

Green Oaks Fundamental School - Parent Handbook 2018-19

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FUNDAMENTAL SCHOOL DISTRICT FRAMEWORK

Philosophy

The mission of Green Oaks Fundamental, a school of high expectations and shared responsibility between staff, students, and families, is to ensure all students reach beyond academic standards to achieve excellence, a love of learning, and integrity through quality instruction and collaboration in a highly structured, safe, nurturing environment.

Parent Support

The success of fundamental school relies on effective parent/school cooperation. The school does not assume total responsibility for education of the student; it is vital that a consistent approach be developed and agreed upon by parents and staff. To assure success, we require a signed commitment by parents pledging involvement and support of the following principles of the Fundamental Program. (See *Parent/Student Pledge*, page 5)

Parents will:

- respond promptly to communications sent by school, which require a parent signature and/or response.
- assure regular attendance, prompt arrival and departure of child.
- notify the school of reason for child's absences.
- attend appropriate parent meetings.
- help in correcting discipline problems.
- support the homework guidelines.
- provide proper nutrition, essential to a child's success in school.
- ensure that their child has adequate rest.
- support dress and grooming codes.
- encourage a positive attitude toward school.

Homework

Purposeful homework is an important part of the total school program.

- Each teacher will explain the homework guidelines and his/her classroom practices to the parents and students.
- Teachers will assign homework to improve and reinforce skill, encourage good work and study habits.
- Teachers will assign homework to fit the needs of the child, and it should be understood by the child when it is assigned.
- Homework will be corrected, recorded and returned to the student.
- Teachers will be responsible for developing a means of communicating homework assignments to students and parents, such as homework notebooks, folders or assignment sheets.

- Teachers may assign homework over the weekend or before holidays only if the work is necessary to the natural progression of skills development for any individual students. Such work will not be assigned on a regular basis.
- Homework is not assigned as a punitive measure.
- Students will be held accountable for homework assignments and should correct errors.
- Parents will assist with homework by providing a quiet place, appropriate materials and a regular time to do the work.
- Parents will review homework assignments, to verify they are done neatly and accurately as assigned.
- Parents of students consistently having difficulty with homework assignments will be expected to contact the teacher for additional help.

Student Behavior

- Students will be attentive and orderly in the classroom.
- Students will be courteous to adults and other students.
- Students will care for texts, furniture, equipment and rooms so that rooms are clean, unmarked and in usable condition. In grades 5 and 6, textbooks will be covered.
- Students will conduct themselves so that they remain task oriented and do not disrupt others while using special areas of the building, such as the library, multi- purpose room, walkways, etc.
- Students will keep their hands to themselves and refrain from engaging in any type of fighting or any other unsafe behavior.
- Students will respect school property and the property of others.
- Students will not have in their possession any dangerous objects or devices while on or near the school grounds.
- No students will use or have in their possession cigarettes, alcoholic beverages or hallucinatory agents or substances while on or near the school grounds.

The Green Oaks Fundamental philosophy can be clearly understood through its mission, school commitments/ pledges, and its collaborative environment. The people who make up our community apply themselves daily to the actions expressed within our school's Strategic Site plan thereby creating a learning environment of excellence.

Mission:

The mission of Green Oaks Fundamental, a school of high expectations and shared responsibility between staff, students and families, is to ensure all students reach beyond academic standards to achieve excellence, a love of learning, and integrity through quality instruction and collaboration in a highly structured, safe, nurturing environment.

PARENT PLEDGE

I will...

Academic Achievement

Encourage and support my child in the learning process
Meet with my child's teacher as scheduled
Maintain contact with my child's teacher throughout the year
Seek assistance from the school as needed

Attendance

Assume responsibility and have my child attend school every day, on time, unless he/she is ill, or a family emergency makes it impossible
Make every attempt to minimize or eliminate doctor appointments, vacations, and other discretionary absences during the school day
Schedule family vacations during non-instructional days

Citizenship

Expect my child to respect the rights, property, and differences of others
Expect my child to be courteous to adults and students
Expect my child to be attentive and respectful of the learning process
Always wear a visitor's pass while on campus
Expect that volunteering will be asked of me, i.e. PTA, field trips, help from home, classroom
Learn and know the school and classroom rules in the school handbook and ensure my child is aware of them

Homework

Establish a time and place for my child to complete his/her assigned work
Review homework as required by the classroom teacher to insure work is accurate, neat and complete
Communicate with teacher regarding any questions or concerns
Sign and return all required forms promptly

STUDENT PLEDGE

I will:

Academics

Do my best work at all times
Listen and participate in class
Come to class prepared
Complete assigned work on time
Be focused and stay on task
Always represent myself in my work that I do

Citizenship

Behave responsibly
Be honest
Accept responsibility for my actions
Respect others and follow rules
Take pride in caring for the school grounds and facilities
Follow the school dress code policy
Deliver messages to and from home and school promptly

Homework

Do my homework and turn it in when due
Carefully and thoughtfully complete my work neatly and accurately
Turn in my completed work to the teacher on time
Write down homework assignments nightly (if required by teacher)
Complete make-up work in a timely manner

TEACHER PLEDGE

I will:

Academic Achievement

Provide, model, and set the standards for quality work
Encourage each student to do his or her best work
Establish procedures and routines for the evaluation and reporting of student progress
Communicate the standards and the grading policies
Involve students in the learning process
Maintain a well-organized and well-managed classroom

