

**JOHN L. WEBSTER
ELEMENTARY SCHOOL
A California Distinguished School**

**3602 Winter Canyon Road
Malibu, California, 90265**

**310 456-6494
FAX 310 456-9304**

**PARENT HANDBOOK
2016-2017**

August, 2016

Dear Webster parents,

To our returning families -- Greetings and we are so glad to see you back! To our new families -- our warmest welcome, and rest assured you won't feel new for long! You'll find the Webster family to be open and welcoming, and soon you will feel like experienced veterans at school.

We're so proud of the school and community we've all built and nurtured here. It's no wonder Webster students and families consider it the best school on the planet. Our active, engaged parent body is part of what elevates Webster to the top tier. Please join hands with the Webster community to get involved in whatever way you can at school.

FIRST, please make a donation to the Webster Whale Fund. This is the PTA's Direct Donation Drive, and you'll be getting a letter asking for your financial contribution. This accounts for the majority of our budget, and pays for **STUFF**. Stuff includes classroom supplies, program materials, assemblies, field trips, technology support, disaster provisions for every child in case of a major disaster, etc. These simply would not be funded were it not for your contributions. You can make a donation by visiting www.mywebsterschool.com. The suggested donation is \$600 (just \$3.33 per school day!)

SECOND, please make a donation to the Santa Monica-Malibu Education Foundation. This is the fundraising effort districtwide that helps pay for an exemplary arts instruction program for all of ours students, highly trained instructional assistants, professional development for teachers, ballroom dance for 5th graders and technology support. SMMEF pays for **STAFF**. You can make a donation by visiting www.smmeff.org. The suggested donation is \$700.

FINALLY, please find a spot that suits your volunteer skills. Whether it is working in your child's classroom, monitoring the playground at lunch, helping to plan and execute a school event, or tackling a role on the PTA, please find one of the hundreds of opportunities and claim it as your own! If you are stuck for ideas, call or e-mail either of us (details below), and we can suggest areas of greatest need.

And thank you so much for **everything** you do for our school. Your generous contributions of time, skill, spirit and money are crucial and most gratefully appreciated.

Sincerely,

Susan Samarge-Powell, Ed.D

Principal

We would like to thank you in advance for reading through all of the information, discussing all pertinent points with your children, and for **having every member of your family sign and return the last page to your classroom teacher** (or the office) indicating you have all read and understood the contents within the handbook. Once again, thank you for your time. We look forward to an amazing year with all of you!

WEBETER STAFF MEMBERS

Room	Staff Member	Grade/Position		Extension
1	Ms. Cronrod	Kindergarten	mcronrod@smmusd.org	69101
2	Ms. Stark	3 rd	astark@smmusd.org	69102
3	Ms. Held	2 nd	pheld@smmusd.org	69103
7	Ms. Harris	2 nd	sharris@smmusd.org	69107
9	Ms. Ross/ Ms. Tafi	K/1 st	eross@smmusd.org mtafi@smmusd.org	69109
10	Ms. Berman	1 st	wbermanbaker@smmusd.org	69110
11	Ms. Hernandez	Kindergarten	jhernandez@smmusd.org	69111
12	Ms. Murdock	Transitional-Kinder	smurdock@smmusd.org	69112
13	Mr. Jordan	Computer Lab		69113
14	Ms. Nix	3 rd	mnix@smmusd.org	69114
15	Ms. Morris	4 th	kmorris@smmusd.org	69115
16	Ms. Verham	5 th	kverham@smmusd.org	69116
16A	Ms. Walsh	Literacy Coach	lwalsh@smmusd.org	69216
17	Ms. Kisskalt	4 th	mkisskalt@smmusd.org	69117
18	Ms. Blair	SAI	sblair@smmusd.org	69118
18A	Ms. Law	Psychologist	vlaw@smmusd.org	69218
19	Ms. London	4 th /5 th	klondon@smmusd.org	69119
16A	Ms. Theobald	Language & Literacy Interventionist	mtheobald@smmusd.org	69216
Speech	Ms. Huffman	Speech	ehuffman@smmusd.org	69307
Library	Ms. Monte	Library	pmonte@smmusd.org	69312
Health Office	HOS- Ms. Yoliee Nurse – Ms. Cano		yhernandez@smmusd.org scano@smmusd.org	69303
Office	Ms. Isaura Bravo	Admin. Assistant	ibravo@smmusd.org	69301
Office	Ms. Michaele Ward	Office Specialist	Michaele.ward@smmusd.org	69302
Office	Dr. Samarge-Powell	Principal	ssamarge@smmusd.org	69301

