

Sierra Madre Elementary School Family Handbook 2021-2022



Mrs. Lindsay Lewis
Principal
Mrs. Veronica Villagrana
Assistant Principal

141 W. Highland Ave.
Sierra Madre, CA 91024
(626) 396-5890
sme.pusd.us

School Hours

Monday: 7:50 am - 12:35 pm
Tuesday - Friday: 7:50 am - 2:15 pm

Office Hours

7:30 am - 3:45 pm



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Principal's Welcome Message

Welcome to Sierra Madre Elementary!

Our historic campus offers a tranquil koi pond, an incredibly talented staff, and bright students that make this school a place where curiosity and learning flourish.

Sierra Madre Elementary School is located in Sierra Madre, California, in the San Gabriel Valley. SME is proud of the exemplary teaching and learning that occurs at our school. The high levels of academic achievement are a testament to the rigorous instruction. SME is further enriched by the diverse ethnic, cultural, linguistic, and socio-economic backgrounds of our families.

Education in early Sierra Madre began in a one-room schoolhouse, built by Nathaniel Carter, the town founder, in 1882. By 1884, the first schoolhouse was already too small. Mr. Carter came forth and offered land a second time. Once he designated the land for the school, the two-room school was erected on the northwest corner of Central Avenue (Sierra Madre Blvd.) and Baldwin Avenue, now part of Kersting Court. It opened in September 1885 headed by Mrs. Chloe Jones, the principal and only teacher.

With the coming of the Pacific Electric "Red Car" in 1906, the Victorian-style schoolhouse was taken down and replaced with a train depot. Four acres of land at Highland and Auburn was used for the third schoolhouse, designed by C.H. Brown. Built in the Craftsman style, it was complete with a wooden pergola gracing the front lawn and consisted of five rooms. This school became an important location for community events and social gatherings. The school bell, original to the 2 room schoolhouse and donated by citizens of the community, still stands in Kersting Court today.

In 2016, SME was recognized as a Gold Ribbon School by The California Department of Education for Community and Parent Involvement as well as in the area of Exemplary Arts. SME continues to provide distinguished Visual and Performing Arts education to all students K-5, with monthly Spotlight assemblies as a culminating production. Although this last year was very different and challenging in many ways, it also helped grow our "better normal" plan for this year. Please help us by jumping aboard our wagon of healthier connections and intentional relationships. Thank you for joining our outstanding community of learners!

With Gratitude,
Principal Lewis



Sierra Madre Elementary School Mission, Vision, and Values Statement

Nurturing Learners. Growing Leaders

MISSION

The mission of Sierra Madre Elementary School is to nurture learners as they grow into brilliant, creative, strong and true hearted leaders within a safe and supportive community.

VISION & VALUES

BRILLIANT: *Rigorous Academics*

Engaged Learners who exhibit a passion for discovery; participate in a rigorous and meaningful curriculum; confidently explore new ideas; and discover the joy of collaborative learning within a safe and supportive environment, thus setting the foundation for a lifetime of learning.

Self-Motivators who practice self-disciplined thought and action, are reflective learners and self-evaluators, who set, persevere, and achieve realistic and challenging goals; and discover the personal satisfaction of pursuing excellence.

CREATIVE: *Innovative & Artistic Expression*

Complex Thinkers who engage their natural curiosity, demonstrate skill in mathematical computation, reasoning, and logical analysis; consider options, make thoughtful decisions, employ technologies; exhibit creativity, originality, and invention; ask questions, solve problems and deepen their knowledge and understanding.

Effective Communicators who are skillful readers, writers, speakers, thoughtful listeners and viewers, technologists and artists; who understand multiple perspectives; and employ their literacy skills to interpret and creatively respond to their world.

STRONG: *Physical Education*

Growing children who benefit from developing wise habits in the areas of health and fitness; engage in research-based activities, scientifically proven to increase nutritional intake, physical activity levels, and energy expenditures, while reducing confrontations and playground injuries; bring focus and concentration to classroom learning.

TRUE HEARTED: *Ethical Education & Character Development*

Respectful Individuals who understand and value the worth and dignity of all people; respect the rights, feelings, and possessions of others as their own; empathize with others; extend courtesy and kindness to all; value honesty in all areas of life; and demonstrate loyalty and pride in our school, community, and country.

Responsible Citizens who make informed choices regarding their social, emotional, and physical wellbeing; foster a culture in which diversity is respected and celebrated; demonstrate collaborative skills; live with integrity and purpose as contributing members in our diverse and global community.



School Calendar

SME's tentative Calendar for the 2021-2022 school year is listed below. SME is an active school with many events, so please regularly review the live calendar on our website at sme.pusd.us. (The dates below are subject to change)

SIERRA MADRE ELEMENTARY SCHOOL | 2021-2022 CALENDAR

AUGUST		AUGUST 2021						
10	First Day for Teachers	S	M	T	W	Th	F	S
11	Teacher Welcome Back Breakfast	1	2	3	4	5	6	7
11	Kinder Playdate, 4:30 pm-Memorial Park	8	9	10	11	12	13	14
11	Welcome Back Event, 5:30 pm-Memorial Park	15	16	17	18	19	20	21
	12 First Day of School	22	23	24	25	26	27	28
12	Coffee+Tea+Me, 8:30 am- Front Grass Lawn	29	30	31				
	18 PTA Meeting, 6:30 pm, virtual							
24	Volunteer Oppi' Info Mtg, 10:00 am virtual							
24	Virtual Volunteer Orientation Meeting, 10:30 am virtual							
26	Fall Picture Day, 8:00 am, GBALIB							

SEPTEMBER		SEPTEMBER 2021						
3	AFB Gen Mtg, 8:30-Virtual	S	M	T	W	Th	F	S
6	Labor Day- No School				1	2	3	4
7	School Tour, 9:30-Virtual	5	6	7	8	9	10	11
13	All in for Fall AFB Campaign Begins	12	13	14	15	16	17	18
14	BTSN Early Dismissal, 11:30 am	19	20	21	22	23	24	25
14	Volunteer Orientation, 5pm virtual	26	27	28	29	30		
14	Back to School Night, 5:30 pm virtual							
14	SSC Community Member Elections, virtual							
	15 PTA Mtg, 6:30 pm virtual							
20	PTA Online Book Fair Begins							
21	ELAC Meeting, 8:30 am virtual							
23	Spirit Play Day, "Crazy Hair"							
23	Parent Summit, 6-7:15pm virtual/in person TBD							
24	Staff Development Day- Pupil Free Day							
27	Spotlight Award Ceremony - Pergola, 7:50 am							
27	Volunteer Orientation, 8:30 am- Virtual							
30	5th grade Spotlight(4), 8:15 am, GBA(Virtual/in-person TBD)							
29	SSC Mtg, 4:00 pm, virtual							
30	Make-up Picture Day							
30	5th grade Spotlight(2-3), 8:15 am, GBA(Virtual/in-person TBD)							

