent study contract will ensure that a student continues to make progress towards grade level content during their extended break. If you are considering a extended leave during the school year, please approach your child's teacher or the administration about the independent study option. This should be done well in advance of your scheduled departure so that arrangements can be made.

### **EXCESSIVE ABSENCES OR TARDIES**

To have your child benefit from his/her education, it is necessary for them to have excellent attendance and to be at school on time. The state of California requires that school age children be at school and that children with three (3) or more trancies be reported to the School Attendance Review Board (SARB).

The following steps will be taken when school attendance or frequent tardies interfere with a child's learning or progress:

1. The teacher reports the student's absences or tardies to the main office.
2. Students with absences or tardies greater than three (3) begin the SARB process. An initial letter is sent home outlining attendance expectations in the state of California.
3. A parent conference is conducted to determine the reason for poor attendance and to develop a plan for improving attendance.
4. Continued student absences and/or tardies will result in increasing interventions up to and including:
  - the student and family being sent to counseling with the district attorney.
  - a referral to the SARB board consisting of school officials, a truant officer, police, and social workers for further disciplinary and legal action.

## **SCHOOL HEALTH GUIDELINES**

The Los Alamitos Unified School District provides the services of a district nurse in addition to daily services of part-time school nurse. Each of these is trained in CPR and First Aid. In case of accident or illness at school, a qualified person such as the school nurse will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health clerk cannot treat chronic or severe injuries or provide on-going medical care as they are not medical personnel and cannot diagnosis or administer medication. It will be necessary for the parent to seek the advice of a medical doctor for this. The district nurse serves as consultants to parents, teachers, and administrators regarding the health needs of the students. The district nurse will periodically conduct hearing, vision and other screenings deemed necessary for the health of the children.

### **ILLNESS OR ACCIDENT AT SCHOOL**

Every effort is made to provide for your child's safety and comfort at school. If your child has an accident or injury at school, we will give first aid immediately to make the child as comfortable as possible. If the injury is more serious than a simple bruise or a scrape, we will call the parents or send a note if deemed necessary and appropriate. If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick up the child from school. **It is, therefore, most important that we have your current phone number on file in the school office.** If the parents are unavailable, and emergency treatment is needed, paramedics will be called.

Any student feeling ill should inform the teacher and ask for a pass to the office. Students feeling weak or faint will be accompanied to the office. If students are going to require longer than a thirty (30) minute rest, the parents will be contacted and asked to come pick up their child so they can receive proper care at home under parent supervision. No student will be allowed to remain in school with a fever or any contagious disease.

Students should not attempt to come to school when not feeling well. When your child has been absent from school due to illness accompanied by a fever/vomiting he/she should remain at home for 24 hours after his/her temperature has returned to normal and the vomiting has stopped. A temperature of 100° or above is considered a fever. If your child complains of feeling ill or seems “not himself,” please do not send him/her to school.

Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. The following guidelines may help your child stay healthy and help in determining whether you should send your child to school.

Your child should NOT be sent to school or will be sent home if the following are present:

1. A temperature of 100.0° or above (orally) or 99.0° or above (under the arm) within the last 24 hours.  
A child should be free of fever for at least 24 hours before returning to school.
2. Vomited or had diarrhea in the last 18-24 hours.
3. Thick, green nasal drainage. A child may return to school when the drainage has cleared up or your child has a note from a doctor indicating that the condition is not contagious or that treatment has begun.
4. Red eyes or eye drainage. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even after treatment.

Following the policy of keeping your child at home when sick not only protects other children, but also cuts down on the number of sick children that your child is exposed to. This helps everyone stay healthy!

## **STUDENT MEDICATION INFORMATION**

California State legislation requires parents or legal guardians of any public-school pupil who is on a long-term medication schedule to inform the school of the medication program, the current dosage, and the name of the supervising physician. Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. The only exceptions involve special situations where it is deemed absolutely necessary to give medication during school hours, and where it is not possible for the parent to administer the medication to their child. Parents are urged to work out a schedule of giving medication outside of school hours.