ADDITIONAL STAFF

Mr. Daryl Adams	Physical Activities Specialist
Mr. Daniel Coleman	Physical Activities Specialist
Ms. Justin , Mr. Pawling, Mr. Lorenzini	
Mr. Ravaglioli, Mr.Tellier,	District Music Teachers (Grades 3-5)

CLASSROOM INSTRUCTIONAL ASSISTANTS

Ms. Melissa Adams	Ms. Corinne Le	Ms. Dayna Walley
Ms. Karen Brooks	Mr. Vince Lo Greco	Ms. Dorie Woodworth
Ms. Wei-Jin Conrad	Ms. Ellen Stern	Ms. Miki Yamamoto

CALIFORNIA PTA MISSION STATEMENT

The mission of the PTA in California is threefold:

1. to support and speak on behalf of all children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children
2. to assist parents in developing the skills they need to nurture children; and
3. to promote parent and public involvement in schools and communities.

The objectives of the PTA are:

1. to promote the welfare of children and youth in home, school, community and place of worship;
2. to raise the standards of home life;
3. to secure adequate laws for the care and protection of children and youth;
4. to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
5. to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

WEBSTER PTA-SPONSORED PROGRAMS

PARENT VOLUNTEERS

The enthusiastic involvement of parents at school is a vital and vibrant tradition at Webster. Parent volunteers assist with many classroom activities, as well as with PTA programs. Time commitments begin at a few hours each month. Choose your own area of interest or expertise, and contact your child's classroom teacher or a PTA representative. The rewards for your child, yourself, and your school are great!

CLASSROOM SUPPLIES, MATERIALS AND FIELD TRIPS

Our teachers receive PTA funds to purchase curriculum-related supplies and materials for the classroom. This financial supplement enables them to obtain instructional kits, speakers, and other enhancements for projects that go beyond the traditional course of study. The PTA also supplements the cost of field trips related to classroom study. Scholarships are available to ensure no student is denied participation due to financial need.

SCHOOLWIDE ASSEMBLIES

The PTA also works with the school community to find and provide various assemblies throughout the school year. From schoolwide cultural assemblies to classroom science assemblies, the PTA helps fund these fabulous experiences that provide amazing learning opportunities for all of our students.

EDIBLE GARDEN PROGRAM

Taking place in the gardens behind Room 10 and led entirely by volunteers, this program provides hands-on gardening experiences for students in grades TK-2. This program incorporates math, science, recycling and responsibility.

LIBRARY ENRICHMENT

Funds for new book purchases, including reference materials and software, are made available through the PTA's Direct Contribution Drive, the Book Fair, and the Adopt-A-Book program featured at Open House and every year on your child's birthday! (See librarian for details.)

SAFETY

There are several committees dedicated to improving the health and safety of Webster students. One group of parent volunteers directs morning traffic daily to expedite drop-offs and to keep our kids safe. Others volunteer to help supervise the cafeteria and playground during lunch. Disaster preparedness, nutrition and pesticide use have also been addressed by the PTA. New issues and concerns will receive attention as needed. For example, the school is now a “**No Cell Phone**” zone!

MULTICULTURAL POTLUCK DINNER

Each year the PTA organizes a grand international pot luck dinner, with a dish reflecting the cultural heritage of your family as the only price of admission. This is one of the most cherished events at Webster as it reminds us of how many different experiences we have AND yet what a small and tight community we are together!

PARENT EDUCATION

The PTA sponsors lectures and discussions on topics related to parenting and education. Assistance to parents with childrearing issues is a top priority of the Webster PTA and the California State PTA.

