



Cerritos, A Leadership Academy Welcome Guide

Important Numbers



Office: 480-541-2200

Attendance: 480-541-2201

Health Office: 480-541-2220

Cafeteria: 480-541-2226

Fax: 480-541-2210

School Hours

Monday, Tuesday, Thursday, Friday
7:45 a.m.-2:35 p.m.

Wednesday (Early Release)
7:45 a.m.-12:35 p.m.

Preschool Hours
Monday, Tuesday, Thursday, Friday
AM—8:20 a.m.—11:20 a.m.
PM—12:20 p.m.—3:20 p.m.

My Teacher's Name: _____

My Teacher's Phone: _____

My Teacher's Email: _____



Welcome!

Cerritos would like to welcome your family to our community! We are excited you have selected Cerritos, A Leadership Academy for your child. To help alleviate apprehension and anxiety amongst the excitement of starting a new school, we created this welcome guide to answer some of your questions to help you enjoy your transition to Cerritos. If you have any questions, feel free to email the office at jharris@kyrene.org or the PTO at president@cerritospto.org. We are confident your child will thrive as they begin these new learning experiences!

“Leaders of today inspiring leaders of tomorrow.” - Cerritos Mission Statement

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Section 1: Getting Started

Arrival Procedures

Students may arrive at school in several ways:

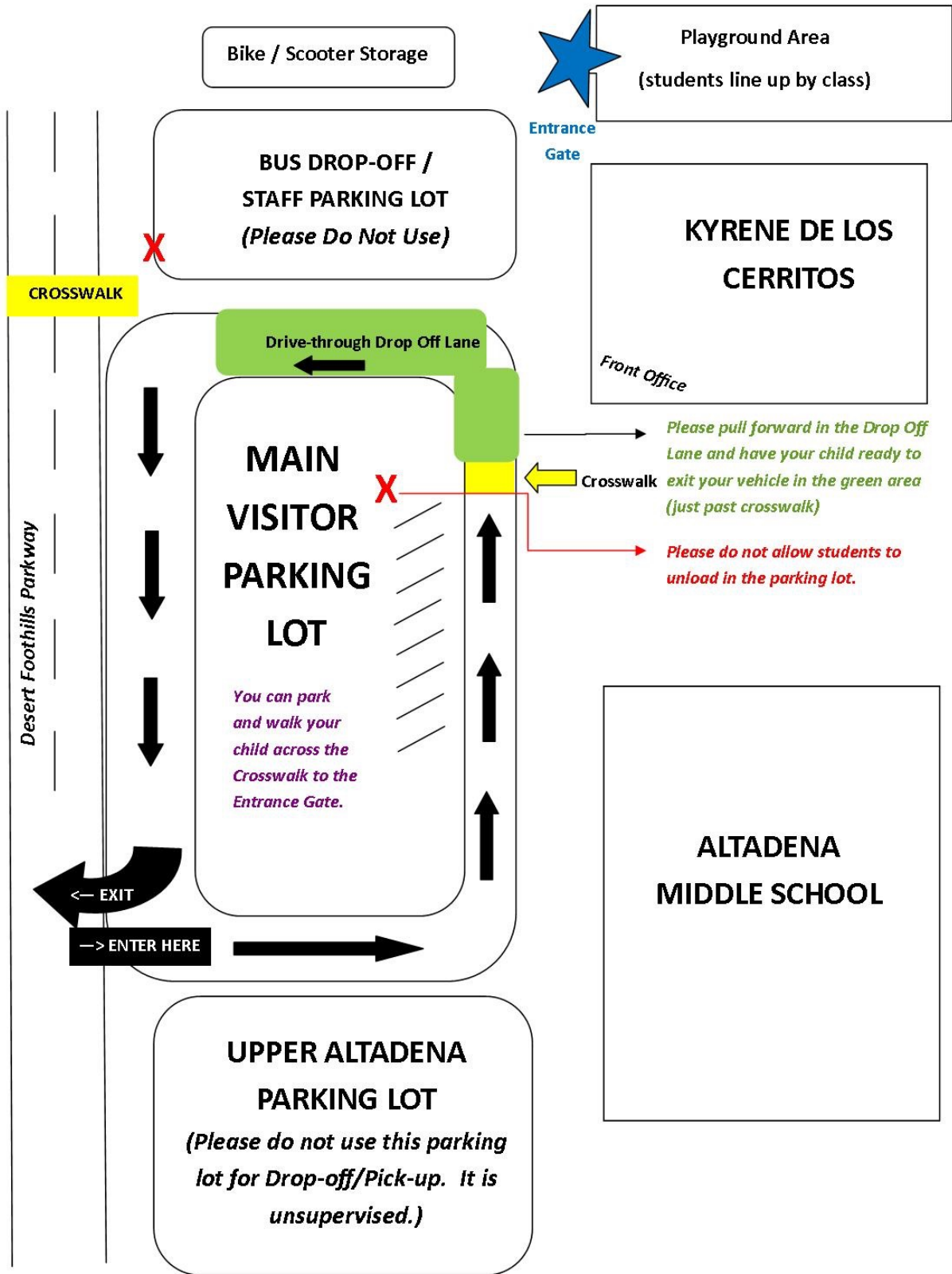
- 1) **Park & Walk to Gate** - Parent or caretaker can park their vehicle in the visitor parking lot. This is the large, main lot located in front of Cerritos and Altadena. Please walk across the dedicated supervised crosswalk. A Cerritos staff member will be serving as crossing guard at the crosswalk in order to ensure the safety of our students. Parents may then walk their child to the gate.

