WELCOME TO DYER-KELLY ELEMENTARY SCHOOL!

Welcome to the 2010 – 2011 school year at Dyer-Kelly Elementary School. We believe that all students will succeed, and we direct our energies toward developing students with high self esteem who see themselves as capable life-long learners. The staff is committed to providing our students the support they need to be successful learners by coupling exceptional instruction with a caring learning environment. Join us in making this school year, the best ever for our students!

........Mrs. Wegsteen, Principal

SCHOOL MISSION STATEMENT

Dyer-Kelly’s mission is to provide a psychologically safe place where students, parents, and teachers work collaboratively to provide a nurturing learning environment that enables all learners to reach their full potential. Students will thrive in our diverse community by taking personnel responsibility for their education and developing healthy, supportive relationships with others in our community of learners. We believe our students can:

- effectively communicate their thoughts and feelings
- resolve conflicts peacefully and ethically
- work collaboratively with others
- contribute positively to their communities
- think critically and creatively
- Excel!

OUR GOALS FOR ALL STUDENTS

At Dyer-Kelly Elementary School, we believe that students need to develop basic habits to help them become successful, life-long learners. As they develop academically, we believe all students can become:

CRITICAL THINKERS who use 21st century skills to reason, make decisions, and solve complex problems in a variety of contexts.
COLLABORATIVE WORKERS who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
COMMUNITY CONTRIBUTORS who contribute their time, energies, and talents to improving the welfare of others and the quality of life in their diverse communities.
EFFECTIVE COMMUNICATORS who share their thinking and feelings with others through writing, speaking, artistic performances and productions, and through discussion and conversation.

Realizing that exhibiting these habits takes special encouragement, we offer unique opportunities and activities that help develop these life skills and character traits in all of our students.
SCHOOL PROGRAMS

Second Step Violence Prevention
This is a K-5 curriculum that helps students develop their coping skills in social situations. Problem solving steps are taught, practiced and used throughout the school by all staff when working with students.

Technology Training
Dyer-Kelly has a wireless internet structure and several portable computer labs that are used in the classroom. Students are given the opportunity to learn and apply technology skills for research and multimedia projects. Teachers use interactive white boards for their instruction which enables them to create lessons that are highly engaging, provide visual support, and develop 21st Century skills students will need to be successful in the work force.

Leveled Reading
In addition to the core reading/language arts program, all students participate in a leveled reading program, 40 minutes/day, 4 days/week. All students are given initial assessments and scheduled in reduced class size reading groups based on the results of these assessments. This allows teachers to target students’ reading needs through the use of instructional leveled text and intervention programs.

Awards Assemblies
Each month our school has an awards assembly. Awards are given for citizenship, academic achievement, and attendance.

Counseling Program
Counseling is available to students at Dyer-Kelly School. This service is provided by a Title I funded counselor, interns from the California State University, Sacramento and the San Juan Unified School District White House Counseling Center. Parents interested in counseling for their child may contact their child’s teacher for a referral to the program or leave a message with the counselor in the office.

Parent Volunteers
Parent volunteers are welcome and needed. Research shows achievement is higher for those students whose parents volunteer. Volunteers are needed for the Art Docent Program, field trips and daily activities in the classrooms and on campus.

School Site Council (SSC)
The School Site Council is the parent voice in school governance. The SSC function and requirements are mandated by the state. It is composed of parents, teachers and the school principal. School improvement decisions are made through the School Site Council. The SSC reviews test scores, provides ongoing analysis of Dyer-Kelly educational programs and monitors the budget. Members are elected for a two year term.

English Learner Advisory Committee (ELAC)
Dyer-Kelly has an active parent advisory committee that represents the needs of our students who are acquiring English as a second language. Parents make recommendations to our SSC designed to improve our school programs for these students and their families.

Family Nights
Family nights act as the school’s Back-to-School and Open House Nights. The purpose is to see learning in action. Family nights are held approximately once per trimester. Students accompany their parents and take part in literacy, math, science, physical fitness and technology events. Dates are posted in the Parent Newsletters sent home with your child.
Bridges Before/After School Program for Grades 1-5
Bridges is a free after school program funded by a grant to the San Juan Unified School District partnered with Mission Oaks Parks and Recreation District. Bridges provides homework support, school enrichment activities and positive role models for students.

