

JOHN REED SCHOOL HANDBOOK



Soar Like An Eagle

2008 – 2009

Please read carefully, as we have new programs and policies.

Welcome to John Reed School. We warmly welcome both students and parents to our campus. There are a variety of programs in place to assist our students to achieve our high academic standards. Programs include: staff specialists for reading interventions, second language learners, and counseling programs. Our Second Step program is a violence prevention program, which teaches empathy, life skills, and problem solving. We have an active Parent Teacher Association (PTA) and English Language Learners Advisory Council (ELAC). Please watch for announcements.

We are proud of our students at John Reed Elementary School. Our students have demonstrated increases in academic achievement as indicated in the STAR test results and other academic measurements. We are committed to continued improvement of your child's academic achievement. This is our school focus and high priority. In order to achieve this, we are dedicated as a school community to provide a safe and nurturing school environment, provide the best instructional practices, and work together with parents as partners.

The Parent, Student and Teacher Compact outlines the responsibilities of the school staff, parents and students. Your teacher and I have already signed this compact. We need your sincere pledge and commitment to work together to ensure that your child has the best education possible. If each member of our team, parent-teacher-student-administrator, fulfills the commitment in this compact, it will ensure your child's success at school **Please sign and return it immediately, along with your child's emergency card and any other important school documents.**

Please read and discuss the policies and procedures in this handbook with your child, and then keep the information for reference throughout the school year. If you have questions or concerns at any time, please come in or give me a call.

Sincerely,

Amy Goodwin, Principal



Every Day Counts!

We Want Every Child Attending School and Achieving Success

School Hours

8:15 - 11:50 AM ALL Kindergarteners (except Tuesdays)
8:15 AM - 12:00 PM ALL Kindergarteners - Tuesdays Only

8:15 - 11:50 AM Early Bird Kindergarteners (except Tuesdays)
Date to be Determined

9:30 AM – 2:00 PM Late Bird Kindergarteners (except Tuesdays)
Date to be Determined

8:15 - 3:00 PM 1st - 5th Grade Students (except Tuesdays)
8:15 - 12:05 PM 1st - 5th Grade Students - Tuesdays Only

Tardy Policy

Promptness to class is extremely important. Students need to be in class for the full day of school. Students need to be on time and remain in class for the entire day. Teachers begin instruction immediately; students are learning from the first minute of school to the last. When a child is late to school or leaves early, it not only affects the learning for your student, but also disrupts the learning of every child in the classroom. Students are expected to be in their places ready for work at the 8:15 AM bell.

- Excused tardies are for medical and dental appointments only.
- Tardies for all other reasons will be considered unexcused.
- When a child arrives at school late, or needs to leave school early, the parent or guardian must sign them in or out through the school office.

Attendance Policy

Attendance plays a key role in student achievement. Excessive absences are a very serious matter. If your child's attendance becomes a concern, a conference with the principal will be scheduled to discuss this issue. **Continued unexcused tardies and excessive absences will result in a referral to the Student Attendance Review Board (SARB) and could result in a referral to the district attorney.** Shown below are the key points of the attendance policy.

- Excused absences for the following reasons only:
 - ~Illness
 - ~Bereavement of immediate family
 - ~Medical, dental, orthodontic, optometry, chiropractic appointments
 - ~Exclusion from school for failure to present evidence of immunizations
 - ~Quarantine as directed by county officials
- Please schedule appointments during non-school hours.
- Short Term Independent Study Contracts can be completed for any student absent of 5 or more days.
- STAR testing will begin on April 21st and continues for approximately three weeks. Students **need** to be here. Please make every effort to ensure your student attends during this time.

Important Note: Children will only be released to people listed on the emergency card, unless written permission is presented to release your child to someone else. Please keep the office updated with any changes to address, telephone numbers and emergency contacts.

Spanish Translation

Spanish translation is available in our office through the services of our parent liaison, Mrs. Raquel Rivera. Mrs. Rivera works from 8:00 – 10:30 AM. Parents can arrange for a translator for scheduled conferences at the office. Please contact the office for further information.