OCTOBER		OCTOBER 2021						
1	5th grade Spotlight(PreK-1), 8:15 am, GBA(Virtual/in-person TBD)	S	M	T	W	Th	F	S
1	PTA Fall Event, 2:30 p.m.-Grassy Field/TBD	3	4	5	6	7	8	9
	4 Read-A-Thon Begins	10	11	12	13	14	15	16
4	School Tour, 9:30-Virtual	17	18	19	20	21	22	23
8	AFB Meeting, 8:30-Virtual	24	25	26	27	28	29	30
11	Volunteer Orientation, 8:30 am- Virtual	31						
15	Parent/Teacher Conferences, Pupil Free Day							
19	ELAC Meeting, 8:00 am, virtual							
20	Volunteer Orientation, 6:00 pm- Virtual							
20	PTA Meeting, 6:30pm -Virtual							
27	SSC Mtg, 4:00 pm- virtual							
29	Spirit Play Day "Come in Costume"							

NOVEMBER		NOVEMBER 2021						
1	Thanksgiving Food Drive Begins	S	M	T	W	Th	F	S
2	School Tour, 8:30 am-In Person OR 9:30-Virtual		1	2	3	4	5	6
5	AFB Meeting, 8:30-Virtual	7	8	9	10	11	12	13
11	Veterans Day- No School	14	15	16	17	18	19	20
13	SME Talent Show Virtual/in-person TBD	21	22	23	24	25	26	27
15	Spotlight Award Ceremony - Pergola, 7:50 am	28	29	30				
	15 Coffee+Tea+Me, 8:00 am, PERGOLA							
15	Volunteer Orientation, 9:00 am- Virtual?							
16	ELAC Meeting, 8:30 am, SMMS							
17	SSC Meeting, 4:00 pm, Room 124 OR virtual?							
17	4th grade Spotlight(4-5), 8:15 am, GBA(Virtual/in-person TBD)							
	18 Food Drive Ends							
18	4th grade Spotlight(2-3), 8:15 am, GBA(Virtual/in-person TBD)							
19	Spirit Play Day: "College Sports"							
19	4th grade Spotlight(PreK-1), 8:15 am, GBA(Virtual/in-person TBD)							
22-25	Thanksgiving Recess, No School							

DECEMBER		DECEMBER 2021						
3	AFB Meeting, 8:30-Virtual	S	M	T	W	Th	F	S
7	School Tour, 8:30 am-In Person OR 9:30-Virtual			1	2	3	4	
9	PTA Holiday Party ELAC/PTA/SSC/AFB, TBD	5	6	7	8	9	10	11
8	Primary Holiday Program, 8:15 am (PK-2), TBD	12	13	14	15	16	17	18
9	Primary Holiday Program, 8:15 am (3-5), TBD	19	20	21	22	23	24	25
	9 Parent Groups Holiday Party, TBD	26	27	28	29	30	31	
10	Primary Holiday Program, 8:15 am (Parents), TBD							
15	Instrumental & Dance Maniacs Show, 8:15 am (PK-2), 10:10 am (3-5), TBD							
16	Instrumental & Dance Maniacs Show, 6:00pm (Parents), TBD							
	17 Spirit Play Day, "Pajama Day"							
17	Banked Day Early Dismissal, 12:55 pm							
12/20-1/3	Winter Recess, No School							

NOTE:
 Shaded Dates= No School
 Shaded Dates= Mtgs/ Events

LEGEND OF ABBREVIATIONS	
GROUPS	LOCATIONS
AAPC= African American Parent Council	ADR= Arts Discovery Room 201
AFB= Annual Fund Boosters	CR= Conference Room 206
ELAC= English Language Advisory Council	SME= Sierra Madre Elementary
GATE = Gifted and Talented Education	GBA = Gayle L. Bluemel Auditorium
PTA= Parent Teacher Association	LIB = Library Room 209
SSC= School Site Council	TBD= To Be Determined

Revised 6/24/21 Master Calendar is subject to periodic updates. Please visit our website for up to date information.



SIERRA MADRE ELEMENTARY SCHOOL | 2021-2022 CALENDAR

JANUARY

- 12/20-1/3 Winter Recess, No School
- 4 School Resumes for Students
- 4 School Tour, 8:30 am-In Person/ 9:30-Virtual
- 10 Spotlight Award Ceremony - Pergola, 7:50 am
- 10 Coffee+Tea+Me, 8:00 am, PERGOLA
- 13 Volunteer Orientation, 6pm Virtual
- 14 AFB Meeting, 8:30-Virtual
- 17 MLK Jr Holiday- No School
- 18 ELAC Meeting, 8:30 am, SMMS
- 19 PTA Meeting, 6:30 pm, ADR/TDB
- 19 3rd Gr Spotlight Show (4-5), 8:15 am, GBA
- 20 3rd Gr Spotlight Show (2-3), 8:15 am, GBA
- 21 3rd Gr Spotlight Show (PreK-1), 8:15 am, GBA
- 24 Spotlight Award Ceremony - Pergola, 7:50 am
- 24 Book Fair (through 1/28)
- 26 SSC, 4:00 pm, Room 124/TBD

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL

- 1 Cesar Chavez Day- No School
- 4-6 Spring Break, No School
- 12 School Tour, 8:30 am-In Person/ 9:30-Virtual
- 18 Spotlight Award Ceremony - Pergola, 7:50 am
- 19 ELAC Meeting, 8:30 am, SMMS
- 20 1st Gr Spotlight Show (4-5), 8:15 am, GBA
- 20 PTA Meeting, 6:30 pm ADR
- 21 1st Gr Spotlight Show (2-3), 8:15 am, GBA
- 22 1st Gr Spotlight Show (PreK-1), 8:15 am, GBA
- 23 AFB Auction, TBD
- 27 SSC Meeting, 4:00 pm, Room 124
- 29 Spirit Play Day, "Super Hero"