POLICIES AND PROCEDURES

Visiting the School
Visitors are always welcome at Dyer-Kelly. To ensure the safety of our children, the San Juan Unified School District requires all visitors check-in at the office, sign-in and get a visitor pass. All visitors are to state their relationship to the child, the purpose for the visitation, show identification, and wear a visitor badge while on campus. All classroom visitations need to be arranged a head of time with the classroom teacher in order to limit disruptions to classroom instruction or testing periods. Visitation is for adults only. Other children may disrupt instruction. If you need to drop off an item for your child (lunch, keys, clothing, etc.), please leave it with the office staff who will send it down to the classroom with our campus monitor or call the student down at their recess time. Office hours are 7:45 a.m. to 4:00 p.m.

Parking Area
If you plan to get out of your car for any reason, please park in the identified parking places or along the street. Please DO NOT park in the bus zone (yellow lane), reserved parking spaces, or the handicap parking spaces (unless you have the appropriate placard).

Arrival and Departure Procedures

School Hours:

Monday, Tuesday, Wednesday & Friday – 1st - 5th grades 7:55 a.m. to 2:20 p.m.
A.M. Kindergarten – 7:55 a.m. – 11:15 a.m.
P.M. Kindergarten – 10:40 a.m. – 2:20 p.m.

Early out Thursday – 1st – 5th grades 7:55 a.m. to 1:05 p.m.
A.M. Kindergarten – 7:55 a.m. – 11:15 a.m.
P.M. Kindergarten – 10:40 a.m. – 1:05 p.m.

Arrival
For the safety of your children, students may not arrive on campus earlier than 10 minutes before school unless eating breakfast. Supervision is not available. Breakfast is served 30 minutes prior to the start of school.

Students eating breakfast
- Students should line up along the outside wall of the cafeteria. The door will be opened at 7:20 a.m. and will close at 7:45 a.m. in order to make sure all students get to class on time at the start of school which is 7:55 a.m. Because we serve over 200 students at breakfast, parents (with the exception of A.M. kindergarten parents) may not accompany their child into the cafeteria during breakfast.

Students not eating breakfast
- Students not eating breakfast should line up at the flag pole and will be escorted to the playground by our campus monitor.

Front Doors
- The doors to the front foyer are not unlocked until 7:45 a.m. when the office opens. At 7:55, Spanish interpreters are available to assist our second language families.
Departure

- For safety and because of the congestion caused when 400 students are dismissed at the end of the day, the parking lot is closed to cars entering the parking lot at dismissal. If picking up your child, please arrange to meet your child in the front of the school near the flag pole or along the curb on Edison or Bell Avenues.
- Students are to go directly home after school unless they are enrolled in an after school program and may not remain on campus more than 15 minutes after the school day ends. Students will be expected to go home the same way (bus, car pool, walk) each day unless the school is notified by a written note from the parent/guardian.
- Once students are on campus, they may not leave during school hours unless checked out through the office.
- Dyer-Kelly is a closed campus. Only students registered at Dyer-Kelly are to be on campus. If older siblings are picking up brothers and/or sisters, they are to wait in front of the school at the flagpole and should not walk on to the campus. Pick up for everyone is in front of the school.

Release During Class Hours

If it is necessary to take your child out of school early during the school day, you must sign him/her out in the office.

- The adult checking the child out must be on the child’s emergency card and state their relationship to the child as well as show picture identification. To add an adult to your child’s emergency card, you must come into the office.
- In order to minimize disruption to instruction, the office staff will call the child to the office for pick up.
- **Children will not be dismissed the last 15 minutes of class.** During this time teachers are giving homework directions and helping students pack up their belongings. This assures all students are dismissed on time.

Attendance

Regular attendance is critical to your child’s academic success. Let us know if there is a way we can help you assure your child’s attendance. When your child is absent, please call the office (566-2150) or send a note to your child’s teacher to report the reason for the absence. Every day your child is at school on time and in uniform, they receive a dragon ticket which enters them in our Friday drawing to win a Dyer-Kelly t-shirt.