For school staff to administer any medication (prescription or over the counter) to any student, specific instructions must be written by the student's physician on the “Physician's Request for Administration of Medication” form which is available in the school office and online. This request must clearly specify the name of the medication, the condition for which the medication is to be given, the dose, time, or frequency, that it is to be given. Any time the medication, the dosage or the time is changed, a new form is required. Additionally, a signed authorization from the parent on the form is required.

Parents need to teach their children to assume responsibility for coming to the health office to receive his or her medication at the appropriate time. All medicines must be in properly labeled containers. Medication should be delivered to the school and taken home by the parents. Medication must be in a prescription container properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, and time of administration. If a student takes more than one type of medication, each type must be in a separately labeled container and must be listed on the physician's form.

Please do not send pills, cough syrup or any other medicine in your child's lunch box. Children may not carry their own medications on campus. Even though your child may be extremely responsible, another child may not be so responsible.

## **COMMUNICABLE DISEASES**

Parents are urged to adhere to the following Health and Safety Codes of California:

1. If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of illness recuperate faster and miss fewer days of school. A child is not able to fight off other germs when ill.

2. It is the responsibility of the parent to notify school IMMEDIATELY WHEN A COMMUNICABLE DISEASE IS SUSPECTED OR DIAGNOSED. This is a key step in the control of disease. Examples of communicable diseases are head lice, measles, mumps, chicken pox, and impetigo.

### **RE-ADMISSION FOLLOWING COMMUNICABLE ILLNESS OR INJURY**

Children must be cleared by the school office before being allowed to re-enter the classroom. Following a severe illness, a note must be received from the family physician stating the child is cleared to return and noting any activity restrictions.

Following injuries that result in casts/slings/crutches etc. students must bring a doctor's note listing all restrictions, such as playing on the bars, to the health office prior to being readmitted to class.

## **STUDENT EXPECTATIONS**

McGaugh students are expected to come to school on time, observe all school rules, respect themselves and others, and give 100% effort towards learning and achievement. **Please review the following expectations with your student so they can have a successful school year.**

### **STUDENT DRESS**

McGaugh students are expected to come to school dressed in appropriate and professional attire. Children should wear clothing that will allow them to participate in all school activities, including physical education. Clothing and hair should be neat and clean and must be worn in a way that does not cause disruption or distract from the instructional program.

For safety, students should wear closed shoes with heel straps, not sandals, or other shoes, which impede running or other P.E. activities. Shorts should be worn under dresses so that they can participate fully in P.E. and playground activities.

Clothing considered unsuitable for school would include bare midriff, open-toed shoes and flip flop sandals, clothes which allow undergarments to be exposed, and revealing clothes. Baggy pants that will not stay up without a belt are also not suitable for school. Clothing that contains suggestive or violent graphics, foul-language, references to gangs, drugs or alcohol, or symbols or slogans which are degrading to cultures, genders, religions, races, or ethnic groups is not permitted.

Students who wear clothing that is inappropriate or disruptive to the learning environment will be sent to the office to change.

Hats may be worn for sun protection and should have a shade brim. Hats may only be worn outside and must be put away during class time. Hats must be worn correctly, not backwards. As an alternative to hats, daily application of sunscreen is recommended to keep children safe from UV rays and sunburn.

The above list is used as a guide, but other dress styles or items of clothing etc. may be deemed inappropriate if they disrupt the school learning environment. McGaugh school apparel can be purchased during the school year by ordering from the PTA website. Students are encouraged to wear their McGaugh t-shirts Spirit Day on Friday, and on field trips. PLEASE LABEL all articles of clothing, especially jackets, sweaters, and school sweatshirts.

### **TOYS, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS ARE PROHIBITED AT SCHOOL**

Skateboards, (Razor) scooters, and rollerblades are not to be brought to school for any reason. The School Board Policy, clearly posted at entrances to the school, does not permit skateboarding or rollerblading on campus for obvious safety reasons. Apart from clearly labeled softball mitts, all other student-owned sports equipment should remain at home. No balls (tennis, soccer, rubber, super balls, etc.) are permitted at school.