All school information, such as newsletters and reminders must go home in both English and Spanish. This is a federal requirement through the Office of Civil Rights (OCR). If you receive parental information which does not include both languages, please contact the school office so that we can rectify the problem.

Traffic Safety

The safety of your child while attending John Reed School is our priority. Your cooperation as parents in bringing your children to school and observing the safety rules and regulations are required and appreciated. The following rules and regulations must be observed by all adults when transporting children to and from John Reed School:

1. Please use the cross walks with your child. Do not motion your child to cross the street outside of the crosswalk areas.
2. No parking in the red zones. These are fire lanes and this rule must be observed.
3. Parents in the turn-around area must remain in their cars. No cars are to be left unattended. If you need to leave your car to pick up a child, come a little earlier and park in the Alicia "A" Park parking lot. The traffic in the turn-around must continue to flow to prevent traffic jams on the street.
4. In the turn-around area, buses have priority. No parking is allowed in the yellow bus zones.
5. Parking is available on Arlen Drive, Adrian Drive and the Alicia "A" Park Parking lot. Please do not block any residential driveways on Arlen Drive or Adrian Drive.
6. The parking lot close to the portable classrooms on the eastern side of the school is for staff members only. It is closed for student pick-up and delivery.
7. SLOW DOWN PLEASE and watch for children and all pedestrians! All vehicles must stop for children in the crosswalk area.
8. According to school board policy, pets are not allowed on campus. Please keep your pets at home when picking up or delivering your child.
9. No unauthorized parking of vehicles in the designated handicapped areas. These areas are also used by specialized buses for wheelchair bound students.
10. Please observe posted speed signs and regulations.

Please plan to arrive at school with time allowance for child safety without last minute rushing. Many teachers will be walking your child to the front of the school at dismissal time. At that time, teachers are trying to ensure that each child is picked up by the right person. This is not the time for conferencing.

Tuesday Lunch Schedule

Parents please be aware, all students may stay to eat lunch on Tuesdays. Students are expected to go directly home after finishing their lunch. The yard duty personnel are here to supervise only the students eating lunch. Tuesday afternoons are not a free playtime at school.

Lunch Procedures

1. Students will follow the John Reed Safe School Procedures.
2. Students are responsible for remembering to bring their lunch ticket or lunch with them at lunchtime. Teachers are to remind students of this on a daily basis.
3. Students will stand in a quiet and orderly manner in the lunch lines, keeping voices at a low level, and keeping hands, feet and objects to themselves.
4. Students will stay seated at their assigned tables.
5. Students will eat quietly using good manners.
6. Students will clean their table area. When finished eating, students should raise their hands and wait to be excused. Each student is responsible for throwing away their own trash.
7. Students will line up after being excused and walk to the playground when dismissed.
8. Students will leave their lunch boxes in an area designated by their teacher.
9. Students who cannot follow these lunch procedures will be talked with and may receive consequences designed to assist them toward appropriate behavior.

Dress Code

The dress code is designed to prevent disruptions to the classroom learning environment. Please help us by ensuring that your children come to school dressed appropriately. {If your child is dressed inappropriately, a telephone call will be made and a change of attire will be requested.}

1. Clothing that advertises the use of tobacco, alcohol, drugs, and/or violence may **not** be worn.
2. Clothing with offensive or inappropriate slogans and pictures, including gang symbols, may **not** be worn.
3. Footwear must be worn by all students at all times. Appropriate footwear must be provided. Tennis shoes are the suggested appropriate footwear. Footwear without back support (flip-flops, clogs, etc.) will not be allowed. Tennis shoes with rollers are not allowed.
4. Shorts may be worn provided that they are the appropriate length. Short shorts and short dresses are not allowed. {Shorts and dresses must be mid-thigh length.}
5. Shirts must be waist length. No inappropriate crop-tops may be worn which expose the stomach area. Tank tops with low-cut underarms, spaghetti straps or strapless tops will not be allowed.
6. Anything that covers the head such as hats and hoods can be worn on the school grounds at recess and P.E. only.
7. Make-up, fake fingernails, and tattoos may not be worn at school.
8. Bandanas, sagging pants, hanging suspenders, hanging belts, or pant legs that touch the ground will not be allowed.