- If your child will be absent for more than a few days, call the office to make a homework request from the classroom teacher.
- You have 10 school days to clear your child’s absence before the absence is classified as a truancy. Students absent 3 days unexcused, 10 days excused and/or are frequently tardy are referred to the San Juan Unified School District Child Welfare and Attendance Officer. Letters home are automatically computer generated and mailed to parents advising of excessive absences/tardies. If attendance does not improve, families are referred to the School Attendance Review Board (SARB) and a hearing is held to develop a plan for improving student attendance.

Emergency Cards

Emergency cards enable the school to call families when there is an injury or emergency situation. It is extremely important that you regularly update your child’s card if there are any changes. We depend on having accurate information on the emergency card in order to provide proper medical attention and communicate with our families. Please contact the office with any changes as soon as they occur.
Textbooks, School Materials and Library Books
It is extremely important that all students have use of all materials available and understand proper care. Money for school materials is limited. State adopted textbooks need to last seven years and are very expensive. Students who damage or lose books, school materials and/or library books are responsible for replacement cost. The average textbook costs more than $45. Report cards will not be issued at the end of the year unless all fees are paid.

Items That Must Stay At Home
Toys, money other than breakfast or lunch money, jewelry, radios, walkman, i-pods, MP3 players, electronic games, knives, sharp instruments, play guns, squirt guns, skate boards, scooters, roller blades/skates, and other personal items are not to be brought to school. Teachers will provide specific guidelines for items students are to bring for sharing.

Student Phone Use
Every classroom has a telephone. Telephones are used for business and emergency purposes only. Students who need to carry a cell phone for safety reasons are required to file a permission slip in the office. Cell phones are to be turned off and kept in the student’s backpack during the school day. If a cell phone goes off during instruction, it will be taken and returned to the parent. If the cell phone goes off a second time, the privilege of having a cell phone at school will be revoked. Our cell phone permission forms are included at the end of this handbook.

Messages
The office will not interrupt the classroom instruction to deliver messages to students. Please arrange with your child a head of time how they will go home after school. In the event of an emergency, please alert the office staff and ask to speak with the principal or vice principal.

Lost and Found
Students are responsible for their own personal property. The school cannot be responsible for lost money, books, coats, sweaters, lunch boxes, etc. We ask that students not bring valuables to school. Clothing, lunch boxes or other personal items should be labeled with the student’s name so they can be returned. Any lost article is turned in to our lost and found located near the cafeteria. Parents should check this area as items not claimed after a month will be given to the district Clothes Closet.

Medication Policy
Medication, prescription or non-prescription (aspirin, etc.) is not allowed on campus without proper medical forms. If your child requires medication during school hours, please follow these procedures:
- Request a Medication in School form from the office.
- Have the form filled out and signed by the child’s doctor.
- Bring to the office:
  - Medication in School Form
  - Medication in its original container with the prescription label stating the child’s name, contents, dosage.
- Medication is kept locked in the office.
- No medication is to be kept by a student.
School staff may not dispense medication without following the above policy requirements.
**Bus Transportation**

Bus transportation is a school service for students living beyond the walk zones. Students are responsible to the driver at **ALL TIMES** and are expected to be courteous and considerate to other students as well. To ensure all students’ safety, children must follow bus rules and procedures at all times. Students with inappropriate / unsafe behavior can lose bus riding privileges for up to a year. Bus riders are given these rules at the beginning of the year or when they first become a bus rider.

**Home/School Communication**

The *Parent Newsletter* is published weekly and sent home with students every Monday. This is our primary way of communicating with our families so please read this newsletter carefully. In addition, we will also use the San Juan Unified School District *Connect-Ed* automated phone calling system to update families about important events. The *marquee* in front of the school will have information about special dates and times for upcoming events as well as remind parents of our daily schedule. You can also log on to our school web site by visiting [www.sanjuan.edu/dyerkelly](http://www.sanjuan.edu/dyerkelly).

**Required Notes from Parents**

1. When your child returns from an absence, it is required that you send a note to school telling the reason for the absence and the dates he/she was absent. Be sure to include the child’s full name and grade unless you have called in the absence @ 566-2150.
2. A note from the parent is required if the student is to go elsewhere after school. Students will not be permitted to use the telephone unless an emergency exists.
3. Students are required to participate in daily physical education unless parents send a note excusing him/her from P.E. Students may be excused fro P.E. for up to five days for any one illness. A doctor’s excuse is necessary for longer periods. When your child returns to school after an illness, he/she should be able to participate in all school activities, including recess.