There is no good reason for students to bring toys, games, or other personal non-school related items to school. Any of these items brought to school will be confiscated and kept in the office until the end of the school year or until claimed by parents.

### **CELL PHONES/CELLULAR WATCHES AND VIDEO RECORDERS**

Cellular phones and watches, cameras, and video recorders (often one in the same) are not to be seen or heard during school hours (7:50 a.m. – 2:20 p.m.). Students may use these devices off-campus before or after school. However, they must be off and stowed in a backpack (not a pocket) as soon as the bell rings at 7:50 a.m. Cell phones and watches, or video cameras seen



or heard during the instructional day will be confiscated, sent to the main office, and only released to parents at the end of the school day. Photographing or videoing other students or staff on campus is not allowed. Devices will be confiscated if they are used for this purpose without consent from administration. It is not appropriate to text or call your child during the school day. Please contact the office if you need to get a message to your child. Texts and phone calls are disruptive to the learning environment.

If your child carries a cell phone/watch for safety purposes, please be reassured that you can contact the school's main office in case of an emergency. We can immediately put you in touch with your child if needed.

These policies must be in place to protect the school-learning environment from constant interruptions and distractions in an increasingly digital and connected age. Thank you for your cooperation in these matters.

## **SHARED RESPONSIBILITIES**

### **Responsibilities of Students**

- To respect the rights and property of others.
- To learn to accept the consequences of his/her judgment and actions.
- To learn and to follow all regulations and policies of the school and community.
- To develop his/her abilities and interest to the fullest potential.
- To treat others as he/she wants to be treated.

### **Responsibilities of Parents**

- To recognize that the home needs to assume the primary responsibility for the child's behavior and development.
- To maintain communication with the school and to become actively involved in supporting school expectations and resolving problems.
- To expand the child's awareness of his environment by participating with him/her in many varied experiences.
- To assume responsibility for their child's appropriate appearance.
- To reinforce the rules of the school.

### **Responsibilities of School Staff**

- To accept each child as a unique individual and to respect his/her rights and property.
- To establish and maintain open communication between pupil, parent, and staff to meet each pupil's needs.
- To provide an environment that will create a safe atmosphere conducive to enthusiastic learning.
- To provide a maximum of opportunities for the student to make good judgments, assume responsibilities, and to develop self-discipline.
- To provide supervision to ensure the safety of all students.

## **HOMEWORK**

### **Board Policy and Administrative Regulation 6154**

- The Governing Board believes that homework should be meaningful, developmentally appropriate, engaging, and relevant to classroom learning. Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. Students should be able to complete homework independently and, as a result, further develop essential skills and gain deeper understanding of course content.

### **Make-Up Work & Homework-Free Times**

- Students who are absent from school, including students who are suspended, shall be given the opportunity to complete all assignments and tests that can be reasonably provided. The assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence, as determined by the teacher. Students shall receive full credit for work satisfactorily completed within a reasonable period. Generally, for every day of absence, the student is given a day to make up the missed work. If a homework assignment is requested and is

turned in to the teacher by the student either upon the student's return from any absence within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class unless it has a positive effect on the student's overall grade. (Education Code 48913.5) School breaks and holidays are intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over a break period. No assignments should be given during a school break, and any long-term assignments should not be due during the first week back from a school break. Homework shall not be assigned during standardized testing for grades 3-5.

### **Homework in Elementary Grades**

- In the primary grades (K-3), homework should consist primarily of reading and a limited number of independent exercises to reinforce previously taught skills and concepts in English Language Arts and Mathematics.
- At the upper grades (4-5), homework should primarily consist of reading, practice and application of key skills and concepts in English Language Arts and Mathematics, and application of writing skills, and beginning research across subject areas. At this level, homework should be designed to build independent study habits.
- Long-term assignments should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.
- Homework at the elementary grades should not be assigned over the weekends. (Weekly homework packets can be assigned over a week and include a weekend but should be able to be completed without using nightly time on Friday, Saturday, or Sunday.)
- As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to nightly homework, including time devoted to long-term projects and reading:
  - Grade K = Occasional short homework and/or reading for pleasure
  - Grade 1 = 0-10\* minutes average M-Th
  - Grade 2 = 0-20\* minutes average M-Th
  - Grade 3 = 0-30\* minutes average M-Th
  - Grade 4 = 0-40\* minutes average M-Th
  - Grade 5 = 0-50\* minutes average M-Th


\*Nightly minutes are inclusive of all assigned work.