FEBRUARY

- 1 School Tour, 8:30 am-In Person/ 9:30-Virtual
- 4 AFB Meeting, 8:30 am-LIBRARY
- 5 SME Family Dance-TBD
- 10 Spirit Play Day "Matching Day"
- 11 Lincoln's Birthday-No School
- 15 ELAC Meeting, 8:30 am, SMMS
- 16 PTA Meeting, 6:30 pm ADR/TBD
- 21 Presidents Day Holiday- No School
- 23 SSC Meeting, 4:00 pm, Room 124

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MAY 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

- 2-6 PTA Teacher Appreciation Week
- 3 School Tour, 8:30 am-In Person/ 9:30-Virtual
- 5 Minirum Day, 11:30 Dismissal
- 5 New Family Orientation, 5pm
- 5 Open House, 5:30-7pm
- 5 SSC Community Member Election 6pm
- 13 AFB Meeting/Elections, 8:30 am-LIBRARY
- 16 Spotlight Award Ceremony - Pergola, 7:50 am
- 17 ELAC Meeting, 8:30 am, SMMS
- 18 PTA Meeting, 6:30 ADR
- 18 Kinder Spotlight Show (4-5), 8:15 am, GBA
- 19 Kinder Spotlight Show (2-3), 8:15 am, GBA
- 20 Kinder Spotlight Show (K-1), 8:15 am, GBA
- 23 Coffee+Tea+Me, 8:00 am, GBA
- 23 Volunteer Appreciation Breakfast, 8:00 am, GBA
- 25 SSC Meeting, 4:00 pm, Room 124
- 27 Spirit Play Day, "Luau"
- 27 5th Grade Pool Party, TBD
- 30 Memorial Day, No School

MARCH

- 1 School Tour, 8:30 am-In Person/ 9:30-Virtual
- 1 5th Grade Promotion/Panoramic Picture Day
- 4 Jog-a-thon-TBD
- 7 Spotlight Award Ceremony - Pergola, 7:50 am
- 9 2nd Gr Spotlight Show (4-5), 8:15 am, GBA
- 10 2nd Gr Spotlight Show (2-3), 8:15 am, GBA
- 11 2nd Gr Spotlight Show (PreK-1), 8:15 am, GBA
- 14 Spirit Play Day, "Book Character"
- 14 AFB Auction tickets for sale
- 15 ELAC Meeting, 8:30 am, SMMS
- 16 PTA Meeting, 6:30 pm, LIBRARY
- 23 SSC Meeting, 4:00 pm Room 124
- 24 Spirit Play Day, "STEAM or Wear Green"
- 24 STEAM Night, TBD
- 25 Staff Development Day-Pupil Free Day
- 28 Coffee+Tea+Me, 8:00 am, PERGOLA
- 31 Minirum Day, 12:55pm

March 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

- 1 Kinder Recognition
- 2 5th Grade Promotion, 8:30 am, GBA
- 2 Last day of School
- 2 Early Dismissal, 12:30pm

NOTE:

Shaded Dates= No School
 Shaded Dates= Mtgs/ Events

LEGEND OF ABBREVIATIONS

LOCATIONS

ADR= Arts Discovery Room 201
 CR= Conference Room 206
 SME= Sierra Madre Elementary
 GBA = Gayle L. Blumel Auditorium
 LIB = Library Room 209
 TBD= To Be Determined

GROUPS

AAPC= African American Parent Council
 AFB= Annual Fund Boosters
 ELAC= English Language Advisory Council
 GATE = Gifted and Talented Education
 PTA= Parent Teacher Association
 SSC= School Site Council



Special Child Free Events

Back To School Night: This year our Back to School Night is on Tuesday, September 14th. This is an evening event for parents only. This is an opportunity for you to meet your child's teacher, learn about the academic program, teacher expectations, and volunteer needs as well as to ask any questions you may have. This event will likely be held through a virtual platform.

Parent Summit: This year, Parent Summit is on the evening of Thursday, September 23. This is a parent learning evening. Parents are able to choose from a variety of presentations to attend ranging from social-emotional well-being to state standards and academic learning.

Auction: This year our Annual School Auction is scheduled for April 23. Details to come. This is an evening event for parents to bid on both student created items as well as luxurious vacation homes and extravagant package deals, with all proceeds benefiting the school's Annual Fund Boosters and specific school needs.

Bell Schedule

Monday Bell Schedule		Tuesday-Friday Bell Schedule	
Bell-Line Up	7:45 am	Bell-Line Up	7:45 am
Bell- School Begins	7:50 am	Bell- School Begins	7:50 am
Recess-K-1st	9:15 am	Recess-K-1st	9:15 am
Recess-2nd-3rd	9:35 am	Recess-2nd-3rd	9:35 am
Recess- 4th & 5th	9:50 am	Recess- 4th & 5th	9:50 am
Lunch-K & 1st	10:40 am	Lunch-K & 1st	10:40 am
Lunch- 2nd & 3rd	11:20 am	Lunch- 2nd & 3rd	11:20 am
Lunch- 4th & 5th	11:50 pm	Lunch- 4th & 5th	12:05 pm
Dismissal	12:35 pm	Dismissal	2:15 pm