**Dress Code**

*Dyer-Kelly is a uniform school.* The uniform policy was voted into place several years ago in an attempt to keep our campus safe and keep the focus of school on academics. Students who come to school out of uniform will be required to call home at their first recess for assistance. If the student cannot reach a parent or guardian, the student will be given a loaner shirt (if available) to be worn over their clothing for the day. In order to prevent any gang affiliation on our school campus and to keep all students safe, red and blue (any other shade than navy) clothing is not allowed to be worn to school.

*Our required school uniform consists of the following:*

- Black, blue or khaki (tan) pants, jeans, shorts, jumpers or skirts are acceptable. Shorts, skirts, and jumpers must be longer than the students’ fingertips when arms are hanging at the side.
- Solid white, green, or navy blue shirts or blouses are acceptable. All shirts or blouses must be solid in color with no logos, pictures, or lettering on the front or back.
- Dyer-Kelly school dragon shirts and any school club shirts are acceptable.
- Shoes need a sturdy back strap for running and daily PE. (no heels or “wheelies”)
- Drug, alcohol, smoking, violent messages or slogans on clothing is inappropriate.
- Bare midriff, tank tops, spaghetti straps or see through clothing cannot be worn.
- Jewelry must be safe and inexpensive.
- No SAGGING.
- Hats are allowed on the playground only for protection from the sun and must be worn with the bill forward.
Field Trips

All students have the right to attend school field trips. Field trips are an extension of the classroom learning environment in a less structured setting. Therefore, it is important that students participating in field trips conduct themselves in an appropriate manner which will ensure their safety and the safety of others. Students’ behavior must be appropriate to the setting to allow all participants the opportunity to see, hear and learn.

During a school field trip, a student will be expected to follow school rules. If a student’s behavior endangers his/her safety or the safety of others or requires a significant amount of teacher/chaperone time which would endanger others, the student will be removed from the site of the field trip. Either the parent will be called to come to the site and take the child home or the principal, vice principal or counselor will come to the site and take the child back to the school.

One indicator of a student’s ability to behave on a field trip is the citizenship exhibited at school. Therefore, a student may be excluded from a field trip if prior behavior has been inappropriate and causes a concern for (1) the safety of others, or for (2) the amount of teacher/chaperone time that would be required to monitor such behavior.

2010-2011 Meal Prices

The Board of Education has approved a meal price change for the 2010-2011 school year. Effective August 23, 2010, school meal prices for full-pay students will increase $0.25 for breakfast and $0.50 for lunch. Milk prices will increase $0.10.

The 2010-2011 prices are reflect in the following table:

<table>
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<tr>
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<th>2010-2011 Full-Pay Meal Prices</th>
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<tbody>
<tr>
<td></td>
<td>Elementary</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$1.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.40</td>
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</tbody>
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Free & Reduced-Price Meal Program Information
- All children at participating schools may purchase meals through the National School Lunch Program (NSLP).
- Families with incomes at or below 130% of the poverty level may be eligible for free meals.
- Families with incomes between 130% – 185% of the poverty level may be eligible for reduced-price meals. Reduced-price meals are $0.30 for breakfast and $0.40 for lunch at all schools.
- Applications for the Free & Reduced-Price Meal Program are available each school year beginning July 1 at:
  - Central Enrollment Offices
  - Food Services Department Office
  - School offices and cafeterias
  - Online at www.sanjuan.edu/foodservices
BEHAVIOR PHILOSOPHY

At Dyer-Kelly we believe that our school should provide a safe, orderly, positive learning environment in which:

- Teachers can teach and students can learn.
- All students, staff, and guests are respected.

We want to encourage students to:

- Make wise decisions about their actions.
- Understand, expect, and accept the consequences of their decisions.

Our goals are that students will:

- Take responsibility for their choices and behavior.
- Treat one another courteously.
- Behave in a safe manner.
- Resolve conflicts peacefully.