## **SCHOOL BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES**

### **STUDENT CONDUCT**

McGaugh School is proud that most of our children fulfill their responsibilities at school. The policy of the Los Alamitos Unified School District is to require good conduct and courtesy of children at school, on the playground, and to and from school. You, as parents, as well as the school staff, have the responsibility of impressing this policy upon our students.

Positive attitudes towards school and self, and long-term positive behavior growth are important goals for each student at McGaugh. The staff focuses on positive and effective approaches to building self-efficacy including teaching children how to develop self-discipline, empathy, compassion, as well as other prosocial skills. Awards, special events, spirit assemblies and multiple opportunities for student recognition for positive achievement help to build school spirit and pride. The McGaugh staff maintains high expectations for student behavior and utilizes conflict management techniques to teach students how to resolve conflicts. School-wide rules, rights and responsibilities are clearly established, as well as consequences for inappropriate behavior. Each staff member establishes classroom rules and consequences. We utilize a Student Success Team (SST) approach for students with special problems. This team brainstorms ideas and solutions as well as refers students to appropriate specialists or programs when necessary.

			
	Responsible	Aware	Honorable
<b>Playground</b>	<ul style="list-style-type: none"> <li>- Return equipment</li> <li>- Take care of equipment</li> <li>- Follow playground rules</li> <li>- Walk on the blacktop</li> <li>- Keep hands, feet and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Play fairly</li> <li>- Use kind words to solve problems</li> <li>- Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Try a new game</li> <li>- Make a new friend</li> <li>- Report problems to adults right away (do not wait until the bell rings)</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>- Use bathroom materials appropriately</li> <li>- Clean up after self</li> <li>- Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>- Respect each others' privacy</li> <li>- Wait patiently for your turn</li> <li>- Walk to and from bathroom</li> </ul>	<ul style="list-style-type: none"> <li>- Return to class quickly and quietly</li> </ul>
<b>Main Office</b>	<ul style="list-style-type: none"> <li>- Take care of your classroom materials</li> <li>- Complete your work on time</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to the speaker</li> <li>- Walk quietly in the classroom</li> <li>- Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Use your materials carefully</li> <li>- Bring materials each day</li> <li>- Try your best</li> <li>- Ask and answer questions</li> </ul>
<b>Auditorium</b>	<ul style="list-style-type: none"> <li>- Walk to and from auditorium</li> <li>- Walking only in auditorium</li> </ul>	<ul style="list-style-type: none"> <li>- Sit in seats</li> <li>- Quiet during performances</li> </ul>	<ul style="list-style-type: none"> <li>- Listen carefully</li> <li>- Quiet indoor voices</li> </ul>
<b>Lunch Area</b>	<ul style="list-style-type: none"> <li>- Clean up trash</li> <li>- Lower voice level</li> <li>- Follow school rules</li> </ul>	<ul style="list-style-type: none"> <li>- Keep area clean</li> <li>- Be polite</li> </ul>	<ul style="list-style-type: none"> <li>- Wait patiently for dismissal</li> <li>- Walk on blacktop</li> <li>- Invite others to sit with you</li> </ul>
<b>Media Center</b>	<ul style="list-style-type: none"> <li>- Return books on time</li> <li>- Take good care of books</li> <li>- Take care of all equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Push in chairs</li> <li>- Walk to/from the media center</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge yourself to read a variety of books</li> <li>- Listen and follow all directions</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>- Keep hallway clean</li> <li>- Walk on the right side in a straight line</li> </ul>	<ul style="list-style-type: none"> <li>- Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Use polite words</li> <li>- Use a quiet voice</li> </ul>
<b>Pick Up Area</b>	<ul style="list-style-type: none"> <li>- Be on time</li> <li>- Be ready with school materials</li> <li>- Come to school daily</li> </ul>	<ul style="list-style-type: none"> <li>- Wait patiently</li> <li>- Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in assigned area</li> <li>- Walking only</li> <li>- Use greetings</li> </ul>