WEBSTER SCHOOL SERVICES

AFTER-SCHOOL CHILD CARE PROGRAM

The Palisades-Malibu YMCA provides child care after school hours for Webster students. Before-school child care will be provided if at least 10 children need it. A sliding fee structure makes this service available to all. The director provides time for doing homework, as well as games, crafts, dramatics, singing, cooking, sports, movies and special events. Care is provided every school day and certain school holidays from 1:45-5:30 p.m. (5:00p.m. for Kindergarten students) in Room 24, the facility on the lower playground. Call 310-454-5591 for more information.

CHARACTER COUNTS

The CHARACTER COUNTS! Coalition is a nonpartisan alliance of educational and nonprofit organizations that work together to strengthen the character of young people by advocating consensus ethical values that transcends political, religious, class and ethnic divisions. These values, called the “Six Pillars of Character” are *trustworthiness, respect, responsibility, fairness, caring and citizenship.*

COMMUNITY SERVICE

In-class and after school projects organized and implemented by parents and teachers put the Character Counts values into action. This year, students will continue to rescue animals, collect and donate books and feed the poor, and interact with special needs children through Shane’s Inspiration among other projects. Our 5th grade students have also taken on an annual Toy Drive known as “Jonah’s Journey”, dedicated to collecting toys in honor of Jonah Stern who had a mission to collect and provide toys to Children’s Hospital, Los Angeles.

DISTRICT NURSE AND HEALTH OFFICE ASSISTANT

The school nurse provides health screening and First Aid at Webster. Our office staff is trained in First Aid, and is in contact with the nurse when she is not on campus. A “Health Office Assistant” is assigned to Webster from 10:00 – 1:00 each school day.

DISTRICT PSYCHOLOGIST

Psychological testing and evaluation are available upon teacher recommendation and parental request. A school psychologist is on our campus two school days per week to support students identified with needs.

ENRICHMENT PROGRAMS

The YMCA hosts After School Enrichment Classes (for pay) throughout the school year. TK/K students can take classes from 1:50 – 2:50 and 1st – 5th can take classes from 3:10pm – 4:10pm. In addition, 4th and 5th grade students are offered opportunities to participate in enrichment activities such as before-school Math Club, Advanced computers, and special programs as they arise.

INSTRUMENTAL AND VOCAL MUSIC SPECIALISTS

The school district provides a choice of instrumental music lessons or chorus to every 4th and 5th grade students in two 40 minute weekly sessions. Third grade classes are given one 30 minute vocal music lesson each week. They also learn to play the recorder.

LITERACY COACH

Webster has a full time Literacy coach to support the academic growth of our students. This fully credentialed teacher supports teacher professional development, classroom instructional strategies and some one on one support for students who are striving to reach grade level. Additionally, this teacher helps support students who are excelling academically.

LIBRARY

Our beautiful library is open daily to students under the supervision of our librarian. In addition, children visit the library as part of their regular classroom activities, where they receive instruction in library skills and may check out books.

PHYSICAL EDUCATION

Our Physical Activities Specialists work daily with all students in grades one through five. The program fosters sportsmanship, as well as physical fitness.

SITE GOVERNANCE COUNCIL

The Webster Site Governance Council is a shared decision making body created by the Board of Education to maintain a formal and effective procedure for forming and implementing policies which promote the vision of the school and reflect the District's goals. The council is comprised of a mandated ratio of parents, teachers and other staff, all of whom have been elected to serve a 2 year term.

SPECIALIZED ACADEMIC INSTRUCTION

Children who have special educational needs, and who require assistance in academic areas where there is a discrepancy between what they are capable of achieving and their actual performance, will be included in this program. This Special Education support is provided both in the regular classroom and in small groups within the regular classroom.

SPEECH AND LANGUAGE

Students who qualify for this Special Education program are served by a specially trained teacher who works with the classroom teacher to meet each child's individual needs.