Staff Roster

Name	Grade	Room #	E-mail Address
Jane Devlin	Kindergarten	103	devlin.jane@pusd.us
BJ Thorn	Kindergarten	101	thorn.barbara@pusd.us
Yolanda Boyer	Kindergarten	106	boyer.yolanda@pusd.us
Lisa Spigai	K/1	104	spigaiperez.lisa@pusd.us
Kathy Martin	K/1 SAI	104W	martin.kathleen@pusd.us
Jame Griffiths	K/1	104E	griffiths.jame@pusd.us
Lisa Dunn	1st	276	dunn.lisa@pusd.us
Krissi Keck	1st	277	keck.kristina@pusd.us
Dany Richey	1st	275	richey.dany@pusd.us
Susan Andres	2nd	175	andres.susan@pusd.us
Lucy Chaparian	2nd	203	chaparian.lucy@pusd.us
Carolyn Halpern	2nd	211	halpern.carolyn@pusd.us
Barri Messersmith	2nd	178	gonzalez.barri@pusd.us
Linda Newhart	2nd	177	newhart.linda@pusd.us
Becky Bickel	3rd	176	bickel.becky@pusd.us
Jason Bemis	3rd	107	bemis.jason@pusd.us
Stephen Mulder	3rd	204	mulder.stephen@pusd.us
Yolanda Munoz	3rd	205	munoz.yolanda@pusd.us
Bethany Covington	3/4th Math/Science	121	covington.bethany@pusd.us
Christina An	3/4th ELA/SS	122	an.christina@pusd.us
Sirvard Ogtanyan	4th Math/Science	113	ogtanyan.sirvard@pusd.us
Laura Palmer	4th ELA/SS	111	palmer.laura@pusd.us
Natasha Comer	4/5th Math/Science	124	comer.natasha@pusd.us
Tina Johnson	4/5th ELA/SS	123	johnson.kristina@pusd.us
Lisa Prado	5th ELA/SS	126	prado.lisa@pusd.us
Kim Sibbrel	5th Math/Science	125	sibbrel.kimberly@pusd.us
Kathryn Wolford	SPED/SAI K-5	105	wolford.kathryn@pusd.us
Jeffrey Budd	K-5 SAI	102	budd.jeffrey@pusd.us



Regina Jeffers	RSP K-5	102	jeffers.regina@pusd.us
Lindsay Lewis	Principal	Main Office	lewis.lindsay@pusd.us
Veronica Villagrana	Assistant Principal	111A	villagrana.veronica@pusd.us
Georgina (Geannie) Tarry	Office Manager	Main Office	tarry.georgina@pusd.us
Annie Vasquez	Clerk Typist	Main Office	vasquez.annie@pusd.us
	Community Assistant	Main Office	
Julie Cole	Instructional Coach	278	cole.julia@pusd.us
Chad Prado	Music Teacher	Arts Disco	prado.chad@pusd.us
Liz Olguin	Behavior Aide	111B	olguin.elizabeth@pusd.us
Jhona Rupp	Nurse	Health Office	rupp.jhona@pusd.us
Gohar Minasyan	Health Clerk	Health Office	minasyan.gohar@pusd.us
Rose Saklarian	Cafeteria Manager	Cafeteria	saklarian.rose@pusd.us
Arthur Anderson	Head Custodian	179	anderson.aruthur@pusd.us
	Librarian	209	
Valerie Brewer	School Psychologist	208	brewer.valeria@pusd.us
Ellen Armstrong	Occupational Therapist	207	armstrong.ellen@pusd.us
Sandra Campo	Occupational Therapist	207	campo.sandra@pusd.us
	Speech/ Language Pathologist	210	
Stephanie Distelrath	Speech/ Language Pathologist Assistant	210	distelrath.stephanie@pusd.us
Johanna Anderson	Noon Aide		
Jennifer Hull	Noon Aide		
Cody Clark	Noon Aide		
Joyce Siglock	Noon Aide		



Attendance

Absence from school regardless of the reason limits your child's educational opportunities and can negatively affect his/ her grades and academic achievement.

Notification of Absences: If your child is absent please call (626)396-5890 or provide a written excuse from home when returning to school. Excused absences include; illness, quarantine, doctor's appointment, attending a funeral, religious holiday/ exercises, and others per EC 46014 and 48205. Per EC 48260, EC 48261, & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.

Extended Absence: If you know that your child will be absent for 5 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.

Tardies: Students arriving after 8:00 a.m are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.
(applicable during on-campus instruction only)

Cell Phone and Electronic Device Usage

Pasadena Unified School District has an acceptable usage policy (at the end of this handbook). The SME usage policy for students is as follows: no cell phones or electronic devices, with the exception of PUSD Chromebooks or medically approved devices, are to be used on campus during school hours. If teachers plan on using other devices for classroom projects, you will be notified. Students caught using unauthorized devices on campus will have their device taken away and the device will only be returned to a guardian/parent at the conclusion of the school day.

Dress Code

Sierra Madre Elementary has a dress code. The SME dress code is simple: tops with appropriate logos without promotion of a product, no spaghetti straps, and shorts and skirts of an appropriate length. Close-toed shoes are mandatory and kinder teachers do not feel that Crocs are safe footwear for school. Kinders are busy and play hard, so make sure they are in clothes that do not limit their ability to move and play. School t-shirts and sweatshirts are available for purchase on the school website at sme.pusd.us. We encourage you to purchase a school shirt for Spirit Fridays and field trips. Make sure you label everything!

Grades and Report Cards

Pasadena Unified School District has developed a grade reporting system that aligns percentages with letter grades for 3rd-5th and progress grades for grades K-2nd. Report cards will be available at the trimester reporting periods through the Parent Portal. Please sign up for a Parent Portal account, in the main office, to keep track of your student's attendance and grades.



Homework Policy

Pasadena Unified School District has developed a homework policy and guidelines based on evidenced-based research, the purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master specific skills
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

Grade Level Homework Guidelines

Kindergarten: 10 minutes + 15 minutes of reading

1st and 2nd Grades: 20 minutes + 15 minutes of reading

3rd Grade: 30 minutes + 20 minutes of reading

4th-5th Grades: 40 minutes + 20 minutes of reading

School Rules, Policies & Positive Discipline Plan

School Discipline Philosophy- The goal of Sierra Madre Elementary is to maintain a safe school environment, which promotes academic achievement and feelings of safety, respectfulness, and responsibility. At all times, SME students are expected to exhibit the attitudes of our school vision of being brilliant, creative, strong, and true-hearted. SME has three school rules: be respectful, responsible, and safe.

The school staff has collaborated to adopt school-wide guidelines of expected behavior for all of its locations. Our aim is to develop a school that is safe, respectful, and responsible. The following guidelines have been developed:

Rewards for appropriate behavior may include being recognized as a role model for other students; earning positions of responsibility and leadership; receiving a BUG ticket or call home; obtaining public recognition, and having personal satisfaction for doing the right thing.