## LEGAL RESPONSIBILITIES

To insure the rights of all persons, the State Education Code has identified specific pupil responsibilities:

1. Pupils shall cooperate with the school personnel (Sec. 10602).
2. Pupils shall avoid profanity or vulgarity (Sec. 10602).
3. Pupils shall not use or possess tobacco (Sec. 10602), narcotics (Sec. 10603), or alcohol (Sec. 25608).
4. Pupils shall respect public and private property (Sec. 10606).

## McGAUGH SCHOOL RULES OF CONDUCT

These are the four most important student rules at our school. It is expected that all students know and practice them:

1. **Be courteous, kind, and respectful.** I respect the rights and property of others and treat others how I want to be treated. I do not touch the personal property of staff members or students without permission.
2. **It is a "hands off" bully free school.** I keep my hands, feet, and unkind words to myself. I do not tolerate bullying in any form and I stand up for what is right.
3. **Observe silent zones.** I walk silently and intentionally through the school. I respect the learning environment and do my part to ensure that it is optimal for all students.
4. **Be a professional student.** I am a Sea Lion Scholar. I come to school ready to learn, attend to instruction, participate, and give 100% effort in class. I complete my classwork and homework and always seek to go beyond what is expected of me.

## McGAUGH PLAYGROUND RULES

1. Do not cross the RED LINE or enter the hallways between buildings at lunch or recess.
2. Walk, do not run, on the blacktop
3. Play in your designated area.
4. Follow games rules, resolve conflicts through positive strategies, be safe and supportive of other students.
5. McGaugh is a NO BULLYING ZONE. Bullying will result in discipline. If you observe bullying, do not just look the other way – stand up for what is right. Tell the bully to stop or tell a staff member.
6. At the first bell FREEZE, kneel, wait for the whistle, and walk silently to your line.

## **REPORTING PROBLEMS**

Students are encouraged to talk to their teachers and share any potential problems or situations. Students in need of assistance should seek help from a playground supervisor or their classroom teacher. They should report suspicious activity or persons to school personnel. If a school adult is not readily available, children should come to the office and ask for assistance.

## **PROGRESSIVE DISCIPLINE**

Know that the intent of all disciplinary action at McGaugh is for students to recognize that their specific problem behavior had a negative impact on themselves and others and to realize that there are other choices that would have had a more positive outcome. In short, we want students to learn from their mistakes and be able to make better decisions in the future. This is *always* our intent, not to punish without thought or reflection.

Violations of school rules and expectations will result in the following consequences:

- A verbal warning given by a staff member to change the student's behavior.
- Issuing a "Yellow Slip" to the student. The "Yellow Slip," documenting the violation, is given to the Assistant Principal for further review and action.
- Work through the Restorative Practices Process
- Conferencing with a teacher or administrator.
- Conferencing with an administrator and other students to engage in conflict mediation and or develop behavior expectations between involved parties.
- Missing recess or lunch to reflect upon behavior or complete a missing assignment.
- Spending time in the office or media center during the school day (In-School Suspension).
- Spending time at home during the school day (Suspension).

Parents will be called and notified of the reason for the action taken, the consequences, and ultimate outcome and expectation for their child in all the situations listed above.

## **SUSPENSION/EXPULSION**

We are fortunate at McGaugh School that our students are well behaved and respectful of others. There are very few cases when an individual's behavior impacts the safety or educational opportunities of fellow students. When all efforts fail to reach such an individual, suspension is the only course left to follow. Suspension does not solve the problem, but it does give time for reflection and planning a new approach to the problem. The following is the procedure for handling suspension:

An administrator may suspend pupils for various infractions and misdemeanors for periods from one (1) to five (5) school days. For each suspension, a letter will be sent to the home and a copy to the superintendent's office listing the reason for suspension, period of suspension, instructions to be followed by the pupil during the suspension period, and a request for the parents or guardian to confer with the principal. The principal may require the parents or the guardian to return with the pupil for conferencing before re-admittance after a suspension. A suspended pupil will be expected to complete all assignments and tests missed during the suspension.