Attendance

Encourage and monitor regular and prompt attendance

Citizenship

Ensure that students are informed of all school and classroom rules
Model effective decision making and problem solving techniques
Communicate students' behavior in areas of concern and strength and with parents

Homework

Set appropriate standards for the completion and timelines for all assigned work
Assign homework as reinforcement and enrichment
Assign homework based on grade level standards
Respond in a timely manner to any questions or concerns that arise from parents

Learning Environment

Hold students, parents, and each other to the highest standards of performance
Provide an effective and positive learning environment

PARENT/STUDENT PLEDGE

Student's Name _____

Grade _____

Teacher _____

We have read the expectations and requirements of the Green Oaks Fundamental School Program. We have reviewed and will abide by the Driveway Safety Procedures and the Student Behavior Policy.

We pledge to support the philosophy and guidelines that we have read and discussed. As a parent, I will commit myself to an active participation in my child's education and will support the attendance, punctuality, behavior, homework, and academic expectations of the school.

As a student, I will follow all rules, attend regularly, be on time, and will put forth the effort required to succeed at Green Oaks Fundamental School.

We understand that if we are unable to fulfill our commitments, the school will council and/or assist us to determine the best educational path for my child.

Parent Signature: _____

Student Signature: _____

Date: _____

GREEN OAKS FUNDAMENTAL SCHOOL

HOMEWORK PROBATION PROCEDURES

Probation procedures have been changed to better match the new, standards based, report cards. Please review the following and if you have any questions, contact your child's teacher.

- A. A Student will be placed on probation if any of the following conditions exist. Documentation must be provided.
1. HOMEWORK: A student receives an N on the report card in Completes Homework on Time
 2. CITIZENSHIP: A student receives two or more Ns on the report card in any Work Habits or Social Skills area
 3. EFFORT: A student receives two or more Ns in the effort areas of the report card

PROBATIONARY STATUS

- A. Once a student is placed on probation, it is assumed that teacher/parent conferences/e-mails have taken place, a meeting will be held to include the school principal, teacher, parent and student. The purpose of the meeting will be to establish a plan to assist the student in making improvement using the available school resources, and may include:
1. Student Study Team referral
 2. Home/school checklist
 3. Referral to the White House Counseling Center or other agency

In addition, a method of regular monitoring or student progress will be established.

- B. Students will have one trimester to improve. If homework, citizenship, and/or effort do not improve to a satisfactory level, a meeting will be held and include the principal, teacher, parent, and/or other appropriate personnel.
- C. If the student is placed on probation again within the current academic period, s/he will have to raise her/his status to a satisfactory level; or at the end of said academic year, the school's principal will work with the parent to determine a plan and the best adaptive environment to meet the student's needs.

POLICIES AND PROCEDURES

**2018-19 BELL SCHEDULE
KINDERGARTEN**

REGULAR DAY		THURSDAY	MINIMUM DAY 11:15 DISMISSAL	MINIMUM DAY 12:25 DISMISSAL
AM Class	8:10-11:30	8:10-11:30	8:10-11:30	8:10-11:30
PM Class	11:00-2:40	11:00-1:25	8:10-11:30	8:10-11:30

GRADES 1-2

REGULAR DAY 2:40 DISMISSAL		THURSDAY 1:25 DISMISSAL		MINIMUM DAY 11:15 DISMISSAL		MINIMUM DAY 12:25 DISMISSAL	
8:15-9:40	CLASS	8:15-9:40	CLASS	8:15-9:40	CLASS	8:15-9:40	CLASS
9:40-9:50	RECESS	9:40-9:50	RECESS	9:40-9:50	RECESS	9:40-9:50	RECESS
9:50-11:40	CLASS	9:50-11:40	CLASS	9:50-11:15	CLASS	9:50-12:25	CLASS
11:40-12:20	LUNCH	11:40-12:20	LUNCH				
12:20-1:35	CLASS	12:20-1:25	CLASS				
1:35-1:45	RECESS						
1:45-2:40	CLASS						

GRADE 3

REGULAR DAY 2:40 DISMISSAL		THURSDAY 1:25 DISMISSAL		MINIMUM DAY 11:15 DISMISSAL		MINIMUM DAY 12:25 DISMISSAL	
8:15-9:55	CLASS	8:15-9:55	CLASS	8:15-9:55	CLASS	8:15-9:55	CLASS
9:55-10:05	RECESS	9:55-10:05	RECESS	9:55-10:05	RECESS	9:55-10:05	RECESS
10:05-11:40	CLASS	10:05-11:40	CLASS	10:05-11:15	CLASS	10:05-12:25	CLASS
11:40-12:20	LUNCH	11:40-12:20	LUNCH				
12:20-1:35	CLASS	12:20-1:25	CLASS				
1:35-1:45	RECESS						
1:45-2:40	CLASS						

GRADE 4-5

REGULAR DAY 2:40 DISMISSAL		THURSDAY 1:25 DISMISSAL		MINIMUM DAY 11:15 DISMISSAL		MINIMUM DAY 12:25 DISMISSAL	
8:15-9:55	CLASS	8:15-9:55	CLASS	8:15-11:15	CLASS	8:15-9:55	CLASS
9:55-10:05	RECESS	9:55-10:05	RECESS			9:55-10:05	RECESS
10:05-12:15	CLASS	10:05-12:15	CLASS			10:05-12:25	CLASS
12:15-1:00	LUNCH	12:15-12:50	LUNCH				
1:00-2:40	CLASS	12:50-1:25	CLASS				

Arrival and Dismissal

Playground supervision is provided for a limited time; **grade 1-6 students starting at 8:15 must arrive no earlier than 8:00.** Students need to be in their classroom at 8:15. Those arriving after 8:15 need to go to the office for a tardy slip. Students must remain within fenced and school boundaries during school hours. Being off campus without permission can result in suspension.