Consequences for misbehavior may include a verbal warning, loss of Playday time, loss of special classroom privileges, loss of elective (4th and 5th graders) and being sent to Study Hall, required student supervision by parent on field trips, a student/ parent/teacher conference; referral to the Behavioral Aide, referral to the Principal, and/ or suspension from school. (Participation in the 5th-grade overnight trip is tied to student behavior and may be lost.)



<u>Rules</u>	<u>Before & After School</u>	<u>Classroom</u>	<u>Hallways & Walkways</u>	<u>Bathroom</u>	<u>Cafeteria & Pergola</u>	<u>Playground</u>	<u>Bus</u>
<u>Be Respectful</u>	<ul style="list-style-type: none"> - Respect all adults and peers on campus - Follow the directions of staff members the first time - Do not touch other people's property 	<ul style="list-style-type: none"> - Follow directions - Raise your hand - Use appropriate language, tone, and volume - Use active listening: one person speaks at a time - No student is allowed to interrupt a teacher from teaching or disrupt others from learning 	<ul style="list-style-type: none"> - Follow the directions of adults in the hallways and walkways - Use your quiet inside voice when working in the hallways or walkways next to classrooms - No talking in line - Do not touch other people's property 	<ul style="list-style-type: none"> - Respect school property - Use supplies in moderation - Respect the privacy of others - Keep the facilities clean 	<ul style="list-style-type: none"> - Wait in line in the cafeteria - Eat your own lunch - Keep the food on your plate or in your mouth - Follow the directions of the adults in charge 	<ul style="list-style-type: none"> - Follow the directions of the adults in charge - All students can play all the games - Share equipment and take turns - Solve Problems well: Talk; Walk; or Rock, Paper, Scissors 	<ul style="list-style-type: none"> - Follow directions - Wait in line - Listen to the bus driver and adults in charge - Share seats - Use appropriate language, tone, and volume
<u>Be Responsible</u>	<ul style="list-style-type: none"> - Before School: Go directly to the playground, wait for the whistle and your teacher - After School: Go directly to the bus/van pick-up, your class pick up spot, your activity/program, or leave campus - Leave your personal electronic devices at home 	<ul style="list-style-type: none"> - Enter class quietly and ready to learn - Participate in discussions, lessons, and activities - Complete assignments and turn in your work on time - Must have a Hall Pass or Nurse Pass when outside of class 	<ul style="list-style-type: none"> - Go straight to your destination. No loitering or wondering - Must have a Hall Pass or Nurse Pass when outside of class - Clean up all materials and supplies used in the hallways - Pick up any trash or litter 	<ul style="list-style-type: none"> - Ask permission to use the bathroom - Use the bathroom during recess and lunch - Take care of your needs and leave - Flush the toilet - Wash your hands - Throw away trash in the trash cans 	<ul style="list-style-type: none"> - Clean up your eating area - Pick up all of your food and trash, throw it away in a trash can - Put your lunch box/bag in the designated area for your class, away from where others walk and eat 	<ul style="list-style-type: none"> - Use playground equipment correctly and responsibly - Put away the equipment where it belongs at the end of recess - Freeze after the second whistle and walk to your line after the third whistle 	<ul style="list-style-type: none"> - Walk to the bus quickly after school - Keep your body and belongings inside the bus at all times



<u>Be Safe</u>	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Remain in supervised areas only - Watch out for traffic - Use the crosswalks - Alert an adult if there is a problem 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Maintain personal space boundaries - Walk in the classroom - Keep backpacks and materials out of where others walk 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Walk at all times in the hallways and on the walkways - Walk on the cement walkways only, no walking through the planters 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Wash your hands every time - Walk safely in and out of the bathroom - Alert an adult if there is a problem 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Remain in supervised areas only - Walk to and from the cafeteria, pergola, and playground areas 	<ul style="list-style-type: none"> - Play in supervised areas only - Play on equipment safely - Do not play on boulders - Go inside only to use the bathroom or go to the nurse - Maintain personal space - Alert an adult if there is a problem 	<ul style="list-style-type: none"> - Enter and exit the bus safely in a single-file line - Remain seated while the bus is moving at all times
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Spotlight Shows and Awards Assemblies (pending approval from Health agencies and PUSD)

SME spotlight shows and awards assemblies offer our students two important opportunities. The spotlight show allows our students to learn songs and dances within an overarching multi-year theme and perform for their parents and peers. The monthly spotlight awards allow teachers to recognize students for strengths that have been observed in the classroom.

<u>Grade</u>	<u>Performance Date</u>	<u>Time</u>	<u>Monthly Awards (K-5)</u>	<u>Date</u>	<u>Time</u>
5th	9/29, 9/30 & 10/1	8:15 am	September	September 27th	7:50am
4th	11/17, 11/18 & 11/19	8:15 am	November	November 15th	7:50am
3rd	1/19, 1/10 & 1/21	8:15 am	January	January 10th	7:50am
2nd	3/9, 3/10, & 3/11	8:15 am	March	March 7th	7:50am
1st	4/20, 4/21 & 4/22	8:15 am	April	April 18th	7:50am
Kinder	5/18, 5/19 & 5/20	8:15 am	May	May 16th	7:50am

SME School Song

Sierra Madre, school of my childhood.
 Beneath the sycamores, I will linger forevermore.
 Close to the mountains, blue skies up above you.
 Sierra Madre School.
 You know that I love you!



School Communication

Wednesday Envelopes: Every Wednesday, your child will bring home a Wednesday Envelope. This needs to be emptied, checked, and returned to school the next day. In it will be information from your teacher, flyers from the school, completed work, etc. Look at everything Right Away! Often there will be something that needs to be filled out or signed and returned. Return permission slips, etc., in the folder when your child turns it in on Thursday. They will use this same envelope for the entire school year, so treat it carefully!

Sunday Call: Each Sunday you will receive a phone call from Mrs. Lewis informing you of the upcoming events for the week as well as a link to our weekly SMORE eBlast full of important information compiled by the PTA & AFB. Additional recorded phone calls from the school, PTA, AAPC, WAF, SSC, and district are sent to families as needed throughout the year. You can also access school events at sme.pusd.us

Facebook: Our Facebook pages, Sierra Madre Elementary School Annual Fund Boosters and Sierra Madre Elementary PTA are maintained by our parent volunteers. They have photos and reminders that help families stay connected to SME.

Peach Jar: On our website, you can sign up to receive digital flyers through the “Peach Jar” link. Electronic versions of flyers are posted under the “Peach Jar” tab on the website.