Please note:

- a. Parking is **not** allowed in the bus drop off/staff parking lot. These parking spots are reserved for employees. The bus lane is reserved **only** for bus drop off.
 - b. Please escort your child across the crosswalk to ensure that he/she safely navigates the parking lot.
- 2) **Drive-through Drop Off** - In the visitor parking lot, there is a designated drop off lane (stay right) in which parents have their child exit the vehicle without having to park. When using the drive-through drop off, the child should only exit the vehicle once the vehicle has passed the crosswalk and entered the "Drop Off Zone" (see green shaded area on map on next page). Please be sure to pull all the way forward in the "Drop Off Zone" in order to maximize the number of vehicles concurrently dropping off (usually 6-7 cars can be in the "Drop Off Zone" at one time).

Please note:

- a. If choosing this option, please be sure that your child is ready to exit the vehicle when you enter the "Drop Off Zone". Please have backpacks, lunches, water bottles and coats ready.
 - b. Please have your child exit on the right hand side of your vehicle to ensure his/her safety.
 - c. The "Drop Off Zone" is the only permitted place to do a drive-through drop off. Parents are not allowed to drop off their child at any other location in the parking lot for safety reasons. If you are unable to use the drop off lane, then please plan to park and walk your child to the gate.
- 3) **Walk, Scooter, Bike** - Students are welcome to walk, scooter, or ride their bikes to school. If your children need to cross Desert Foothills Parkway, please remind them to cross at one of the two crosswalks. The crosswalks are staffed by Crossing Guards before and after school. Once instructed by the crossing guard, the student should walk the bike/scooter across the crosswalk. Students are expected to walk their bikes on the sidewalk leading to the bike compound. There is a bike compound next to the entrance gate where the child may store the bike/scooter during school hours. All bikes/scooters must be locked while in the compound. Cerritos cannot be held responsible for lost, stolen or damaged property. After school begins, the bike lot will be locked for security purposes.
 - 4) **Bus** - When the school bus arrives at Cerritos, it enters the Bus Drop Off/Staff Parking Lot. Students exit the bus and walk to the playground gate to find their line. To determine if your child is eligible to ride the bus to school, the pick-up and drop-off times, bus stop locations, as well as your child's bus number, you can go to www.kyrene.org/Page/993.



Arrival Information

Students may be dropped off for school between the hours of 7:20-7:40 a.m. There is no adult supervision prior to 7:20 a.m.; please do not drop off your student before that time. Students will line up with their classroom on the playground located on the south side of the school. The gate to the playground area will open at 7:20 a.m. Duty teachers will be on hand to assist students as needed. Only students are allowed past the entrance gate; Kyrene School District policy does not permit parents inside the gate. Students are able to play on the playground and in the fields prior to the ringing of the first bell. When the first bell rings at 7:40 a.m., students will line up at a designated place with their class that is denoted by the classroom number on the sidewalk. Students should be in their classrooms ready to learn by 7:45 a.m.

Late Arrival

For safety purposes, if your student arrives at school after the gates close, parents must walk their child in to the office for a tardy pass. The student will be issued a tardy pass which will allow the child access to their classroom. If your child will be more than 5 minutes late, please be sure to call the Cerritos attendance line at 480-541-2201 to notify the school.

The Cerritos Administration also sets goals for all students to be on time and celebrates these daily accomplishments in fun ways!

Pick-Up Procedures

School dismisses at 2:35 p.m. on Monday, Tuesday, Thursday, and Friday. Every Wednesday is early release and school lets out at 12:35 p.m. Please make sure your teacher is aware of your child's transportation plan for after school. The classroom teacher will ensure that students follow the transportation plan. Typically, children will go to one of the following: Kyrene Kids Club, ride home on a bus, attend an after-school enrichment program, or go to parent pick-up.

Alternate Transportation

If you need to change your child's transportation plan for a given day, please be sure to communicate it to your teacher either via a note sent in with your child, an email to your teacher, or a phone call. If a child's transportation plan changes during the day, please call the office no later than 2 p.m. with the change. The office will ensure the change gets communicated to the classroom teacher.