AM Kindergarten students starting at 8:10 must arrive no earlier than 8:00. At the end of their instructional days, **students must depart and be picked up promptly within 20 minutes of dismissal.** **Any student leaving campus during the school day must be signed out at the office only by a person on the child's Emergency Card.**

Attendance and Absences

Teachers plan each day in order to review and introduce new ideas and concepts. It is important your child attend school each day in order to gain the most from his/her schooling. **If absence is necessary, a parent must call the 24 Hour Absence Line (979-8333) prior to the beginning of the school day to report the reason for the child's absence.** This also applies to a child having a before-school medical appointment. If the child is not at school and the parent has not called to report the absence, the school and/or the district will call the parent before the end of the day to attempt to determine the reason for the absence.

Parents are to call the school each day the child is absent, and, when applicable, provide a doctor's note on the first day of their child's return.

Independent Study: Your Request Is Made In The School Office Only

A request for independent study must be made in the school office with the Principal **10 school days in advance of the absence.** All work must be completed and returned on the school day following the end of the contract. **Vacations:** Please avoid using independent study for vacations that can be taken during the 5 weeks that we have off during the school year.

Tardies

It is important that students arrive to school on time. If a student is more than 30 minutes late, the tardy is an unexcused absence. It is difficult for a child to come into the classroom late. They miss important instruction, and it also draws unwanted attention to them when they come into the classroom after the beginning of class. **Any time a student has an appointment of any type it is important to get a re-admit slip so the absence will not be counted on their 10 illness absences a year.**

Automated Attendance Letter Mailing Process

Attendance letters are computer generated at the district office and automatically sent by the *Attendance Improvement Office* of the district. Truancy letters are sent for unexcused absences. The first truancy letter is sent for three unexcused absences. The second truancy letter is sent for the equivalent of five unexcused absences. The third letter is sent for the equivalent of six unexcused absences. The third letter results in a student being classified as habitual truant.

Unverified Excused Absences

The district allows **ten excused sick days** without verification of illness from a medical professional or school employee. At ten days a letter requiring verification of illness (doctor's note) will be mailed. Without verification, absences after 10 days will be considered unexcused. If your child is under medical care, it is best to provide the verification of illness before it is required.

Bicycles and Skateboards

Students may ride bicycles to school. By county ordinance, skateboards are not allowed to be ridden on school property at any time. Bicycles are not to be ridden on school grounds or in the school driveway. When arriving and departing, bicycle riders must walk their bicycles using the sidewalk. Students who ride on Filbert Avenue, north of the school, must use the north driveway entrance, and those south of the school must use the south exit. This is a safety procedure to avoid the need to cross the school driveway at either entrance or exit. During school hours, bicycles must be locked to the bicycle rack. Locks and chains are to be removed from the rack each day. Students are to avoid loitering in the bicycle area. California state law requires all persons under the age of 16 to wear a helmet when riding a bicycle.

Class Parties

Generally, there will be three class parties permitted during the school year. You may wish to help with these, and you should then let your child's teacher know in advance. If your child is not permitted to participate in the activity, he/she should nonetheless be present for the instructional part of the day. Please contact your child's teacher in advance in order to become aware of the scheduled time of day for the activity. The district has recently initiated a *Wellness Policy* of appropriate foods. Please ask your teacher prior to bringing food items for celebrations.

Emergency Information

At the beginning of each school year, emergency cards are sent home. Please complete the information requested, fully, on all cards. It is imperative we have accurate information for all students in case of emergency situations. Please keep us informed of changes in the information.

Note: The emergency contact person should not be one of the child's two parents, or anyone outside a reasonable distance from your home. **Please remember, the office cannot release your child during the school day to anyone other than parents and those persons you have specified in writing as emergency contacts on the Emergency Cards.**

Field Trips

A field trip is an extended classroom learning experience in which the teacher identifies and selects the number of chaperones needed per trip. While a parent can drive their own child to and from the designated location and school, due to liability, they may or may not be selected as a participant/chaperone within the class trip.

Students may be transported by school bus or by private cars. This will be indicated in a note to parents, along with other details of the trip. Adults who plan to help with pupil transportation are required to complete a *Volunteer Vehicle Usage Form* each year in order to be eligible.

Fingerprinting is mandatory for drivers and chaperones.

Guidelines for Time Allocation on Homework

KINDERGARTEN	10 to 25 minutes
PRIMARY	15 to 45 minutes depending on homework assignments and individual students.
INTERMEDIATE	60 to 90 minutes depending on homework assignments and individual students.

Grades kindergarten through sixth will assign homework on a regular basis Monday through Thursday.