### **The Following Behaviors are Cause for Suspension:**

1. Fighting or threatening to cause physical injury to another person.
2. Possession or sale of firearm (real or imitation), knife, explosive or dangerous object.
3. Possession, use, or sale, or under the influence of any controlled substance (drugs or alcohol).
4. Possession or use of tobacco on school premises.
5. Causing or attempting to cause damage to school property or stealing from school property.
6. Committing an obscene act or engaging in habitual profanity or vulgarity.
7. Disruption of school activities and/or willful defiance of valid school authorities.
8. Attempting or committing sexual harassment or sexual assault or battery.
9. Harassment, threatening or intimidating another student (in person or via electronic communication)
10. Causing, threatening, or attempting to cause hate violence.
11. Intentional harassment, threat, or intimidation.

The law states the principal shall recommend **expulsion** (removal from the school or district) for the following behaviors:

1. Possession, selling, or furnishing any firearm.

2. Selling any controlled substance or possessing, using, or being under the influence of a felony-controlled substance.
3. Brandishing a knife at another person.
4. Robbery or extortion.
5. **LASER POINTERS**
6. Directing a laser beam (a visual-display device used to highlight words/objects on a display unit) to a person's eyes with the intent to harm may be considered a crime. A pupil may be suspended from school or recommended for expulsion if the pupil has caused, attempted to cause, or threatened to cause physical injury to another person. (ED. Code 48900)

## **J.H. McGaugh School Instructional Programs**

**BRAINPOP!** - BrainPop and BrainPop Jr. create animated, curriculum-based content that engages students, supports educators, and bolsters achievement. BrainPOP is used in numerous ways, from introducing a new lesson or topic to illustrating complex subject matter to reviewing before a test. Content is aligned to state standards and easily searchable with their online State Standards Tool. BrainPOP was conceived by Dr. Avraham Kadar, M.D., an immunologist, and pediatrician, as a creative way to explain difficult concepts to his young patients. Teachers use BrainPop videos as a powerful instructional tool to help introduce or reinforce concepts across every subject.

**CGI (Cognitively Guided Instruction)** - Cognitively Guided Instruction (CGI) problem solving is incorporated throughout our math instruction. CGI is an educational philosophy that capitalizes on over 20 years of research showing that students come to school with rich informal systems of mathematical knowledge and problem-solving strategies that serve as a basis for learning mathematics. CGI differs from rote instruction in that it puts the focus on students' mathematical thinking. Teachers learning to use CGI strategies experience intensive professional learning about problem solving strategies and how to engage students in mathematical dialogue. CGI students are empowered to explain their reasoning, justify their solution strategies, and build a deeper mathematical understanding.

**GIFTED AND TALENTED EDUCATION (GATE)** - In the third grade, all students at McGaugh are screened for GATE eligibility. The site GATE Committee follows an established district process to determine eligibility. This process includes standardized testing (OLSAT) and district benchmarks, screening surveys completed by teachers and parents, student work samples and student assessments. GATE students are clustered and receive differentiated instruction in the classroom. This work often consists of group projects designed to teach leadership, cooperative learning, in depth analysis, and higher-level thinking skills.

**READER'S WORKSHOP** - Reader's Workshop is an instructional model for reading that marries explicit instruction in reading strategies (making connections, creating mental images, making inferences, asking questions, determining what is important, synthesizing, and monitoring comprehension and meaning) with opportunities for students to practice each reading strategy independently, with a peer, and in small groups. Reader's Workshop emphasizes that importance of student engagement, the interaction between readers and the text, student independence, and metacognition.