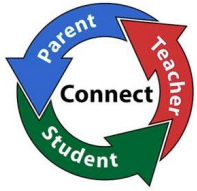
Bus Procedures

Please be aware that Kyrene School District policy does not allow a bus driver to drop off a kindergarten student at a bus stop without a designated parent, guardian, or caretaker present to take the child home. Kindergarten students who are not met at the bus stop will be returned to the office at Cerritos. Parents/legal guardian will be contacted to pick-up the child.

If your child leaves an item on the school bus the bus driver will turn in the lost item to the Kyrene District Transportation Office at 8700 S. Kyrene Road, Tempe, AZ 85284.

School Supplies

A suggested list of school supplies by grade level is available on the school website at www.kyrene.org/cer or on the PTO website at www.cerritospto.org. School supplies can be purchased by parents on their own or through the PTO in the spring for the following year.



Section 2: Communication Loop

Do you want to be “in the know” at Cerritos? There are several ways to do this:

1) Newsletters & Electronic Communication from the school and PTO:

Sign up for the Kyrene List Serv at <http://www.kyrene.org/Page/2790>.

Under School Newsletters/Communications, select the check box for Kyrene de los Cerritos.

Enter your email address and click Subscribe.

2) Visit School and PTO Websites:

School Website: www.kyrene.org/cer

PTO Website: www.cerritospto.org

3) Like Us on Facebook:

School Facebook Page: *Cerritos Leadership Academy*

PTO Facebook Page: *Cerritos PTO*

4) Sign Up for Text Updates for Important School Wide Information:

Please text @cerritos20 to 81010. You can opt-out of messages at any time by replying, 'unsubscribe@cerritos20'

Trouble using 81010? Try texting @cerritos20 to (623) 552-2460 instead.

If you prefer to receive messages via email, send an email to Cerritos20@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

Meet the Teacher Night

During this event your child will meet his/her teacher and visit their new classroom! Meet the Teacher night is held during the week before the first day of school from 5:30 p.m. - 7:00 p.m.

Curriculum Night

This parent-only evening/s in August is your opportunity to learn about the curriculum that will be taught in your child's classroom this year, as well as the classroom expectations. You will learn ways to support your child throughout the school year. Please plan on attending this important night!



Section 3: Day-to-Day Scenarios

Class Absences

Since regular school attendance is an important key to student success, Cerritos encourages your child to attend school regularly to maximize their achievements. When an absence is necessary please call the **24-hour Cerritos Attendance Line at 480-541-2201** before school starts to report the child as absent. Please leave a message on the voicemail, indicating the student's name, grade, teacher, date(s) of absence and reason. If your child is sick, please include the symptoms that the child is exhibiting.

Excused absences are absences that are excused by the parent/legal guardian and by school administration. In cases involving prolonged illnesses, a written excuse from a physician may be requested to verify the absence.

If your child has a medical appointment during the school day, you will need to sign them out. Please make sure to have your photo ID ready. Upon your return please provide the school a copy of a doctor's note.

Signing Students Out

When signing students out prior to the end of the school day, a parent/legal guardian must come to the office to sign the child out. Please notify your child's teacher by email or send a note with your child stating the reason for the absence and the time your child will be leaving. Students are never permitted to leave campus on their own. Only the parent/legal guardian or a person the parent/legal guardian designated on the emergency card may sign out a student. Anyone picking up a student must present their photo ID prior to signing out the student. It is Kyrene School District policy that we cannot release a student to anyone younger than 18 years old.

Visitor Sign-In

Kyrene School District policy requires that **all** parents/visitors sign in at the office, provide photo ID and wear a visitor badge. Without photo ID, the office staff **cannot** allow parents/visitors to be on campus. This policy was implemented to not only keep our students safe but is also a safety measure that assists office staff in knowing who is in the building should an emergency occur.

Classroom Uninterrupted Time

To safeguard instructional time and ensure focus on teaching and learning, each grade level has time designated for uninterrupted instruction. Cerritos wants to protect this instructional time by avoiding interruptions with announcements, messages, and deliveries from home. Please help us minimize classroom interruptions by making "going home" plans before school starts. Let your child know the backup plan if he/she forgets lunch (i.e. buy a school lunch instead or let them know you will bring one to the school office and to go check before they go to lunch). Have your child put their homework and class projects their backpack they night before.

Lunch Options

Each grade level will have lunch at a specific time of day. This time will be consistent throughout the week.

You may either send in a packed lunch from home or your child may purchase a school lunch in the cafeteria. Lunch prices are as follows:

Lunch Prices:	
Student Lunch	\$2.50 per day
Reduced Lunch	\$.40 per day
Milk	\$.50 each
Adult Lunch	\$3.00 per day

Lunch money can be deposited:

- Electronically through an account specific to your child at www.myschoolbucks.com
- Via cash/check. To send in lunch money, please put it in an envelope labeled “Lunch Money” with your child’s name, teacher’s name, and dollar amount denoted on the envelope. Checks should be made payable to *Kyrene School District*.