Some Offenses for Suspension/Expulsion

A complete list with detailed descriptions of offenses and district policies is available from the school office upon request.

The following serious offenses occurring at school will result in automatic suspension, and possible expulsion.

1. Causing, attempting to cause, or threatening to cause physical injury to another person, including fighting, including play fighting. {48900 (a)(1)}
2. Habitual use of profanity or vulgar language. {48900 (i)}
3. Disruption of school activities or defiance of school personnel. {48900 (k)}
4. Possession of any knife, explosive or other dangerous object. {48900 (b)}
5. Sexual harassment of another person, as defined in Education Code Section 212.5. {48900.2}
6. Possession of any controlled substance including tobacco and alcohol. {48900 (c) / (h)}
7. Causing, or attempting to cause damage to school property or private property. {48900 (f)}

School-Wide Rewards

- ☺ **Student of the Trimester:** Students showing consistent academic effort and appropriate behavior will be recognized at special awards assemblies.
- ☺ **Attendance Awards ; Student Awards:** Students who attend school on time every day will be recognized with various rewards. **Classroom Awards:** Classrooms with high attendance will be recognized and receive awards.
- ☺ **Eagle Grams:** Students who exemplify the John Reed Safe School Procedures will be recognized with verbal praise and *Eagle Grams*. Students earning five Eagle Grams may turn them into the office to choose a prize from the treasure box.
- ☺ **Second Step Award:** Students who have used their Second Step problem solving skills either on the playground or in the classroom will be recognized. Students may use their Second Step Awards and/or their Eagle Grams for the treasure box in the office.

Children's Bill of Rights and Responsibilities

- ♥ Children have the right to be taken seriously, and the responsibility to listen to others.
- ♥ Children have the right to be loved and protected from harm, and the responsibility to show others love and caring.
- ♥ Children have the right to a good education, and the responsibility to study and respect their teachers.
- ♥ Children have the right to make mistakes, and the responsibility to learn from the mistakes.
- ♥ Children have the right to quality medical care, and the responsibility to take care of themselves.
- ♥ Children have the right to a safe and comfortable home, and the responsibility to keep it neat and clean.
- ♥ Children have the right to be well fed, and the responsibility to not waste food.
- ♥ Children have the right to get special care for special needs, and the responsibility to be the best person they can be.

Safe School Procedures

1. Students must WALK on campus at all times. Running is allowed on the grass field areas and in organized games.
2. Students should show pride in our school by keeping the buildings and grounds free of litter.
3. Students will use the restrooms correctly. Loitering, playing, and littering are not allowed.
4. Students will play safely and fairly in their assigned areas. Students should return to the classroom with teacher permission only.
5. Students should stop, look, and listen for teacher directions when a whistle is blown during recess.
6. Students will stop playing immediately when the bell rings. FREEZE. Everyone will walk to their line.
7. Play fighting and rough housing are not allowed at anytime.
8. Sticks, rocks, and other dangerous objects should be left alone.
9. Playground games are open to everyone. Students not participating in organized games may visit with friends at benches or lunch tables. Students should not be wandering around.
10. Playground games are to be played by school rules. If a disagreement occurs, the first person in line is the judge. If the first person did not see the incident, ask the second person or use rock, paper, scissors to settle the dispute.
11. Soccer may be played only with direct supervision. Soccer balls are to be kicked on the grass field areas only. Soccer games are not allowed on any blacktop areas.
12. Football is not allowed at school.
13. Toys, including balls, are not allowed at school. Please do not bring them from home.
14. No dogs are permitted on campus, according to board policy.
15. Students are not allowed to have pagers, cellular phones, music players or electronic video games or players on campus.