SAFETY INFORMATION

ARRIVING & DEPARTING

Be sure that your child gets a good night's rest, a good breakfast, and arrives at school on time. Children arriving before the first bell in the morning should go directly to the playground, unless their teacher has made other arrangements. **No child should arrive before 8:15 a.m. or remain after 3:15 p.m. unless plans for child care or another supervised activity have been made.** Classes begin promptly at 8:40. Please be sure that your child understands how he/she will get home each day, and notify your child's teacher if there is a change in routine. (An excellent after-school program is provided on campus by the YMCA for a moderate charge. For more information, call 310-456-3297.) School bus service is provided to some local areas by the district. Bus route and fee information are available in the Webster office.

LOCKED GATES AND SCHOOL ACCESS

To promote a secure and safe campus, Webster will continue to ensure the gates are:

- Opened at 8:00am (**playground supervision DOES NOT begin until 8:15am**)
- Locked at 8:40am and remain locked for the duration of the school day
- Reopened 5 minutes prior to dismissal (1:40 for kindergarten; 2:55 for grades 1-5)

The office doors will remain unlocked during the school day for parent volunteers and visitors who have school business. For the safety of our school community, **all visitors and volunteers are required to sign in** at the main office.

MORNING DROP-OFF PROCEDURES

With the aid of the City of Malibu, our safety committee has devised a safe and efficient plan to eliminate potential hazards and keep traffic flowing during the morning drop-off. *This plan is devised with our children's safety in mind.* Please read the following procedures and become familiar with them. Your cooperation is vital for this plan to be a success.

MORNING DROP—OFF RULES

1. There will be only a single drop-off lane in front of school with parent volunteers directing traffic and helping students safely out of their cars. Please cooperate with the volunteers who will direct your car.
2. Barricades will be put up to create a single lane so children will not have to cross in front of a moving vehicle.
3. There will be **no parking in front of school or any red zone at any time.**
4. Drop-Off is a **"Cell Free Zone"**.
5. Parking at the lower bus ramp lot is recommended if you need to stop or park – do NOT park in the bus lanes!!
6. There is no parking in front or behind the school; These parking spots are ONLY for staff
7. Students are not allowed at any time in the grass area adjacent to the dirt lot alongside the bus ramp. This area is the property of the condominiums.
8. The Fire Department has designated the drop off circle in front of Webster as a fire lane, as indicated by the red stripes. The Sheriff will ticket any car parked in the circle drive.

Please respect our volunteers and rules to help make this a successful plan that will keep our children safe!

PARKING AND TRAFFIC

Parking and traffic are chronic concerns at Webster. You can help keep all students safe by doing the following:

1. Send your child to school on the bus. Statistically, it is far safer than driving your own car on the PCH every day and it is definitely easier!
2. If you drive, drop off your children in the lot at the bottom and have them cross at the bus ramp, and let them walk into school as the bus riders do – through the gate onto the lower playground.
3. Carpool – the more the merrier.
4. Respect the directions of the parent volunteers in front of school. They will try to get your car into and out of the drive-through in front of school (if you feel you must drive up Winter Canyon to the front) and get your children safely out of your car and onto the sidewalk.
5. Remember – there is absolutely no parent parking OR DROP-OFF in the back lot or along the Winter Canyon fence. Our staff needs every one of those spaces.
6. Drop-Off/Pick-Up area is a “Cell Free Zone”.
7. Become a morning drop-off volunteer yourself. We need you!

GENERAL INFORMATION

ATTENDANCES AND TARDIES

Please support us in making attendance a high priority by ensuring that your child arrives to school on time every day (except when ill), and by planning vacations and medical/dental appointments during non-school days or after school.

Upon return of absence/tardy, please provide a note to the teacher with the following information: child's name, dates) of absence/tardy, reason, and parent signature. Students arriving late to school should go through the office and directly to the class. A student absent for 3 or more days due to illness must provide a doctor's note, releasing the student to return to school. For 3 UNEXCUSED absences and/or tardies, the District's automated computer system generates a truancy letter which is mailed home.

DRESS CODE POLICY

As noted by Board policy, all students are required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance. In every case, the dress and grooming of the student shall not cause actual distraction from or disturbance in any school activity or interfere with the participation of a student in a school activity. Students may wear hats while outdoors as sun-protective gear, but must remove the hats while in class. For safety, students should only wear closed-toe shoes (no clogs, crocs or jellies).