Also, children bringing a packed lunch can either bring a drink in their lunch box or purchase a drink (milk, water) in the cafeteria. Cafeteria lunch menus will be sent home monthly in your child’s take home folder. Electronic versions can also be found on the Kyrene District Website at <http://www.kyrene.org/Page/1369>.

Eating Lunch with Your Child

If you opt to have lunch with your child, please sign in at the office with your photo ID prior to the start of your child’s lunch time. We support the state’s healthy lunch program and encourage families to purchase lunches from our café. You may bring in food from outside or purchase a school lunch; however, please stay within the guidelines of no soda and/or candy.

Occasionally, your child may forget lunch or lunch money. Lunches may be dropped off in the office on these occasions. Please be sure to label the lunch box with your child’s name and teacher’s name.

Specials

One time each week, the students will spend 45 minutes in the following enrichment areas:

- Art
- Music
- Physical Education (P.E.)
- Computer Lab
- Library/Media Center

Physical Education Notes: On the day your child has P.E., please be sure your student wears tennis shoes and comfortable clothes. If your child does not wear acceptable shoes for P.E., he/she will not be allowed to participate in that day's PE activities. Repeated occurrences will impact his/her P.E. participation score on their quarterly progress report card.

If your child is unable to participate in P.E. due to a health condition, he/she may be excused for three days with a written note from a parent/legal guardian. If the student will miss more than three days please provide a written note from the physician to the Health Office.

Library/Media Center Notes: Library books are checked out for two weeks. If your child would like to renew the book, they may bring it in to their scheduled library time to renew it (as long as no one else has a hold on it.) If your child has a specific book he/she would like to read, but it is checked out, a hold request may be placed for it. Once it is returned, the book will be reserved for them to check out. If your child forgets to bring in library books before their due date, he/she will not be able to check out a new book. Kindergarteners are allowed to check out one book at a time. 1st and 2nd graders are allowed to check out up to 2 books at a time. 3rd-5th graders are allowed to check out up to 3 books at a time.

Use of Cell Phones

Some parents choose to have their child carry a cell phone as a means of communication before and after school and for safety purposes. Cell phones, however, must be turned off and kept in backpacks at all times on campus so that they are not disruptive in the classroom. Cerritos cannot be held responsible for any lost or stolen cell phones.

Snacks and Water

Students are encouraged to bring a healthy snack and water bottle from home. Teachers usually designate a specific time each day for students to eat their snack. Water bottles are kept in the classroom. Please be aware that there may be other students in your classroom with food allergies (dairy, peanut, mustard). Your teacher will notify your class in advance if this is the case in your classroom. Snacks should not be shared at school. No chewing gum is allowed on campus.

Birthdays

Birthdays are announced on the morning announcements so each child will receive a shout-out for all the school to hear. Summer birthdays are announced at the end of the year. Cerritos follows the Kyrene School District policy regarding birthday and other celebrations:

- **Birthday Party Invitations:** Invitations to birthday parties may not be distributed at school. If you would like to invite students to your child's party, please use the Class Directory to either email an invite or mail an invitation to their home address.
- **Birthday Celebrations:** No celebrations of individual student birthdays may be held in the classroom. Balloons, cakes, candy, flowers, etc. cause many distractions and cannot be allowed on campus or on the bus. These items are disruptive in the classroom and are a safety concern on the bus. If they are delivered they will be kept in the office for a parent/legal guardian to pick up. This policy helps ensure that instructional time is protected and that all students are treated equally.

Class Parties

Throughout the school year, there will be four classroom parties - Fall Party, Winter Party, Friendship Party, and the End-of-the-Year Party. These parties are normally planned by classroom parents. They typically involve food, games, crafts, and other activities. Classroom parents will work with the teacher to decide the best way to plan and implement the parties. When planning snacks for these four classroom parties, state law requires that no home-cooked food be distributed to students during school hours. Also, please ensure all food is planned with allergies and health in mind.

Parents may attend these parties if their schedule allows. This is a fun break from normal routines to celebrate all the hard work and effort that the children are putting in throughout the year. All parents/visitors are required to sign in at the office and provide a photo ID. Please allow extra time for signing in/out for badge allocations.

Lost and Found

If your child loses an item at school, there is a lost and found in the cafeteria (MPR). Misplaced lunch boxes, water bottles, jackets, and backpacks will be placed in the Lost and Found if no name is on the item. To prevent lost items, it is a good idea to label your child's backpack, lunch box, water bottle, and jacket, so it can easily be returned to the student if lost.

Pets and Other Animals

Per Kyrene School District policy and for the safety of all students, please do not bring pets on campus. Some students may have allergic reactions to pet fur and dander. On an exception basis, an animal may be permitted to a classroom for educational purposes if the teacher obtains written permission from all student's parents.