Parent Participation

Parents are very important part of our school. We welcome parent participation in the classroom as volunteers, on field trips, and as members of our learning community. Be sure to sign in at the office and pick up a volunteer badge.

Parent Teacher Association

The PTA is formed by a dedicated group of parents and teachers, such as yourselves, who work together to provide community events and improve learning situations for our students. The goal of the PTA is to create a feeling of community and make life long memories. Our monthly Family Fun night events usually occur on the third Wednesday of the month. PTA fundraisers will be held in September and March. These fundraisers provide funds for Field Trips, School Assemblies, Teacher supplies, and Family Fun Night activities. It takes parents and community members to make this all possible. The PTA meetings are scheduled for the second Wednesday of each month and we invite everyone to be a part of this process.

English Language Learners Advisory Council

Another very involved parent organization is our English Language Advisory Council (ELAC), which meets the fourth Wednesday of the month at 5:30 PM. We will begin our meetings together to plan school events and then meet to learn and address the needs of second language learners. These meetings address parents' concerns in helping to improve their child's academic achievement. These meetings are conducted in both English and Spanish. All parents of students with English as a Second Language are encouraged to attend.

School Site Council

The School Site Council is a very dedicated group of parents and teachers who meet monthly to oversee school programs. Their work includes approval of the School Improvement Plan, expenditures of categorical funds, and supervisor of special programs. The meetings are held the first or second Thursday of each month at 3:15 PM. All parents are welcome to attend.

John Reed Visitors and Volunteers

- **ALL** Visitors and Volunteers must sign in and out through the office.
- **ALL** Visitors and Volunteers must wear a name tag. They will receive their tag upon signing into the office.
- **It is not appropriate nor acceptable for visitors to approach students and/or teachers in a hostile manner. If there is a problem with either a teacher or a student, please address this issue with the principal directly.**
- **Per Board Policy, No alcohol, tobacco, drugs, or animals are allowed on any school campus.**
- **NO Middle School Students are to be on campus before 3:00 PM, unless they are working in a classroom. (In order to work in a classroom, written permission must be obtained from the teacher and a pass must be issued from the office.)**

Field Trips

Parental assistance with field trips is greatly appreciated. Parents are required to have a current driver's license and car insurance to participate. Driver forms need to be completed and on file in the office. This form must be completed every year and up-dated throughout the year. We ask that parents do not bring siblings/non students on the field trips, without prior consent from both the principal and the teacher. At times, dependent upon the field trip, there may be a limited number of available spaces for parent helpers. Please sign up early with your child's teacher, if you want to participate. As a chaperone on field trips, parents are responsible for student supervision and student safety.

John Reed Pledge

The John Reed Pledge below will be memorized by all students. We need to teach our children how we expect them to behave throughout the school day. Please remember that all adults on the campus are teaching the children these qualities by presenting a good role model. Parents are welcome to join us for our Tuesday morning assemblies when we honor those students who have been using life skills and Second Step problem solving skills.

John Reed Pledge

- ☺ I respect myself and others.
- ☺ I keep my hands, feet, and other objects to myself.
- ☺ I am on time to class and ready to learn.
- ☺ I do my personal best, am a good listener, and follow all directions.
- ☺ I walk safely, quietly, and orderly at all times.

Life Skills

INTEGRITY: To be honest, sincere, and of sound moral principle.

INITIATIVE: To do something because it needs to be done.

FLEXIBILITY: The ability to alter plans when necessary.

PERSEVERANCE: To continue in spite of difficulties.

ORGANIZED: To plan, arrange, and implement in an orderly way.

SENSE OF HUMOR: To laugh and be playful without hurting others.

EFFORT: To try your hardest.

COMMON SENSE: To use good judgment.

PROBLEM SOLVING: To seek solutions in difficult situations.

RESPONSIBILITY: To be accountable for your actions.

PATIENCE: To wait calmly for someone or something.

FRIENDSHIP: To make and keep a friend through mutual trust and understanding.

CURIOSITY: A desire to learn or know about a full range of things.

COOPERATION: To work together toward a common goal.

CARING: To feel concern for others.