We believe that adults are important in the lives of our children and therefore we expect school personnel to:

- Model proper behavior and clearly communicate our expectations.
- Expect the best behavior from students.
- Help students understand the logical and natural consequences that follow misbehavior.
- Be consistent.
- Teach students problem solving and impulse control skills to help them have positive interactions with others.
- Cooperate with each other as we put our philosophy into action.

A simple way of thinking about behavior and discussing it with your child is to treat other people the way you want to be treated and think before you act.

POSITIVE BEHAVIOR SUPPORT

Dyer-Kelly has implemented the Positive Behavior Support Program (PBS). This program links positive behavior with the school rules embedded in our school slogan.

I will be safe, be respectful and be responsible. I can, I will succeed!

The components of PBS are as follows:

- School-wide rules and behavior expectations are posted throughout the school, and are frequently integrated into staff interactions with students.
- Formalized lessons for teaching school rules and behavior expectations are explicitly taught at the beginning of the school year, and instruction continues throughout the year.
- Direct teaching of social and self-control skills will occur for all students.
- Pervasive monitoring of student behavior occurs by all school staff.
- School-wide system of positive reinforcement is established.
- School routines and procedures are established in common areas.
- Systematic supervision of students occurs with the involvement of all school employees.
- Collection of behavior data is used as a tool to reassess effectiveness of school-wide strategies being used.
DYER-KELLY DISCIPLINE POLICY

All members of the Dyer-Kelly School community have a responsibility to establish and maintain a positive learning environment. The Dyer-Kelly staff wants discipline to be a positive force supporting academic goals and healthy social interactions. Staff, students, parents and community members will work together to preserve these student rights:

**All students have a right to:**
1. A safe and orderly school environment.
2. To be treated fairly and respectfully.
3. To learn in an environment free from prejudice, fear and bullying.

**All Dyer-Kelly partners will:**
1. Treat all people with respect.
2. Behave in a manner that protects others from emotional and physical harm.

When inappropriate student behavior occurs, Dyer-Kelly has a policy of first working with students to change their behavior which includes using logical and natural consequences as a means of addressing student misconduct. We focus on positive reinforcement such as verbal praise, dragon tickets that can be used at our school store, special earned activity time and celebrations. When corrective feedback is not effective, we use progressive discipline steps which include verbal warnings, classroom time-out, loss of recess, parent phone calls, and discipline referral to the office which may result in on-site detention or school suspension. When repeated interventions are not effective, a parent conference is held and a behavior support plan implemented.

The San Juan Unified School District **GROUNDS FOR SUSPENSION AND EXPULSION** information is outlined in the district’s parent handbook which is included in our first day of school folder. Please review this information with your child.

*The San Juan Unified School District Parent Handbook also includes additional information on district policies. Please read through it carefully.*
You are invited to be a part of the Dyer-Kelly Elementary program. If interested in volunteering, please fill out this page and return to your child’s classroom teacher.

I know students of parents who are involved with their child’s school achieve more. I’m getting involved!

Yes! I would like to help. I can . . .

_____ Help with computers.
_____ Help in the classrooms.
_____ Help in the library.
_____ Help with teacher workbox
_____ I would like to be on the School Site Council
_____ I am interested in ELAC parent meetings

*Best day(s) of the week to help:
____________________
____________________

*Best time(s) of the day to help:
____________________
____________________

__________________________
Parent / guardian

__________________________
Student

__________________________
Grade

__________________________
Telephone Number

__________________________
Best time to call
San Juan Unified School District

CELL PHONES ON CAMPUS
PERMISSION FORM

Student Name_________________________________________ Grade________

Room #____________________ Teacher Name__________________________

Current state law allows students to bring cell phones to schools, with parental permission, for use during an emergency. District policy permits the use of cell phones for emergencies 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 at all times while on the school campus. This includes before and after school. *If a student fails to abide by these rules, he/she will lose the right to carry a cell phone with him/her during school hours and the phone will be confiscated. Phones that are confiscated will be kept in the office until they are picked up by a parent.*

3. Cell phones are not to be used to call parents, friends, or relatives while on campus or in place of **school phones** except for extreme emergencies.

4. The school is not responsible for cell phones brought to school and will not be liable for damaged, destroyed or lost cell phones.

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_________________