Section 4: Ways for Parents and Students to Get Involved



Volunteering in Classroom

Cerritos has many opportunities for parents to volunteer to support their classroom. The types of opportunities are up to the discretion of the teacher, but may include assistance in the classroom (during math, reading, or writing time), preparing classroom materials, putting up or taking down bulletin boards, guest reading, and other special projects. Two special classroom volunteer opportunities are:

- **Art Masterpiece:** The Art Masterpiece program is designed to introduce significant works of art and artists to children and build an appreciation for fine art while enhancing their lessons in Social Studies, Science, Geography, and other subjects. This program is administered and presented by parent volunteers. Typically, a parent presents a short discussion about a masterpiece, including the artist, the medium and/or technique used as well as the piece itself. The lesson includes a project for the students to complete that is based on the technique or inspiration of the masterpiece.

- **Junior Achievement:** The Junior Achievement program helps to prepare young people for the real world by teaching them principles of economics and finances. Students become better prepared to assume their role in the practical world of work and responsible citizenship.

Teachers begin incorporating parent volunteers 1-2 months after the start of school so they can establish classroom routines, set expectations, and determine how to best utilize the extra help. Thank you in advance for your support in our classrooms!

Volunteering with the PTO

As a parent of a Cerritos student, you are automatically a member of the PTO, so welcome! Our PTO is in place to support our teachers and help provide our students the best learning environment/school experience possible. All parents are invited and encouraged to participate in the PTO sponsored activities and events - moms, dads, working parents, stay-at-home parents, etc.! The PTO has various teams in place to support all the activities and events planned throughout the year. Available teams include:

- Welcome Team
- Hospitality
- Communications
- Yearbook
- Event Planning
- Fundraising
- Workroom/Administrative Team
- Spring Carnival Planning Team

To sign up for any of the above teams, please email volunteer@cerritospto.org or contact one of our PTO Volunteer Coordinators. In addition, the PTO needs volunteers to staff various events. Requests for volunteers are generally sent out via email through an online tool called SignUpGenius. If you receive a sign up request, please review it and determine whether or not it fits in your schedule and is of interest to you. Sign up is very easy and you almost always know exactly what you are signing up for (for example, 5:30 p.m.-6:00 p.m. selling popcorn). To be added to our master volunteer list to receive these volunteer requests, please email your contact information to volunteer@cerritospto.org.

Teacher Workroom

If you volunteer in the classroom, you may find yourself needing to photocopy/prepare materials for the teacher. To be trained on the equipment in the workroom, please contact the office.

Watch D.O.G.S.

This is a program that encourages male role models in schools. We're fortunate to have a great partnership with Cerritos dads, uncles & grandpas that want to make a positive impact with our students. Our goal is to have our Watch D.O.G.S spend at least one day this year at the school to be a positive male role model and to provide an extra set of eyes and ears. Our Watch D.O.G.S get a glimpse of their child's day at school and they get to be a hero of the hallway! In the Fall Watch D.O.G.S. hosts a pizza party to introduce the program and explain how to sign-up for a date. Our current coordinator is John Schurz, jschurz@hotmail.com

PTO Events/Socials

The PTO sponsors several events and socials throughout the school year. This is a great chance to meet other Cerritos families and build a great Cerritos community! Here are some of the upcoming events:

Be a Beacon Donation Drive (mid-August through mid-September) - The Be a Beacon Donation Drive is our major fundraiser of the school year. Rather than having our students selling products to raise money throughout the year, Cerritos PTO has replaced product-sales fundraisers with a direct donation drive. 100% of all donations go directly to Cerritos! We encourage all families to participate at whatever level you are able.

Fall & Spring Book Fairs (September & February) - The Scholastic Book Fairs are a great time to purchase books for your child to read at home as well as an opportunity to purchase books from their teacher's wish list for the classroom. All proceeds from the Book Fairs go directly to the Cerritos Library!

Ice Cream Social (September 23rd) - Bring your entire family and enjoy make-your-own ice cream sundaes! DJ Mr. G provides the music. It is a fun way to beat the last of the heat!

Family Dinner Nights (FDN) - The PTO partners with local restaurants that are willing to give back a percentage of their profits to Cerritos for a given night. If it fits into your family's schedule, try to attend a few of these evenings throughout the year. It is another opportunity for our community to come together and raise money for Cerritos!

Trunk N' Pumpkin (October 21) - This is a fun night for students to dress up in a favorite costume and participate in entertaining fall festivities. Bring a carved pumpkin from home for our special pumpkin walk. Pizza, drinks, popcorn, and water are typically served. And, of course, DJ Mr. G will be spinning the tunes!

Gift of Time (December 13) - This is a day that parents donate some of their time to the teachers and staff at Cerritos. Teachers/staff bring in their personal unwrapped holiday gifts and the parent elves wrap and decorate the gifts for them. We all could use a little extra time in December and this is one way that we can "give back" to our wonderful teachers and staff!

Spring Family Fun Night (February 17) - In the spring, we host an evening of fun for the whole family! Activities may include such things as family sporting games (kickball, ultimate Frisbee, foursquare, capture the flag, flag football, etc.), Twister, board games, bingo, bunco, crafts, and much more!