Main Hall Bulletin Board Displays: The SME PTA, AFB, ELAC, and SEEDS parent groups all have bulletin boards in the main hallway with information that includes upcoming dates and announcements. In addition, there is a bulletin board with district announcements as well as two student-created bulletin boards highlighting our Bravo focus of the month.

Room Parents: Each classroom has a room parent(s) who plays an important communication and coordination role between families and the teacher. If you would like to serve as a room parent, please contact your classroom teacher and they will connect you with the PTA.

Twitter: Reminders and photos of events are posted on Twitter. You can sign up at Sierra Madre ES @SierraMadreES

Website: Our website, sme.pusd.us, contains a variety of information about the school and its policies as well as a calendar of events that is updated on a regular basis.

School Supplies

Each grade level has different supply needs. Be on the lookout for ways to support your child’s classroom teacher by donating requested supplies directly to the classroom throughout the school year.

Arrival/Dismissal Procedures(Arrival procedures, including health screening and temperature check, will be updated as information is released by the Public Health agencies and PUSD)

Arrival - Student drop-off will be on all three sides of the campus, by grade level. Kindergarten drop-off will be on Hermosa Ave, 1st, 2nd and 3rd grade will be in the front of the school on Highland Ave., and 4th and 5th grade will be on Auburn Ave.. If you plan on



walking to school, the drop off locations will be the same. If you have multiple children, they may all be dropped off at the youngest child's location. PUSD is working on the screening protocols and will communicate with everyone as soon as the system and protocol is confirmed. Students in grades 1-5 dropped off between 7:35-7:45 will walk up to the playground and wait for their teacher. All Kinder students will go directly to their classroom. Students may arrive as early as 7:35 when general student supervision begins. Students enrolled in the LEARNS before school care may arrive as early as 6:45 a.m.(location and details TBD). When the 7:45 a.m bell rings, 1-3rd grade teachers will meet their students on the playground before heading to the classrooms, and 4-5th grade students will walk to their classrooms and meet their teachers there. In the event of rain, students will be sent directly to their rooms between 7:35-7:49 am. School begins promptly at 7:50.

Dismissal - Student pick up at dismissal will be in the same locations as drop off and can be done via car or walk-up. Please be sure to use the posted crosswalks when crossing the street for the safety of all. Students not in an after-school enrichment program and not picked up from school by 2:30p.m will be escorted into the office where they will need to be signed out.

Late Arrival/Early Pick Up - If you need to drop your student off after the bell has rung at 7:50, they must enter through the main entrance and check-in with the office to get a health screening and to obtain a tardy slip. If you need to pick your child up early from school, you must come to the front of the school and call the office at 626-396-5890 and we will bring you the sign out book.

Breakfast/Snack/Lunch/Cafeteria

At the beginning of the school year, **all** families are asked to complete a free and reduced lunch application. If your child qualifies for free or reduced lunch you will be notified. Students who do not receive free lunch will be responsible for paying for cafeteria food or will need to bring lunch from home. You may add money to your child's lunch account by bringing money into the cafeteria or by adding it via the link on the website myschoolbucks.com.

Cafeteria Breakfast: Breakfast is available daily starting at 7:15 and students must remain in the cafeteria until 7:35 a.m when supervision begins on the playground.

Cafeteria Snack/2nd Breakfast: Snack/2nd Breakfast is available to students during 1st recess

Cafeteria Lunch: Lunch is available to students during their lunchtime. Students have multiple lunch options including vegetarian, dairy-free, and gluten-free (make sure to indicate on your application). Sack lunches are provided for students who eat in the cafeteria on days when they are attending a field trip.

Lunch from Home: Students in grades 2-5, who bring lunch may choose to eat on the Pergola or in the cafeteria. All Kinder and 1st-grade students eat lunch in the cafeteria.



Parking/Crosswalks/Staff Parking Lot

Families choosing to walk their child into the school are asked to be respectful of our neighbors and follow posted signs when parking their car. Parents and students must use marked crosswalks when crossing the street for safety purposes. The staff parking lot is for SME staff members only. There is NO student drop off in the Staff parking lot. In addition to parking off campus, parents and children may use the walkways or sidewalks, however, they may not walk through the staff parking lot when arriving or leaving campus for the safety of all involved.

Safety

Monthly emergency drills are held on campus. Classroom doors will remain locked during school hours. Once the bell has rung, all students and parents entering the school must do so through the main entrance and check in at the main office.

Visiting *(pending Pasadena Public Health Department and Cal/OSHA guidelines)*

At this time, there will not be visitors allowed on campus. Once these restrictions change, all visitors MUST sign-in in the school office and wear a visitor sticker while on campus. Once the visit is complete, visitors must return to the office to sign-out and return their visitor badge.

Volunteering/Volunteer Orientation *(pending Pasadena Public Health Department and Cal/OSHA guidelines)*

We love volunteers at SME! Each classroom will have a room parent who will act as a liaison between the classroom families, the school, and the PTA. This room parent will put together a class roster and send out emails about school-wide or classroom specific information. In addition to this, your classroom teacher will let you know how you can volunteer in the classroom. In order to volunteer with students at school, you need to receive a volunteer badge from the school district by attending a Volunteer Orientation Meeting. Be on the lookout for more information on Volunteer Orientation dates to get your volunteer badge once school starts. Once you have received your volunteer badge, you must sign in in the office prior to heading to the classroom and remember to sign out when leaving campus.

Our SME Parent Directory and Volunteer Form have gone paperless. Be on the lookout for more information on how to complete these forms. Please submit one form per student at SME. Sign up for all volunteer opportunities you may be interested in. You will be contacted by the group heading up that committee and any and all participation is appreciated.

School Leadership/Parent Groups *(all parent group meetings will be virtual until TBD)*

Annual Fund Boosters (AFB): Annual Fund Boosters is an elected parent volunteer group that helps to raise money to support the school's Single Plan for Student Achievement



(SPSA). This body meets on the first Friday of the month, at 8 a.m monthly, beginning in September.

English Language Advisory Council (ELAC): ELAC is an elected parent volunteer group that helps to track the needs and progress of English Learners. This body meets on the third Tuesday of the month, at 8:30 a.m at SMMS, beginning in September.