EARLY RELEASE FROM SCHOOL

During the school day, students may only be released to a parent, guardian, or adult specified on the student emergency card. Any student who needs to leave school early should provide a note to the teacher. To pick up your child, please come to the office to sign your child out. The office will call the classroom to have your child come up.

HEALTHY FOOD/SNACK POLICY

We encourage children to eat and live healthy. We can help fight against child related health diseases by working together and providing healthy food/snacks to our children. Parents have found creative, fun and healthy alternatives to sugary snacks to celebrate birthdays and other special events. Please follow school procedures and DO NOT provide any sugary snacks to celebrate a special event. Instead, please check in with the teacher to see about an alternate way to celebrate (e.g. a birthday book donated to class; a fun dance break; a neat craft for all, etc..). Some students have severe food allergies, so for the safety of all, students are NOT permitted to share their lunches or snacks with other students.

INDEPENDENT STUDY

Students who will be away from school for 5 or more consecutive days may be eligible for Independent Study. In Independent Study, the parent assumes responsibility for their child's instruction and completion of assignments. All assignments must be evaluated by the child's teacher for full or partial attendance credit. A contract agreement for Independent study must be signed and agreed to by the parent and school staff prior to commencing the program. **Parents must provide written notice to teachers at least 2 weeks in advance to allow them enough time to prepare all assignments.** NO child can be on Independent Study for longer than 20 school days. S/he will be withdrawn from school (even if these are cumulative days and not all taken at once).

LUNCH

Our cafeteria provides a hot lunch every school day. A monthly menu is distributed to all children. Lunch costs \$3.00 per meal, or \$60 for 20 meals (The ticket stays at school to be used at lunch).

You may ONLY purchase and/or add money to the lunch ticket by going to www.myschoolbucks.com. You will need your child's student ID number and a credit card. **Please make it your responsibility as a parent to see that your child has either money or a lunch every day.**

OBSERVATION REQUEST POLICY

To observe in a classroom, the requestor must inquire at the front office. All observations must be requested 24 hours in advance and the length of the observation must be reasonable, generally limited to 20 minutes or less. The principal, or designee will join in the observation and will guide the visitor to the appropriate location in the classroom where the visitor will observe quietly; do not interrupt the class instruction. Photos or videos may not be taken of students or staff at any time.

PTA's E-NEWS, E-MAIL & THURSDAY FOLDER

The PTA publishes a weekly newsletter to communicate with Webster families about a variety of school activities, noteworthy items and educational issues. Parents are encouraged to join our e-mail distribution list, and may do so at www.mywebsterschool.com. The school also has a Thursday folder that includes paper copies of SOME of the items found in the newsletter. We are TRYING to be as green as possible, so only the most pertinent (or legally required) notices will be sent home in hard copy in the Thursday Folder. We highly encourage you to sign up for the weekly emails AND check your Thursday folders!

STUDENT COUNCIL

Interested third, fourth and fifth-graders are elected by each classroom to participate in lunchtime meetings. Officers are elected by all upper-grade students, and organize such activities as theme dress days, lunchtime music, and other spirit-related events. Student Council also manages the Best on The Beach Ticket winners and make our weekly Friday announcements.

TEACHER CONFERENCES

We hold conferences with the families of every child in the fall. You will be notified of conferences and we ask that you plan to attend. Whenever additional questions or concerns arise regarding your child's experiences in the classroom or in other situations at school, please discuss them with your child's teacher before asking to meet with the principal. Our teachers are happy to schedule such appointments at your convenience.

VOLUNTEER POLICY

All volunteers must sign in/out at the main office, and must wear a visible VOLUNTEER badge or VISITOR Pass while on campus. Please make arrangements to volunteer in the classroom directly with your child's teacher. Most teachers will have a sign up at Back To School Night. Volunteers who will be in the classroom will need to submit a Volunteer application and a Tuberculosis Form. In order to volunteer on campus at Webster, each person **must** attend a Volunteer Orientation meeting prior to starting in the classroom.