Health Services

Green Oaks has no school nurse on campus on a daily basis. Staff from *Health Services* are here only when vision and hearing screening are routinely done. In the absence of a school nurse, emergencies are dealt with by the office staff or other capable adults.

Medication In School: Signed Form Required For All

If your child is required to take medications, including inhalers, while at school, please contact the school office for a copy of the Authorization for Medication Administration form, which must be completed and signed by your child's physician and a parent before school staff can dispense any type of medication to your child. Medication must be provided in the original prescription container, labeled with the name of the student, the name of the prescribing physician, the medication name, and dosage. All medication is kept in a secure area in the school's health room area.

Over-the-Counter Medication: All over the-counter medication such as pain relievers, cough drops, etc. must also be accompanied by an Authorization for Medication Administration form completed by the child's physician and a parent. Medication must be provided in the original, purchased container and clearly labeled with the child's name in order for medication to be dispensed. **No exceptions.**

Insurance for Students

Low cost student accident insurance will be made available as an option to purchase for your child.

Lost and Found

You are strongly urged to mark your family name on the inside of all items such as coats, sweatshirts, lunch boxes, backpacks, etc., belonging to your child. Unmarked items are difficult to identify and to return to their rightful owners. Lost and found items are kept on a rack near the office. Small items, such as jewelry, glasses, etc., are kept in the office. All items not claimed by the end of the school year are donated to the district's *San Juan Central Clothes Closet* for needy families. Nothing is kept.

Lunches

Hot lunches are available for purchase at school. Milk only may also be purchased. Applications regarding free or reduced price lunch eligibility will be sent home to you. If you believe you are eligible, please complete the form and return it to the school office. Application must be done each school year. Extra forms are in the office. Or, you may go online to www.sanjuan.edu/services/food.

Prepaid Lunch Tickets

Lunch tickets are available for purchase. **Our school policy is that all lunch money is to be turned in to the office in the morning.** Tickets may be purchased by the day, week, bi-monthly, or in any amount desired. You may bring cash, or checks made out to Green Oaks Cafeteria, and list your child's name and room number in the memo section of the check. Parents may also purchase lunches online at www.myschoolbucks.com.

Make-up Work for Absentees

Students have one day for each day absent to complete missing work. Be sure you are acquainted with these procedures and follow them. To request your child's homework for pick up at the end of the day, simply include this request when you call in the morning to report your child's absence on the **24 Hour Attendance Line (979-8333)**.

Materials

All materials required for instruction will be provided for students. Care and prudent use of them is expected. Students will be charged for abuse or vandalism of school materials or equipment. A Student's report card may be withheld if the financial obligation is not met.

Punctuality

Students are expected to arrive at school in a timely manner and to be in the classroom at 8:10 (8:05 for AM kindergarten, 10:55 for PM kindergarten). Tardy students must stop at the office to secure late admittance slips. The total number of tardies is reported on each student's report card each trimester. Excessive tardies will generate letters from the school district's Attendance Department.

Picture Taking

Because of privacy rights, photographs during school hours are permitted only with teacher/administrator permission.

Releasing Students During School Hours

The following procedures are used for early dismissals:

- The parent or authorized adult specified on the child's Emergency Card must come to the office where s/he will be required to sign a checkout book giving name, relationship and reason taking the child from school.
- While the adult is recording this information the classroom will be called and asked to send the child to the office.
- **A child may be checked out by someone other than the parent or guardian only if the parent has given written and signed authorization by note (original signature required), or the person is listed on the child's Emergency Card. Requests for additional authorization may not be phoned or faxed to the office.**

Telephone

The office telephone is not available for student use except with written permission from their teacher via a hall pass or a teacher's written note. Students will not be permitted to call home for: forgotten books, lunches, musical instruments or homework. Parents are discouraged from calling the school to leave messages for children unless an emergency exists.

Visitors

All visitors must sign in at the office before the visitation and obtain a *Visitor's Pass* as well as sign out prior to leaving campus. All others must remain behind designated red lines during school hours. Student visitors and preschool children are not permitted. Upon arrival to school in their morning, parents shall depart campus at 8:05 prior to the 8:10 bell. Underage siblings and strollers are not allowed on campus during school hours. Visitors wishing to meet with teachers or enter classrooms during the school day need to make arrangements with the teacher prior to the classroom visit. Please do not hold conferences during informal visits. Visitations should be limited to thirty minutes.

Cell Phones

Students are allowed to have cell phones at school with an official Cell Phone Permission Form on file with the office. Cell phones at school are for emergency purposes only and may not be turned on or used during the normal school day. The cell phone permission forms are available in the office.

CELL PHONE ON CAMPUS PERMISSION FORM 2017-18

Student's Name: _____ Grade: _____ Room: _____

Current state law allows students to bring cell phones to school, with parental permission, for use during an emergency. These phones are for emergency use only and their presence on school grounds will be allowed as long as students follow these guidelines:

1. Cell phones are to be turned off while on school grounds except for extreme emergencies. Extreme emergencies refer to life threatening situations where the school does not have other communication options available.
2. Cell phones are to be kept out of sight and remain in backpacks at all times while on campus. This includes before and after school.
3. Cell phones are not to be used to call parents, friends, or relatives or in place of school phones except for extreme emergencies.
4. The school is not responsible for cell phones brought to school.
5. Cell phones will be confiscated if any of the above rules are violated, and parent will need to meet with principal.