Grade Level Chairs (GLCs):

Grade Level	Grade Level Chair
Kindergarten	Lisa Spigai
1st Grade	Dany Richey/ Krissi Keck
2nd Grade	Susan Andres
3rd Grade	Stephan Mulder
4th Grade	Laura Palmer/Bethany Covington
5th Grade	Natasha Comer/Kim Sibbrel

*Pending UTP election of officers

Parent Teacher Association (PTA): PTA is an elected parent and teacher association that coordinates fundraisers to support student and school needs. This body meets on the third Wednesday of the month, at 6:30 p.m., beginning in August.

School Site Council (SSC): SSC is an elected group of staff and parents who work to develop and maintain the Single Plan for School Achievement (SPSA) and the Budget to support the school needs according to the SPSA. This body meets on the fourth Wednesday of the month, at 4 p.m, beginning in September.

Fundraising Opportunities

SME holds several fundraisers throughout the year to support staffing and programs on campus. The PTA raises money through our annual Read-a-Thon and Jog-a-Thon, Chill Out Popsicle Fridays (\$1 popsicles after school every Friday on the front lawn), and Restaurant nights. The Annual Fund Boosters raise money through our All In for Fall Welcome Back Campaign and Annual Spring Auction. Alternative virtual versions of these fundraising events will be developed as needed. In addition, you can also support SME in the following ongoing ways:

Amazon Smile: Shop Amazon for SME. Using the SME Amazon Smile link will benefit from your purchases by applying a percentage back to the school. Log into AmazonSmile at www.smile.amazon.com and choose Sierra Madre Elementary PTA as the Charity you are supporting.

Coca-Cola Give: Go to Coke.com/give/schools. Type in Sierra Madre Elementary School. Enter the product code from the bottle cap or paper packaging from any Coca-Cola beverage. Coke will send money directly to PTA to support SME.

Ralphs Community Contribution Program: Register your Ralphs Rewards card at customer



service, call customer service at 1-800-443-4438, or register at www.ralphs.com. Log in and click on your name (right-hand corner) & then click on my account. Scroll to Community Rewards and enroll using code 84690. Rewards cards must be used at checkout to make each purchase count.

Special Programs*(pending Pasadena Public Health Department and Cal/OSHA guidelines)*

After School Enrichment: In partnership with Parker-Anderson and IEA, SME has fee-based afterschool enrichment classes for all elementary ages. Classes change quarterly. A list of available options will be sent home in the Wednesday folders.

GATE: The Pasadena Unified School District offers a Gifted and Talented Education (GATE) Program for eligible students in grades 3 - 12. The GATE program is designed to meet the unique needs of gifted and talented students and to maximize their academic and social development. Classroom instruction begins with the grade level core curriculum and is differentiated based upon student need and ability ensuring positive motivation and the intellectual growth of gifted students.

History Day: 4th and 5th-grade students have the option of entering their History Day project, which all students complete, for consideration in History Day LA. Students whose projects are selected will work with teachers to prepare their project for our county competition in the Spring.

Innovation Club: 3-5 grade GATE students and other interested students are invited to attend Innovation Club that is run by classroom teachers. The curriculum uses Curiosity Machine's online curriculum to learn about a variety of topics and then to work on hands-on design projects. More information will be released in the Winter.

Instrumental Music: Now offered for all students grades K-5. Kinders will have weekly rhythm classes, 1st graders will have weekly ukulele classes, 2nd graders will have weekly recorder classes, 3rd graders and 4th graders will have weekly violin classes, and 4th-5th graders will have the option of participating in our school orchestra or band.

Math Field Day: 4th and 5th-grade students may choose to try out for the SME Math Field Day team. If they make the team, they will have one practice a week after school for 8-10 weeks, 6-8 weeks of practice during electives, and participation in our district Math Field Day competition held on a Saturday in the Spring.

Power of 10: Students are invited to participate Tues-Fri morning from 7:45-7:55 before school begins. If students are interested, parents need to sign a permission slip. Parents run Power of 10, so if you are interested in helping please let the office know.

Tuesday = Basketball

Wednesday= Run Club

Thursday= Photography

Friday= Yoga/Pilates/Dance

*Pending being able to have parent volunteers on campus



Song & Dance Maniacs: Offered as a 4th and 5th grade Friday elective, Song and Dance Maniacs will meet weekly to learn songs and dances related to our VAPA theme. This elective is one of many offered to all 4th and 5th-grade students.

STEAM Night: Our annual STEAM night will take place on March 24th, 2022. This evening is a family event to celebrate and explore the sciences. Many community scientists will demonstrate and display STEAM related information for all to enjoy. More information will come home, prior to the event.

Student Council: Students in 4th and 5th grade will be allowed to campaign to be on the student council. Each homeroom will hold elections and students will be selected by their peers. Student council members will assist with resolving student conflicts, setting new procedures, when applicable, escorting adult guests on tours, and helping with Spotlight assemblies.

On Campus Before/After School Care Options

In addition to programs that drop off and pick up students from Sierra Madre Elementary, there are also two fee-based before and after school care programs housed on our campus. Information on these programs can be found on our school website and outside the school office.

Before School: LEARNS (from 6:45am-7:45am)

After School: LEARNS (School dismissal until 6 p.m)

Homework Club (School dismissal until 6 p.m)



Forms to Be Completed and Returned

Behavior/Academic Compact Agreement*

(digitally acknowledge receipt and understanding on Parent Portal)

Signed Receipt of Parent Handbook*

(digitally acknowledge receipt and understanding on Parent Portal)

Anti-Bullying Compact Agreement*

(digitally acknowledge receipt and understanding on Parent Portal)

Emergency Form

(return digitally to tarry.georgina@pusd.us or print and bring to the office)

Walking Field Trip Form*

(return digitally to tarry.georgina@pusd.us or print and bring to the office)



SIERRA MADRE ELEMENTARY ACADEMIC COMPACT 2021-2022

As the principal of Sierra Madre Elementary School, I will:

- Make decisions that are driven by what is best for students;
- Act with integrity and respect in my interactions with students, parents, and staff;
- Make information regarding the school easily accessible and encourage diverse input and differing opinions about issues related to Sierra Madre Elementary’s Single Plan of Student Achievement;
- Encourage the participation of parents and the community in all aspects of Sierra Madre Elementary School;
- Maintain a safe school environment; and
- Provide high-quality services for students, using Sierra Madre Elementary’s resources prudently, efficiently and equitably.