HOMEWORK POLICY

Webster School believes:

In accordance with School District policy, homework should take about ten minutes per night per grade level (i.e. 10 minutes for a kindergarten student up to 1 hour in 5th grade) on Monday through Thursday nights. There are occasions when a student may work longer, but these should be the exception. At Webster, we believe the following:

- *Homework will be an extension of classroom learning.
- *Homework is expected to be done by the student and students are expected to know how to do their homework.
- *Guidance by parents is helpful but not required.
- *There will be occasions where one of the purposes of a homework assignment is for students and parents to work together, especially in the primary grades.
- *Teachers will make every effort to communicate with parents so that parents understand the expectations for each homework assignment.
- *Long-term projects are important learning experiences, especially as students progress through the elementary grades. Expectations and standards for these projects will be thoroughly explained to students and communicated to parents. Class time and support will be provided for these projects. If a parent feels that additional classroom support will be needed in order for the child to be successful, the parent should contact the teacher.
- *Teachers will review and return all homework assignments within a reasonable time.
- *Unfinished classwork and make-up work after an absence may also create a temporary additional homework responsibility. If unfinished classwork regularly results in an unreasonable homework burden, the parent should contact the teacher to discuss the causes of the situation and possible solutions.

If a student regularly spends more than one hour doing homework, the parent should meet with the teacher to discuss the causes of the situation and possible solutions.

Though implemented differently, all teachers assign regular homework in some capacity. Help your child to develop responsibility by giving reminders about homework assignments, setting aside a regular time of day for studying, and providing help at an appropriate level. If you are involved in your child's work, you can spot persistent problems, and discuss these weak areas with your child's teacher.

CODE OF CONDUCT

AT WEBSTER SCHOOL, WE ALL BELIEVE:

- *Every child and adult expects to be treated with respect and fairness at all times.
- *We expect children at Webster to feel safe, comfortable, relaxed and happy, as they work, play and learn.
- *We expect all children at Webster to take care of our school, and to take an active part in making it better.
- *Rules are important and necessary, and when they are broken, reasonable consequences will result.
- *Good behavior, positive attitudes, enthusiastic participation and academic achievement will be encouraged and recognized.

WEBSTER'S GREAT EXPECTATIONS

1. We will show respect to all other children and adults.
2. We will play safely and be careful not to hurt others or ourselves.
3. We understand that fighting, name-calling and bad language are never allowed.
4. We will protect and care for our buildings, grounds, supplies and equipment.
5. We will be in the right place at the right time, at recess, lunch, P.E., and at all other times.
6. We will wait our turn, and allow everyone to play in our games.
7. We will walk quietly from place to place, so that no one else is disturbed.
8. We will stop playing when the bell rings, and sit quietly in the line-up area.
9. We will be a polite and respectful audience at all assemblies.
10. We will remember that every student has the right to work, play and learn in peace.

WEBSTER'S BULLY PREVENTION PROGRAM (Olweus) and RULES

Bullying is defined as, "When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself." Based on Seth's Law, (AB 9), our schools are working hard to ensure no student feels bullied, teased or excluded. Here at Webster school we adhere to the following rules:

- We will not bully others
- We will try to help other students who are bullied
- We will try to include students who are left out
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

CONSEQUENCES

The following consequences will result when a student does not obey the rules of the school. These consequences are based on the concept of "progressive discipline." This means that if a student disobeys school rules repeatedly, the consequences will become increasingly serious. When a student is involved in a serious incident, such as fighting, stealing, cheating, destroying school or personal property, or leaving the school grounds, the student will be referred directly to the principal for appropriate consequences. **While we**

have the right to adjust the progressive discipline process and consequences, the following consequences are generally followed:

FIRST INCIDENT - The student will be given a warning by the staff member.

SECOND INCIDENT – The student will need to have a conversation with the appropriate personnel. Based on what took place, the student may be kept off of the playground for the next scheduled recess.

THIRD INCIDENT - A Discipline Report will be filled out and kept on file in the office. Detention will be assigned for all recesses for two to three days, at the principal's discretion. Parents will receive a letter or phone call explaining what took place and the resultant consequences.

FOURTH INCIDENT - A Discipline Report will be filled out as explained above. The student's parents will be required to come to school for a meeting with the principal. Detention will be assigned for all recesses for five days.