I give my child permission to have a cell phone at school. My child and I have reviewed the guidelines listed above and agree to abide by these rules.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Date form received in office and initials _____

DRIVEWAY SAFETY & TRAFFIC FLOW PROCEDURES

CROSSWALKS

Please follow the instructions of the crossing guards (adults or children) and cross the driveway only at designated crosswalks. It is very important that adults consistently model this safety practice for children, even if it is not convenient.

PASSENGER LOADING AND UNLOADING

- X **Before school, students are not to be let out of vehicles in the parking lot until a school attendant is present.**
- X Students are to enter or leave a vehicle on the side away from the center lane. The center lane is for through traffic. This is often inconvenient, but very important. This includes vans with passenger sliding doors.
- X **Children must not walk behind or between parked vehicles to reach their rides.** Instead, after crossing the appropriate crosswalk, the child is to walk on the grassy area by Filbert Avenue until directly across from the waiting vehicle.
- X **DO NOT PASS** a vehicle while they are stopped in the driving lane. There is **ONLY ONE** driving lane in the parking lot. **PLEASE WAIT!!**

PARKING

- X **YELLOW ZONE: PLEASE DO NOT LEAVE YOUR VEHICLE. You must remain in the driver's seat.** This area is only for stopping briefly to unload or load students. Parallel park close to the curb before your child may get in or out of the vehicle. **Pull all the way forward to the next vehicle in front of you, and continue pulling forward as space becomes available. DO NOT CUT IN BETWEEN STOPPED VEHICLES ALONG THE CURB that are to be continually moving forward.**
- X **OTHER THAN CURBSIDE PARKING:** When you need to get out of your vehicle you are to park in the lot next to the Media Center, along Filbert Avenue, in the park entrance, or any in any **Visitor** space in the parking lot. **(Please do not park in Staff spaces). Please do not block the Media Center lot, crosswalks, or open parking stalls.**
- X **DOUBLE PARKING:** This is only permitted in the designated area in front of the crosswalks behind the parking stalls. **YOU ARE TO REMAIN IN THE DRIVER'S SEAT.** All occupants are to get in and out from the non-traffic side. (This includes vans with passenger sliding doors - entrance must be on the driver's side.)
- X **DESIGNATED PARKING STALLS (STAFF):** Please do not park in these spaces between 7:00 a.m. and 3:00 p.m. Some staff members work part-time, and some staff members commute to other schools and need these spaces available. **Please do not block their use by double parking behind them.**

SIDE PARKING LOT

The side parking lot near the Media Center is not for dropping off or picking up students. When used this way it creates a dangerous situation in front of the school. Please use this lot for parking only.

PLAYGROUND AREAS

NEVER ATTEMPT TO DRIVE ON ANY AREA OF THE SCHOOL PLAYGROUND FOR ANY REASON AT ANY TIME OF ANY DAY.

SPECIAL PROGRAMS

Academic Program

The emphasis at Green Oaks Fundamental School is a sound academic program which will be discussed thoroughly at parent-teacher conferences.

Art Docent

Volunteers provide classroom instruction in art appreciation.

Enrichment

Children who qualify for *Enrichment* will be presented the opportunity of participating in enrichment activities. The program is designed to be qualitatively differentiated from the regular school program.

Intra-Mural Program

A program of intra-mural sports activities is conducted for pupils of grades 4-6 during the latter part of the lunch period. Most pupils participate, though none are required to do so.

Resource Specialist Program

Students who are below grade level and demonstrate a learning disability may qualify for additional help from the resource specialist.

Technology

Computers, projectors, document cameras, LCD panels, monitors, printers, and CD ROM players and modems are used with appropriate software to support teaching and learning throughout the school. In addition, all students have scheduled time in the computer lab each week.

School Improvement Program (SIP)

Parents, teachers, and the administration work together to plan the school program to meet the needs of all students.

Speech and Language

Special speech and language instruction is available for those students who require the services of a therapist. Contact your child's teacher.

Student Government

The Green Oaks Student Council is composed of classroom representatives from all 4-6 grade classes and student body officers elected by all upper grade students annually. Student Council meetings are conducted regularly with support and assistance provided by faculty advisors.

VOLUNTEER SUPPORT

Volunteer support is an essential component of the Green Oaks Fundamental School mission. Because we have a large group of very able and willing volunteers, we are able to offer a more enriched program and ease the burden of a very hard-working staff. We believe that by working together we can provide the best education for our children.

What to Expect as a Volunteer

- Work on a regular, scheduled basis, whether it is weekly, bi-monthly or as otherwise arranged.
- Have a list, or verbal instructions for what you are to do when you volunteer.
- After being trained by the office staff, have use of the staff room for duplicating and preparing materials, except during the time before school and the teachers' lunch period.
- Gain a better understanding of the school including the day-to-day activities.
- Develop a personal rapport with the person you assist.
- Enjoy contributing to the effectiveness of the school.
- Volunteers are very appreciated in the work they help provide. During school hours, due to liability, we ask that middle school and high school helpers refrain from visiting the lunch room with students.

Samples of Opportunities

- Classroom aide: You may help individual students with daily work, crafts, or special projects. You may assist the teacher with correcting papers, preparing materials, or obtaining supplies.
- Field trip coordinator and/or driver.
- School Improvement Program (SIP), School Site Council Member, or Component Committee Member: The School Improvement Program volunteers meet regularly to establish instructional goals and plan SIP expenditures to improve the school program.
- PTA Officer or PTA Committee Member: The PTA contributes service in numerous ways and is always looking for additional helpers.