Spring Carnival (April 13) - This is the BIGGEST event of the year! Inflatables, carnival games, petting zoo, pony rides, cake walks, raffle baskets, and much more are available for your family's entertainment! Be sure to bring the whole family - there is something for everyone!

Teacher Appreciation Day (May 2) - During the school year our hospitality team provides monthly Staff appreciation events. On Teacher Appreciation Day in May we do an extra special celebration to show Cerritos teachers and staff how much we appreciate them!

We hope that your family is able to attend some (or all) of these events! It is always a great way to "Sharpen the Saw", meet new friends, and enjoy seeing old friends.

Picture Days

There are two scheduled Picture Days - one in the Fall and one in the Spring. You will be given the option to purchase pictures from the photographer at both times. The Fall Picture is the photo that will be used in the yearbook. Spring Picture Day also includes a picture of the class.

Lunch on the Lawn

Twice a year, Cerritos will host musicians to perform for us during “Lunch on the Lawn”. On this day, families are invited to come and share a picnic lunch on a blanket (or at a table) with their student(s). Students and guests may eat a cafeteria lunch. They may also eat a packed lunch, or a lunch his/her parent brings from home. This is a great way to join together as a Cerritos Community and enjoy our beautiful Arizona weather. If your schedule allows, this is a fun way to spend a little extra time with your child.

Turkey Trot

Prior to leaving for Thanksgiving Break, the Physical Education Department along with the PTO sponsors a Turkey Trot. This is a fun event where students jog/walk around the Altadena track with their class. The Trot concludes with orange slices and water. All family members are encouraged to participate. Please allow additional time for signing in/out for badge allocations.

Leadership Days

Cerritos is proud to be a Stephen Covey, Leader in Me School. In 2012, we were recognized as the 27th school, worldwide, with the honor of being a Leader in Me Lighthouse School. As a Leader in Me School, students discover and practice a set of leadership and life skills from Stephen Covey’s book *The 7 Habits of Highly Effective People*. Leader in me schools receive national recognition for their emphasis on developing leadership in young children. Incorporating The Leader in Me practices within our school’s environment and curriculum empowers students with the leadership and life skills they need to thrive in the 21st century. Our children demonstrate critical skills, goal setting, effective interpersonal skills, a sense of teamwork, academic achievement and valuing diversity. Our goal is to develop the WHOLE child socially, emotionally, academically and ethically to ensure they are leaders today that inspire leaders tomorrow!

Each year, Cerritos hosts two Leadership Days. The purpose of Leadership day is for students to have an opportunity to express their understanding of the principles of the 7 Habits of Highly Effective People and for our special guests from the community to observe the ways they practice these values on a daily basis. In addition, our Leadership days help Cerritos remain a Lighthouse School. We invite special guests from the community to visit our school and engage with our students and staff, experience firsthand our culture of leadership, and learn more about the amazing Leader in Me principles that have transformed our school. You may hear your child talking about a special project they are working on for Leadership Day and that they should “dress for success” on the day of the event. Leadership Days are fun, student driven, and it is great for our students to share their Leadership with an unknown audience!

To prepare for this event Kindergarten-5th graders use their Leadership Notebooks to choose a role for this day. In their notebooks they write a goal, create action steps, and track their progress to ensure they are prepared. This is a celebration of their accomplishments as well as an opportunity to present in front of business leaders and political figures. Cerritos students are amazing leaders!

School Clubs & Enrichment Opportunities

Cerritos offers several clubs that meet before, during, and after school. Some of those clubs include:

- **Kids Care Club** - This club meets during lunch recess on specific days of the week. Students give back to the community by making items (blankets, pet toys, cards, bookmarks, gift bags, etc.) to donate to local charities.
- **Broadcasting Club** - This club consists of 4th and 5th graders. Students who participate in this club serve in all capacities necessary to broadcast the school's daily announcements (cameraman, on screen talent, teleprompter, etc.) Due to the high interest level of this club, there is a tryout process to determine who is selected for the club.
- **Garden Club** - This club typically meets before school to tend the garden. Students help plant fruits and vegetables under the oversight of our Garden Club teachers.
- **Odyssey of the Mind** - This club teaches children to think out of the box! Students work on teams to create solutions to problems. Teams even have the opportunity to compete against other schools!
- **Student Council** - This group consists of 4th and 5th graders. Student council representatives are voted on by peers within their classroom. In the spring, an election is held to vote on Student Council Officers for the following school year. Incoming 4th and 5th graders are eligible to run for the following officer positions: President, Vice-President, Treasurer, and Secretary. Meetings are held after school. Student council representatives are expected to volunteer at some school/PTO functions.
- **After School Youth Enrichment Programs** - Kyrene School District also offers a wide variety of after school enrichment opportunities. Some of the upcoming classes include Tennis, Lego, Chess, Dance, Movie Making, Piano Keyboarding, Golf, Glee Music Theater, Spanish, and Young Rembrandts Drawing and Cartooning. For more information, please visit the Kyrene District website at <https://classweb.kyrene.org/econnect/Activities/ActivitiesAdvSearch.asp> or contact Community Education at 480-541-1500.