Lindsay Lewis

Principal Signature

August, 2021

Date

As a Sierra Madre Elementary student, I agree to carry out the following responsibilities:

- Come to school on time every day, ready to learn and work;
- Bring only necessary materials to school and be responsible for my textbooks, materials, and clothing;
- Know that I am responsible for my own learning, and will ask parents, teachers, and peers for help only when needed;
- Submit completed assignments and homework on time;
- Know and follow all classroom and school rules;
- Limit my television, video games, and computer time and read at home every day;
- Show respect for the school, my classmates, the staff, and myself; and
- Make healthful food choices regarding snacks and lunch.

Student Signature

Date

Grade

*If filled out electronically, typed name represents student signature



As a Sierra Madre Elementary family/parent/guardian, I agree to carry out the following responsibilities:

- Help students understand their responsibilities as listed above.
- Provide and ensure a quiet time and place for homework and monitor television, video games, and computer time.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school on time every day, gets adequate sleep at night, gets regular medical attention, and eats nutritious meals and snacks;
- Regularly monitor my child’s progress in school;
- Support the school’s safety, discipline and dress code policies;
- Participate in school activities such as Back-to-School Night, Parent-Teacher Conferences and Open House;
- Communicate the importance of education and learning to my child; and
- Respect the school, staff, and families.

Parent/Guardian Signature

Date

*If filled out electronically, typed name represents parent signature

I agree with all parts of this Parent/Student Handbook and will follow the rules and procedures as outlined and described.

Parent/Guardian Signature

Date

*If filled out electronically, typed name represents parent signature

Student Signature

Date

Grade

*If filled out electronically, typed name represents student signature



Anti-Bullying Compact

I, _____, a student at Sierra Madre Elementary School, agree to work together to stop bullying at our school.

“Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

SME believes that no one deserves to be mistreated and that everyone regardless of race, color, religion, immigration status, nationality, size, gender, popularity, athletic ability, academic, social ability, or intelligence has the right to feel safe, secure, and respected. We desire to prevent bullying by establishing a positive, collaborative school climate, and clear rules for student conduct. Every student has the responsibility to help stop any type of bullying by 1) stopping rumors whenever possible, 2) telling an adult/supervisor when you see someone being bullied, or 3) telling an adult or campus supervisor when you hear of plans to bully someone or start a fight.

I agree to:

- Treat everyone with kindness and respect.
- Not engage in verbal, physical bullying or cyberbullying.
- Be aware of the school’s anti-bullying policies and procedures.
- Abide by the school’s anti-bullying policies and procedures.
- Speak out against verbal, physical bullying and cyberbullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

The discipline procedure for bullying is as follows:

1st Offense: Investigation by principal, counseling, verbal warning, parent contacted.

2nd Offense: Probable suspension (1 to 5 days depending on severity)

3rd Offense: Automatic suspension; Probable referral to placement hearing.

Please note that all students engaging in bullying behaviors are equally responsible, although consequences may vary. If you have friends who are bullying a student, you must immediately remove yourself from the situation and report it. By signing this, you are acknowledging that you understand 1) what bullying and cyberbullying is; 2) your rights regarding bullying; and, 3) the possible consequences associated with bullying others.

Adapted from New Lenox School District and LAUSD

Student’s signature

Mrs. Lewis

Principal’s Signature
Sierra Madre Elementary School

Date



EMERGENCY INFORMATION

Student Last Name: _____ Student First Name: _____

Date of Birth: _____ Gender: _____ Age: _____ Grade: _____

Teacher: _____

Personal Contact Info:

(1) Parent/ Guardian Name: _____

Home Address: _____

Home Telephone # _____ Cell # _____

Email Address: _____

(2) Parent/ Guardian Name: _____

Home Address: _____

Home Telephone # _____ Cell # _____

Email Address: _____

Please list the names of the individuals authorized to pick-up your child in case of an emergency/ disaster.

Emergency Contact Info:

(1) Name _____ Relationship _____

Home Telephone # _____ Cell # _____

(2) Name _____ Relationship _____

Home Telephone # _____ Cell # _____

(3) Name _____ Relationship _____

Home Telephone # _____ Cell # _____

(4) Name _____ Relationship _____

Home Telephone # _____ Cell # _____

Medical Contact Info:

Doctor Name _____ Phone # _____

I have voluntarily provided the above contact information and authorize Sierra Madre Elementary School staff to contact any of the above on my behalf in the event of an emergency.

Parent Signature _____ **Date:** _____

*If filled out electronically, typed name represents parent signature



PASADENA UNIFIED SCHOOL DISTRICT PARENTAL PERMISSION AND RELEASE FORM SCHOOL WALKING FIELD TRIPS AND/OR EXCURSIONS

PLEASE NOTE: California State Education Code, Section 35330 in part provides: All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims. It is acknowledged that participation in the field trip is completely voluntary. There is no consequence if you choose not to have your child participate.

PARENTAL PERMISSION: Permission to participate in a school walking field or excursion any time during the school year is given as follows, by the parent/guardian:

My child, _____ whose school of attendance is **SIERRA MADRE ELEMENTARY SCHOOL** has my permission to participate in a school walking field trip or excursion any time during the school year. This parental permission is for the period of **AUGUST 12, 2021** through **JUNE 2, 2022**.

Signature of Parent/Guardian

Date

*If filled out electronically, typed name represents parent signature

___ Please check here if instructions for special medical treatment for the student are on file in the school.

MEDICAL AUTHORIZATION

Should it be necessary for my child to have medical treatment while participating in this trip, I hereby give the Pasadena Unified School District personnel permission to use their judgment in obtaining medical service for the child and I give permission to the physician selected by the Pasadena Unified School District personnel to render medical treatment deemed necessary and appropriate by the physician. I understand that the Pasadena Unified School District has no insurance covering such medical or hospital costs incurred for my child and, therefore, any cost incurred for such treatment shall be my sole responsibility.

School ___Sierra Madre Elementary School___ Date _____

Student Name _____ Emergency Telephone No. (____) _____ - _____

Address _____

Print Parent Name _____

Parent Signature _____

*If filled out electronically, typed name represents parent signature