What is Expected of a Volunteer

- Honor your volunteer commitments. Appear on time on the agreed day to work, or notify the appropriate person if you cannot be there. Find a substitute if at all possible. Always sign in and out in the office and wear a school I.D. badge at all times that you are on campus.
- Keep in confidence any information you gain about a student's behavior, achievement, or personal life.
- Become familiar with and support school and classroom policies and procedures.
- Be positive and encouraging in your dealings with students, other volunteers, and staff.
- Avoid interrupting the instructional program. Ask questions at appropriate times if directions are not clear.
- Make child care arrangements for your younger children.
- Enjoy your volunteer experience! It's very special to your children to have you helping in their classroom.

Suggestions for Working with Students in the Classroom

- Understand your assignment. Read the directions before assisting.
- Call the student by name at each opportunity.
- Listen attentively to the student you are helping.
- Guide the student to find the right answer through encouragement, questions, and suggestions. Avoid giving the answer unless absolutely necessary.
- Use positive reinforcement at all times. Be encouraging and supportive.
- Avoid favoring your own child or children you know. Discuss your volunteer role with your child in advance.
- Keep classroom and student information confidential.
- Enjoy knowing that you are helping a child be a success.

STUDENT PROGRESS

Grading in all grade levels is based on standards that are specific to each grade and each subject area. Grade level standards are distributed to parents at the beginning of each school year and at each reporting period. Students progress in meeting the standards are reported in the following manner:

- 4 Consistently exceeds the expectations for reported standards (Advanced)
- 3 Consistently meets the expectations for reported standard (Proficient)
- 2 The student does not meet the reported standard, but is making progress (Approaching)
- 1 The student is far from meeting the reported standard (Below)

Group Conferences

Back-To-School Night will be held within the first four weeks of school. Parents will receive information about district grade level objectives, the school mission and behavior code, and a written description of classroom practices and procedures.

Individual Conferences

Individual conferences will be held at the end of the first trimester using the report card as the basis for the conference. A second conference will be held at the end of the second trimester at if the student is receiving an unsatisfactory grade in any area or at the request of a parent.

Report Cards

Report cards will be issued three times a year.

Progress Reports

Progress reports are issued mid-trimester to any students who are in danger of receiving a 1, 2, or N on the next report card.

STUDENT BEHAVIOR POLICY

Philosophy

The goal of the *Student Behavior Policy* is to develop in our students the habits and attitudes that result in responsible behavior and an effective learning environment.

Areas of Rights and Responsibilities

The staff has the right to:

- Ask for planned parent visits before/after school, as needed
- Be treated in a respectful manner
- Teach without unnecessary disruption

The staff accepts the responsibility to:

- Develop a supportive learning environment
- Make expectations clear
- Teach behavior expectations systematically
- Administer the provisions of the policy in a firm, fair, and consistent manner
- Provide recognition of responsible behavior
- Communicate with parents regarding student behavior

Students have the right to:

- Attend school and pursue their education in a safe and supportive environment

Students have the responsibility to:

- Understand and obey the school rules and expectations
- Refrain from intentionally causing another person harm or embarrassment
- Use playground equipment and space in a safe manner
- Refrain from willful disruption of school activities or disrespect toward school personnel
- Settle conflicts in non-aggressive ways
- Stay out of classrooms when teachers aren't present

Parents have the right to:

- A safe and effective learning environment for their children
- Knowledge of their children's responsible or irresponsible behavior

Parents have a responsibility to:

- Schedule a before/after school visit with the teacher, as needed
- Return all communications promptly

- Understand and support the school rules and positive and negative consequences
- Encourage their children to solve conflicts in non-aggressive ways
- Accept the negative consequences that may be administered by the staff in order for the children to learn appropriate behavior
- Recognize their children's responsible behavior by allowing appropriate privileges

DRESS CODE

The purpose of the dress and grooming guidelines will be to help students develop standards for their personal appearance. The school shares with the parents a responsibility for teaching young people appropriateness of dress. Students will be expected to dress appropriately and be groomed in a manner that reflects pride in oneself and in one's school. Good taste and good grooming will be a part of learning for both boys and girls. Fashion dictates changes, but as with most things, certain guidelines and limitations have to be set which are in the best interests of all students at the school.

When a student arrives at school in violation of our school's dress code, a parent or guardian will be notified to bring proper wear to school. Spare clothing may also be provided.