Gifted Program

Kyrene's Gifted Program is designed to provide an academic curriculum and differentiated instruction for students who require greater depth of study and accelerated learning. Kyrene makes group testing available for students three times a year as follows: Fall (Grades 3-7), Winter (Grades K-7), and Spring (Grades K-2). Gifted students are defined as those who score at or above the 97th percentile on the gifted identification test. Children may qualify in one or more of three areas - verbal reasoning, quantitative (math) reasoning, and nonverbal reasoning. Referrals for the gifted testing come from teachers, parents, and students. If you feel that your child might qualify in one or more of the three assessed areas, please contact your teacher. Note: Children must not have been tested within the past year.



Section 5: Health-Related Services

When To Keep Your Child Home From School

In an effort to keep illness out of the school the Kyrene School District has established some guidelines of when you should keep your child home from school when he/she is sick. Please keep your child at home if they display any of the following symptoms:

- Fever of 101.0 degrees or higher. A child should be fever-free for 24 hours without fever reducing medication before returning to school.
- Persistent cough
- Sore throat with fever
- Rash with fever illness, such as chicken pox, measles, etc.
- Nausea, vomiting or diarrhea
- Red, itchy and draining eyes. If conjunctivitis or “pink eye” is diagnosed, the child must be on medication for 24 hours before returning to school.
- Prolonged headache or stomachache
- Earache
- Toothache
- Symptoms that prevent your child from participating comfortably in school activities (extreme signs of tiredness, unexplained irritability or persistent crying)

If your child has mild respiratory or cold symptoms (stuffy nose with clear drainage, sneezing, mild cough, no fever), he/she may attend if able to participate in school activities.

Child Becomes Sick During School Day

If your child begins to feel ill during the school day, he/she should notify the teacher. Sick students will be sent to the Health Office for evaluation. The Health Assistant will assess the symptoms and determine the best course of action for your child. If the symptoms warrant that the student needs to be sent home, the Health Assistant will call and notify the parents/legal guardians.

Important Note: Please inform the school office immediately of any phone number or address change so that the school can contact you in the case of child illness or injury.

Medication

The Health Office staff can administer over-the-counter and prescription medication at school under the following conditions:

- Prescription medication must be in its original prescription container and labeled by the pharmacist.
- Over-the-counter medication must be in the original factory container with all warnings and directions intact.
- No medications in envelopes, foil, or baggies will be accepted.
- The parent/guardian must complete a form (located in the Health Office) giving permission for medication to be administered at school. All medications should be brought to the Health Office and picked up from the Health Office by an adult. Students should not carry medications to and from school. Up to a 30-day supply will be accepted.
- Only medications that are needed to treat an existing ailment will be stored in the Health Office.
- Medication will be given in a dosage that is weight and/or age appropriate as indicated by the manufacturer's recommendations and/or physician's order.
- Acetaminophen will be available in the Health Office and may be administered with written parental permission.

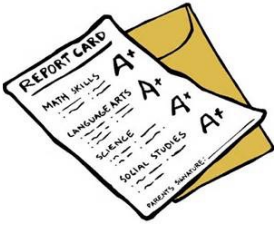
Hearing and Vision Screenings

Per state mandate, hearing and vision tests are given to students in Preschool through second grade during the first month of school. If you do not want your child screened, please notify the Health Assistant.

Medical Release to Return to School

If a student is hospitalized, has surgery, suffers a major injury, is casted, or is absent from school for medical concerns, a note should be written by their medical provider prior to their return to school. This medical release should include a date to return to school, any health concerns or accommodations while in school, and the reason for their absence.

Section 6: Assessment of Student Progress



Homework

Each teacher will establish homework expectations for their class. Teachers will explain these expectations to parents at Curriculum Night.

Report Cards

Cerritos works on a quarterly period. Report cards go home the 2nd Monday following the end of the quarter. The following are the current year's quarters:

The report card for students in kindergarten through 3rd grade utilizes a performance scale of Proficient, Developing, or Area of Concern. Key learning objectives in the areas of Reading Development, Speaking & Listening, Writing and Language, Mathematics, Sciences, Art, Music, Physical Education, Library Skills, and Behaviors that Promote Learning are assessed on a quarterly basis. Student Progress Reports will be sent home after the completion of each quarter of learning. Parents/legal guardians will sign and return the Progress Report Envelope verifying the Progress Report has been received.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year in the Fall (October) and Spring (February). Spring Conferences are student-led. The students are present and directly share their progress with their parents/legal guardians.

Section 7: Building Leadership and Character

Leader in Me



The Leader in Me is not an event and it's not a curriculum; it's ubiquitous leadership development—meaning everywhere and all the time. Our teachers use an integrated approach and make leadership training part of everything we do. Teaching these principles impacts everything—the traditions, events, organization, culture, instructional methodologies, and curriculum of the school. Instead of seeing children through the lens of a normal distribution curve, The Leader in Me paradigm sees that every child is capable, every child is a leader.