FIFTH AND SUBSEQUENT INCIDENTS - A Discipline Report will be filled out as explained above. The student's parents will be required to come to school for a meeting with the principal. Field trip and assembly privileges may be lost. Suspension from school may also result, at the discretion of the principal.

RECOGNITION

All Webster teachers, other staff members, playground supervisors and parent volunteers will be working with of the "Six Pillars" of Character Counts. Students who have demonstrated one of those pillars out on the yard, in the hallway, at lunch or at any time in the school day will get a Best on the Beach ticket. They will be placed each week in to a bucket. Every Friday names will be drawn and students will be able to select a prize. Teachers may also decide upon their own recognition programs in their classrooms. Teachers and other staff members are encouraged to send students to the office to share their successes with the principal. Parents will be contacted whenever this occurs. Additionally, we have monthly "Spirit Assemblies" where students are also recognized for representing pillars from Character Counts.

PARENT CONCERN PROTOCOL

Our school community is dedicated to respect for all individuals and resolving conflicts and concerns. In the event that there is a concern about an issue, incident, or situation, please follow the Parent Concern Protocol as follows:

- Step 1: Speak with your child's teacher or staff member regarding the issue, incident or situation
- Step 2: If the issue is not resolved to your satisfaction, speak to an administrator
- Step 3: The parent or administrator may take the issue to a committee for further discussion and/or resolution
- Step 4: If the issue is not resolved to your satisfaction, contact the SMMUSD main office for further information

GUIDELINES FOR PARENT CHAPERONES ON CLASSROOM FIELD TRIPS

1. The most important consideration on a school trip is the safety of each and every child. A parent chaperone's primary responsibility is to supervise **ALL** children to ensure their safety.
2. Take an active role in monitoring the children's behavior, including correcting them when necessary. Bring more serious or repeated problems to the attention of the teacher.
3. Webster students are expected to listen, participate and behave appropriately. A parent chaperone must actively support these expectations with the students he/she is supervising.
4. Turn off your cell phones and beepers and do not use them except in case of emergency. Your full attention is needed to supervise our students.
5. Younger children are NOT allowed on any field trip.
6. Make every effort to understand the teacher's standards and expectations and provide consistent support.
7. Make sure your group is returned to the teacher with all students present and accounted for.
8. Our teachers and students need parent chaperones in order to have classroom field trips. Please keep in mind how important you are and how much we are relying on you.

WEBSTER SCHOOL COMPREHENSIVE DISASTER PLAN

Webster School is prepared to deal with any kind of disaster that may occur. Should a fire, earthquake, or any other disaster occur, we are committed to providing for the safety of all children, staff members, and anyone who is on campus.

PREPARATION

We believe that we must prepare in advance in order to successfully deal with whatever kind of disaster may occur. We take the following steps in order to provide the highest possible level of readiness:

1. Monthly fire drills and twice yearly earthquake drills
2. The purchase and storage of food, water, medical supplies, search and rescue equipment, temporary lighting, portable bathrooms, solar blankets and communications equipment.
3. An "emergency supply backpack" in every classroom.
4. Regular meetings of our Disaster Preparedness Committee with the District's consultant, and with representatives of emergency agencies such as the Red Cross, Fire Department and Sheriff's Department.
5. Periodic revision of our disaster plan, based on our actual experiences and the training we receive.

ALTERNATIVES

Depending on the circumstances of whatever disaster may occur and the instructions given to us by the authorities, we will either remain at school or evacuate to another location. Only the Superintendent of Schools or her designee has the authority to close Webster School and order an evacuation. We are prepared to care for all of the students and staff for up to 72 hours. If we remain at Webster, we would sleep in the buildings if they were safe, or outside, if necessary. If we need to evacuate, we have the option of evacuating to Pepperdine University, the Malibu Civic Center, Malibu Bluffs Park, or wherever the authorities instruct us to go. We have developed a detailed, specific plan for dealing with either an earthquake or a brush fire. They are explained below. We would modify these basic plans to deal with any other kind of emergency or disaster.