1. Pants are to be neat and clean and in good repair. They must not drag on the ground or be torn or frayed. Pants may not be worn extremely low on the hips. Pajama type bottoms are not allowed. ***Dresses, skirts and shorts may not be shorter than fingertip length.*** Leggings cannot be worn without an over garment of appropriate length.
2. Tank top shirts, spaghetti straps and razor back shirts are unacceptable attire for school. All straps for tops must be no less than three finger widths.
3. Bare midriffs and bare backs are not permitted.
4. **Shorts:** Students may wear shorts to school. The shorts must be of modest length (when standing erect with hands at sides, they may be no shorter than fingertip length.) Running, cycling or tight Spandex shorts are not permitted. Athletic shorts are to be an appropriate length. Shorts must be hemmed.
5. Make up may not be worn to school.
6. Athletic shoes must be worn for P.E. activities.
7. Sandals may be worn during warm weather. For safety reasons, sandals and all other footwear must have back heel straps. It is recommended that sandals be worn with socks for foot protection. **Stacked heels/platform shoes have caused injuries in the past and are not to be worn. Flip-flops are not allowed at any time.**
8. Inappropriate messages and inappropriate graphic tee shirts may not be worn at school.
9. Hair styles should be neat and properly trimmed. To avoid gang-like appearance, inappropriate shaving of heads such as mohawks or other shaved designs is not allowed. Hair dyed green, blue, red, orange, purple, etc. is not allowed.
10. Combs and brushes are acceptable, but are not to be used in class.
11. Hats of any kind are not to be worn indoors, and only worn appropriately outdoors.
12. Earrings are permitted, but, for safety reasons, hoop styles may not be worn.
13. Clothing worn to reflect, symbolize or emulate gang dress and mannerism is not allowed.
14. Temporary tattoos must not be visible.

SPECIFIC SCHOOL RULES

General Conduct

- a. Courteous conduct is expected.
- b. Students are to take good care of all school property and material. Students or their parents will be expected to pay for damaged property.
- c. Chewing gum is not permitted at school.
- d. Students may go to the office only with the permission of the teacher or adult supervisor and must have a hall pass.
- e. The office phone may only be used with teacher permission. Children will not be given permission to call for forgotten books, homework, lunch, musical instruments, etc.
- f. Personal property and P.E. equipment are not to be brought to school. The only exceptions are for baseball gloves for grades 4-6, or if an item is specifically requested by a teacher. Toys are not to be brought to school except with permission of a teacher.
- g. Pupils are to remain on playground during free times. Pupils are not to be in the hallways or come to the office without a hall pass from their teacher.
- h. Written parental permission is required for a pupil to participate in a field trip or other off-campus activity.
- i. Cell phones or other electronic devices require permission slips and must remain turned off and in backpacks.
- j. Backpacks are to be worn properly and not worn frontwards.

Conduct on Playground and in Hallways

- a. Walk on the blacktop unless involved in an organized game.
- b. Be courteous and a good sport.
- c. Follow game and play equipment rules.

- d. Stay within playground boundaries and away from off-limit areas.
- e. Walk (no running) in corridors. Tag games are not permitted on the blacktop or bark boxes. Tag on grass is only allowed when supervised by an adult staff member.
- f. Balls are not to be thrown on the blacktop except in an organized game.
- g. Balls may be bounced against the wooden ball wall only.
- h. Balls and game activities are to be kept away from restrooms and water fountains.
- k. Flag football only, no touch or tackle (Grades 4-6).
- l. Rough play is never permitted. Pushing, pulling or tripping others is not allowed.
- m. Do not throw dirt, sawdust, stones, bark, or sticks.
- n. Students must not interfere with intra-mural or other games on the playground.
- o. Students must not climb backstops, tetherball poles, etc, ride on tether balls, pull on volleyball nets, or hang on soccer goals.
- p. Injuries are to be reported to the yard supervisor immediately.
- q. All playground equipment is to be used properly, not abused.
- r. Avoid wearing loose jewelry and do not carry pens or pencils on the playground.
- q. Kicking, hitting, taking another student's ball or otherwise interfering with games is not acceptable. Students are not to push, crowd, or shove. Staying behind the safety line is expected.
- r. Students are to get drinks quickly and in a safe manner. They are to avoid pushing, crowding and shoving. Staying behind the safety line is expected.
- s. Restrooms are not to be used for playing.
- t. Fighting, physically or verbally (i.e., cursing, name calling) is not acceptable behavior.
- u. Outside bell rules:
 - 1) Freeze when the bell rings.

- 2) If you are on the bars, or other equipment, drop, walk to the closest point of pavement.
 - 3) If you are on the ground or in an awkward position, stand up straight.
 - 4) After the whistle, walk quietly to line.
- v. Students may not cut in lines or save places.
- w. Do not walk on the grass except the back playing field.
- x. A “Buddy Bench” is available if a student wishes to have someone to play with.

Rules for equipment use

- a. Climbing Bars:
- 1) Keep at least one hand on the bars at all times
 - 2) Hold bars with thumb locked around the bar to meet opposing fingers
 - 3) Climb down from bars, do not jump off
- b. Horizontal Ladders:
- 1) Only one person on the apparatus at a time
 - 2) Travel in the same direction
 - 3) Hold bars with the thumb locked around the bar to meet opposing fingers
 - 4) Do not stand or sit on the top ladder
 - 5) Do not hang by legs
- c. Horizontal Bars:
- 1) Only two people on the bars at a time
 - 2) Keep at least one hand on the bars at all times
 - 3) Hold bars with thumb locked around bar to meet opposing fingers
 - 4) If a waiting line, waiter counts slowly to 100, then turn is over
- d. Horizontal Bar with Hanging Rings:
- 1) Only one person on the apparatus at a time
 - 2) Travel in the same direction
 - 3) Hold bars with thumb locked around bar to meet opposing fingers
 - 4) Do not stand or sit on top bar
 - 5) Do not crawl through rings
 - 6) Do not hang by legs
 - 7) Do not use when outside temperature is freezing
- e. Slides:

- 1) Travel down slides in a seated position facing forward
 - 2) Do not climb up the slides
 - 3) Do not stand on the slides
 - 4) One person at a time on a slide
- f. Ball Kicking:
Do not kick balls on black top; use grass area
- e. Frames around sand or bark:
These are not to be used as a balance beam

Cafeteria Conduct

- a. Students are expected to go to the cafeteria quietly and in line.
- b. Students may not take cuts in line or save places.
- c. Quiet or moderate talking is permissible.
- d. Students are to sit at assigned tables.
- e. When the all quiet signal is given, all talking is to stop. Attention should be given to the supervisor until the signal is off.
- f. Appropriate table manners are expected. This includes not touching or sharing other peoples' food.
- g. Garbage and trash is to be disposed of properly.
- h. Students are to remain seated until dismissed.

PLAN FOR TEACHING APPROPRIATE BEHAVIOR

Procedures for Teaching Appropriate Behavior Will be Systematic

At the beginning of the school year, staff members will teach students what is expected in class, cafeteria, and playground. At mid-year, the rules and expectations will be reviewed. The staff will explain consequences for inappropriate behavior and describe behavior.

1. On days 1-5 appropriate behavior will be demonstrated, rehearsed.
2. On days 1-10, students who do not demonstrate appropriate behavior will be retaught. The following steps will be used:

- a. Student will be told to stop the inappropriate behavior.
 - b. The appropriate behavior will be explained, the reasons for the expectations given.
 - c. Student will be asked to describe the appropriate behavior and explain the reasons for these expectations.
 - d. Student will be asked to perform the appropriate behavior.
 - e. Student will be given specific feedback to reinforce the appropriate behavior.
3. Appropriate behavior will be recognized and reinforced by staff members.
- a. Informal feedback will be given as appropriate.
 - b. Outstanding citizens will receive special privileges.
 - c. The consequence system used to respond to inappropriate behavior will be explained the first week of school.

Consequences for Inappropriate Behavior

The sequence is a general guideline and allows the appropriate step. Our school encourages non-violence and takes strong actions to discourage rough and aggressive behavior. The negative consequences become more severe if the student continues behaving inappropriately. An important component of the consequence system is notification of the parent when the student has repeatedly misbehaved. The parent will receive a copy of the *Behavior Citation or Student Behavior Report* and be asked to return the signed copy to the student's teacher.

- 1st Level - Warning, review of expectations and natural consequences if appropriate. Supervising adult counsels student.
- 2nd Level - A student may miss part of recess or lunch. Supervising adult counsels student.
- 3rd Level - Citation and/or Student Behavior Report, teacher counsels student.
- 4th Level - Student Behavior Summary, principal counsels student.
- 5th Level - Principal, parent, teacher, student conference. Natural/logical consequences as appropriate. Possible loss of privileges such as participation in special activities and field trips and end-of-the-year celebrations.
- 6th Level - Principal suspends student from school.

The above sequence describes steps taken for repeating the same offense. If different violations occur, a student may stay at the same step. Also, **some violations may require more severe consequences the first and/or subsequent times they occur**. Pupils will ordinarily be suspended for suspendable behavior listed in the San Juan Unified School District's *Student Behavior Procedures*.

(See '*Grounds For Suspension and Expulsion*' following pages.) Separate copies from the district sent home with your child in their Student Folder the first day of school)

A student's inappropriate behavior will be recorded on a citation form and a copy given to the child's teacher. The child's teacher will be responsible for being aware of recurring behavior and determining the appropriate level of consequences.

SAN JUAN UNIFIED SCHOOL DISTRICT STUDENT BEHAVIOR PROCEDURES

PUPIL SUSPENSION

Definition

Suspension means removal of a pupil from ongoing instruction for adjustment purposes.

Suspension does not mean:

1. Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level.
2. Referral to a certificated employee designated by the principal to advise pupils.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or principal's designee as provided in the section regarding pupil suspension by a teacher, provided that such removal from a particular class occurs no more than once every five school days.

Suspension- For details, please refer to the District Handbook.

A student shall not be disciplined, suspended or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the California Education Code. Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct.

All students shall comply with the regulations, pursue the required course of study and follow the instructions of the teachers of the schools. A student, including an individual with exceptional

needs, may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Student may be suspended for violation of school or district rules or if they present a danger to the safety or health of others or threaten to disrupt school programs. A suspension can last from one to five days. During suspension, a student may not participate in regular school classes or activities, including graduation, but may be assigned to an alternative program. A teacher may require the family of a suspended student to attend part of the school day and meet with the principal.

A suspended student or their family has a right to appeal a suspension by following district procedures. If a family wishes to appeal a suspension, the family has 10 school days from the first day of suspension to make the appeal. The appeal must first be made to the site principal. If the family is not satisfied with the decision, the family must complete the suspension appeal form available at the school. A family may fax the form to (916) 979-8053, or deliver the form to the District Office at 3738 Walnut Ave., Carmichael, CA 95608.

Upon receiving the completed form, Student Review and Interventions personnel will review the suspension appeal. During the appeal process the student will continue to serve the original suspension given by the school administration pending final disposition. The family will be contacted after the decision is completed and a letter will also be mailed to the home address provided. (EC 48908, 48911.1, 56026; USC 1415; BP 5144.1)