**MIND-ST MATH / MATH FLUENCY** – The web-based ST Math program employs the learners' spatial temporal reasoning abilities to explain, understand, and solve multi-step math problems. The language barrier to learning math is eliminated, and the program has proven uniquely engaging and effective with students at every level of math and language proficiency. The Fluency component focuses on helping students build math fluency – defined by the National Math Panel as accurate, quick, and effortless retrieval of basic math facts. The use of animated virtual manipulatives enables an intuitive process of learning that makes basic math fact recall effortless. This automaticity frees students' working memory for problem solving.

**MEDIA CENTER** - The library media program at McGaugh teaches information literacy, enhances technology skills, and builds reading fluency and comprehension. In addition to our extensive book collection, the McGaugh media center has both a minicomputer lab and full computer lab in which students learn and participate in a variety of software and web-based learning programs. Led by our credentialed media center teacher, our STEM program for TK-5th graders focuses on science, technology, engineering, and mathematics. At McGaugh, we are preparing our students to fully participate and thrive in an increasingly digital world.

**MUSIC AND ART** – McGaugh is currently the only elementary school in Orange County that employs a credentialed art teacher. As such, we have a fantastic art program available to TK through 5<sup>th</sup> graders that teaches students a wide variety of forms and techniques as well as art history and appreciation. McGaugh's art program has a yearly focus on a particular artist and piece that culminates in its Pageant of the Arts program in the spring. McGaugh also employs a fantastic music teacher who, in addition to teaching a weekly music class at all grade levels, organizes yearly concerts for grades one through four. There is also a student choir for interested 4<sup>th</sup> and 5<sup>th</sup> grade students.

**OUTDOOR SCIENCE SCHOOL** – All students in 5<sup>th</sup> grade attend Outdoor Science School for one week with their classroom teachers in the San Bernardino Mountains. The camp focuses on teaching students' botany, biology, geology, astronomy, and leadership skills while exposing them to exciting activities such as hiking, climbing, and archery. OSS is a parent paid program with financial support provided by the Outdoor Science Booster Club.

**PAGEANT OF THE ARTS** - The Pageant of the Arts has been a special yearly tradition at McGaugh for thirty years! The Pageant of the Arts is an integrated fine arts program, which involves 4<sup>th</sup> and 5<sup>th</sup> grade students. Each year a different artist and artwork are chosen for school-wide study. Teachers and parent volunteers work collaboratively with 4<sup>th</sup> and 5<sup>th</sup> grade students to prepare artwork and original dances that reflect the art being showcased. The art comes to life at the final performances in March which is highlighted as part of the OC Imagination Celebration.

**SPECIAL EDUCATION** – To the benefit of all our students, McGaugh is home to several special education programs and services that support students with a wide range of academic, behavioral, and emotional needs. The school has four SDC classes and two full inclusion blended classrooms. Our special education teachers bring a wealth of knowledge and expertise to our school in differentiated instruction and ABA (Applied Behavior Analysis). Our students with special needs help create a diverse and inclusive school environment that promotes appreciation and support for differences.

**WRITER'S WORKSHOP** - Writing Workshop is a method of writing instruction developed by Lucy Calkins and educators involved in the Reading and Writing Project at Columbia University. This method of instruction focuses on the goal of fostering lifelong writers. It is based upon four principles; students will write about their own lives, they will use a consistent writing process, they will work in authentic ways, and it will foster independence. Students have a large amount of choice in their topic and style of writing. The teacher acts as a mentor author, modeling writing techniques and conferring with students as they move through the writing process. Direct writing instruction takes place in the form of a mini lesson at the beginning of each workshop and is followed by a minimum of forty-five (45) minutes of active writing time. Each workshop ends with a sharing of student work.

## **J.H. McGaugh School**

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FAX: (562) 799-4570  
Attendance: (562) 799-4571

### ***Los Alamitos Unified School District***

*10293 Bloomfield Street*  
*Los Alamitos, California 90720*  
*Telephone: (562) 799-4700*

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### **EMERGENCY TELEPHONE NUMBERS**

Police – Seal Beach	(562) 799-4100
Fire Department	Dial - 911
Paramedics and Rescue	Dial – 911