PARENTAL RESPONSIBILITIES

Parents play a critically important role in helping us prepare for and deal with an emergency. Every family should make disaster preparedness a high priority by doing the following:

- A. Maintain an accurate, updated, complete emergency card in the school office.
- B. Develop and practice a family disaster plan. Everyone in the family must know how to communicate and where to go to be reunited in an emergency. The children must know which other adults have been chosen as emergency guardians and listed as such on the school emergency card.
- C. Parents must understand the importance of notifying the office whenever they pick a child up from school. Not only are we legally responsible for the children, but if we do not know what has happened to a child, we will be unable to give accurate information to a parent or relative when he/she calls to inquire about the child.
- D. Parents must not attempt to take a child from school if they are not one of the people listed on the child's emergency card.
- E. If your child takes any medication, or may require special medication in the event of an injury (for diabetes, epilepsy, hemophilia, etc.) a supply of that medication and doctor's orders for its administration must be kept at school. Children on medication taken regularly at school should have an adequate supply for several days at school at all times.
- F. Make all necessary disaster preparations at home. If you are prepared with food, water, first aid supplies, flashlights, radios, etc., at your residence, the traumatic effects of a major disaster will be greatly reduced.

EARTHQUAKE DISASTER PLAN

1. When an earthquake occurs, the teacher instructs the class to "Drop, cover and hold." The children immediately get under their desks or other nearby furniture. They turn their backs to the windows and hold onto the leg of the desk under which they are located.
2. When the teacher decides that it is safe, the class evacuates the building and moves to a designated location on campus.
3. Parents arriving to pick up children will report to the Command Center. All traffic in and out of the field will be routed through the Reunion Gate adjacent to the Command Center. Order will be maintained at all times. Records will be kept of all children who are released.
4. Webster students will be supervised by school personnel **at all times**, including overnight, if necessary, until every child has been released to a parent, or other adult designated as an emergency guardian on the student's emergency card.
5. If circumstances require it, we will evacuate the school in accordance with the procedures described below in the Fire Evacuation Plan.

FIRE EVACUATION PLAN

1. In the event of an approaching brush fire, the Superintendent of Schools or his designee may order Webster School to be evacuated.
2. By that time, the Transportation Department will have been contacted and buses dispatched to Webster. If it is impossible for buses to get to us, we will walk to one of our nearby evacuation sites in an orderly manner.
3. We will maintain contact by telephone or short wave radio with the proper public safety agencies.
4. We will contact the principal at Our Lady of Malibu School and offer them the opportunity to evacuate with us.
5. The children will be prepared by their teacher to leave Webster. Personal belongings, lunch, homework and games will be taken along.
6. The office staff will gather a complete set of emergency cards, pupil medical records, medications for individual students, first aid kit, class rosters and pupil control cards.

7. Any available district maintenance and support personnel will be dispatched to Webster to secure the school and help in any other ways necessary.
8. When preparations are completed, the fire alarm is activated and all classes walk to the assembly area on the upper playground. At the direction of the principal, classes will then continue down to the bus loading area to board the buses.
9. If Our Lady of Malibu is evacuating with us, they remain lined up on their playground until they are directed by the Webster principal to come to the bus loading area.
10. At any time before the buses are loaded, students will be released to their parents or other adult designated as their emergency guardian. Records will be kept of the whereabouts of every child, and this information will be made available to parents who call or arrive at school after their child has been released to the other parent or designated emergency guardian. Every effort will be made to communicate our location to the public through the news media and through the district office.
11. Webster students will be supervised by school personnel **at all times**, including overnight, if necessary, until every child has been released to a parent or other adult designated as an emergency guardian on the student's emergency card.

Parent Student Agreement & Contract

We have read the Webster Handbook and agree to the policies, procedures and regulations regarding student life at Webster School. We will support and cooperate with information contained within the handbook.

Student Name: _____

Student's Signature (if student can write/sign name):

Student Classroom: _____

Student Grade: _____

Student Name: _____

Student's Signature (if student can write/sign name):

Student Classroom: _____

Student Grade: _____

Parent Name: _____

Parent's Signature: _____

Date: _____

Please sign the above agreement and return this page to your classroom teacher or school office by Friday, August 26, 2016.