The 7 Habits are:

Habit 1: Be Proactive

I have a “Can Do” attitude. I choose my actions, attitudes and moods. I don’t blame others. I do the right thing without being asked, even if nobody is looking.

Habit 2: Begin with the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom. I look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say no to things I should not do. I set priorities, make a schedule, and follow my plan. I am organized.

Habit 4: Think Win-Win

I want everyone to be a success. I don’t have to put others down to get what I want. It makes me happy to see other people happy. I like to do nice things for others. When a conflict arrives, I help brainstorm a solution. We all can win!

Habit 5: Seek First to Understand, Then to Be Understood

I listen to other people’s ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas.

Habit 6: Synergize

I value other people’s strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people’s ideas to solve problems. I know that “two heads are better than one”. I am a better person when I let other people into my life and work.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places.

Some of the ways that students incorporate the 7 Habits in the classroom are by utilizing an Agenda to help organize homework, creating a Data Passport to establish personal and academic goals and monitor progress

in various areas, and establishing a Class Mission Statement which communicates a common purpose for the classroom.

Also, Cerritos Leadership Academy typically hosts several **Leadership Days** throughout the school year where students have an opportunity to display their leadership in various roles - public speaking, acting as school tour guides, sharing data passports, and interacting with community leaders.

CARES Code of Conduct

Cerritos teachers and staff have crafted an easy to understand Code of Conduct to ensure students understand the school wide expectations. CARES stands for Caring - Accountability - Responsibility - Excellence - Safety. When students are “caught showing their CARES”, they will be given a CARES slip. At the end of each month through a drawing, one child per grade level will have their picture taken and displayed in the main hallway for all to see!

Country Flags in Main Hallway

Cerritos celebrates the diversity in backgrounds and cultures represented in our school. In the main hallway we proudly display flags from various countries. The flags represent countries from which our students were born. If your child was born in another country, please be sure to notify the office to honor his/her heritage.

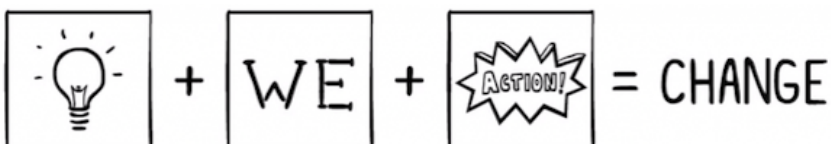
Section 8: Awards and Recognition



Lighthouse Recognition

In 2013, Cerritos, A Leadership Academy was recognized as the 27th Lighthouse School in the world for the Leader in Me program. This recognition comes as a result of our school showing students how to contribute to their own learning through leadership. Leadership Notebooks provide students an opportunity to foster personal talents as well as reflect on achievement. Of the 1,743 schools across the world that are currently implementing the Leader in Me program, Cerritos Leadership Academy is one of 101 schools who have achieved this status after having met strenuous criteria.

As a Lighthouse School we were recognized as a Stephen Covey ***The Leader In Me School!*** Students discover and practice a set of leadership and life skills. [*The Leader in Me*](#) schools receive national recognition for their emphasis on developing leadership in young children. Our school models the 9 criteria required to be acknowledged as a Lighthouse School. Incorporating ***The Leader in Me*** practices within our school's environment and curriculum helps our students become ready to succeed in the future, with critical skills and characteristics such as: trustworthiness, a strong work ethic, motivation, problem-solving skills, goal setting, effective interpersonal skills, a sense of teamwork, academic achievement and valuing diversity in a global market. By developing the WHOLE child-- socially, emotionally, academically and ethically, we will foster a school climate that promotes everyday greatness!



Changemaker Schools

Cerritos, A Leadership Academy is proud to have been selected as an Ashoka Changemaker School. Ashoka strives to make empathy, teamwork, leadership, and problem-solving as valued in education as traditional academic skills, so that all students find their voices and can make a positive impact on the world.

In order to achieve this goal, the Changemaker Schools Network, a national community of leading elementary schools that serve as models for cultivating these skills in students, was developed. Schools in the network share best practices with each other and benefit from opportunities to collaborate with other schools, connect with Ashoka's partners, present at conferences, and more.

A+ School of Excellence



In 2013, Cerritos, A Leadership Academy was honored as an A+ School of Excellence from the Arizona Educational Foundation. This award was the result of an extensive assessment process by the Foundation. Cerritos, A Leadership Academy successfully demonstrated sustained high achievement through assessment data. Winning schools are recognized for their superior ability to identify and meet the academic and non-academic needs of their student population. Schools that earn the A+ School of Excellence™ designation retain their status for a 3-year period after which time they must reapply for the award.

We celebrate the outstanding teachers and staff that make the school what it is!