



San Juan Elementary School

100 Nyland Drive  
San Juan Bautista, CA 95045  
831-623-4500

# Parent-Student Handbook 2018-2019

*Elizabeth Cord, Ed.D.*  
*Principal*

**Welcome!!!**

Dear Families,

All of us here at San Juan School are committed to providing the best possible education for your child. We are proud of our school, and along with the entire school community, we are working hard to ensure



excellence in the services we provide.

School is a learning community: We count on all members to work and learn together, and we hope that you will be able to join us in our efforts. This handbook is intended to provide you with information that will help make your child's year a success. It includes:

- ❖ Information that will help you as a parent of a San Juan School K-8 student
- ❖ A resource guide for the various functions/groups at San Juan School
- ❖ Student and Parent Rights and Expectations
- ❖ Our Student Discipline Matrix
- ❖ Selected California Education Code Regulations

If necessary, further explanation of laws, codes, and regulations may be requested from the school principal or the office staff.

Sincerely,

Elizabeth Cord, Ed.D., Principal  
623-4538  
ecord@asjUSD.k12.ca.us

## **“Every Student Matters. Every Student Counts.”**

### **San Juan School Vision**

**The San Juan School community works together to educate students who will:**

- Achieve academically
  - Demonstrate social and emotional resiliency
    - Develop a life-long love of learning
  - Think critically about real-world problems and create and participate in possible solutions
    - Adapt successfully to the changing world around them
  - Honor their own language and culture while developing an appreciation for other languages and cultures
    - Respect themselves, each other, adults, and the environment
- Live healthy, active lives

**San Juan School Staff**

## School Office

**Principal**  
**Secretary/Attendance Clerk**  
**Office Clerk/Student Records**

**Dr. Elizabeth cord**  
**Thelma Buckley**  
**Alicia Gonzalez**

**623-4538** ext. 202  
 ext. 200  
 ext. 201

## Classroom Teachers

(Grade level assignments are subject to change due to increases/decreases in enrollment or changes in program needs.)

Grade	Name	Extension	Room
K	Laurie Vallejo	207	K-1
K	Mayra Flores	208	K-2
1	Lynne Long	218	D-1
1	Karen Fuentes	219	D-2
2	Kathy Hoel	221	D-5
2	Georgina Ramos	222	D-4
3	Julie Hicks	216	E-5
3	Sara Perez	217	E-4
4	Jayne Ferreira	213	E-1
4	Teri Marshall	214	E-2
5	Kirk Carlson	226	C-4
5	Joe Weldon	227	C-5
<b>Middle School</b>			
6	Katie Shearer	237	F-4
6	Kayla Edwards	239	F-1
7	Jacob Wilkinson	238	F-2
8	Jane Emerich	236	F-3

## Support Personnel

<u>Position</u>	<u>Name</u>	<u>Extension</u>	<u>Room</u>
Resource Teacher	Sherry Hohl	230	C-1
Speech and Language			
Librarian	Martha Quezada	235	B-1
Athletic Director	Eric Ortiz	212	GYM
Migrant Support	Jose Garcia	225	P-4
Migrant Program coordinator/ District Family & Parent Liaison Coordinator	Leonor Cruz	225	P-4

We will be as prompt as we can in returning phone calls. If you call to leave a message with a teacher and your phone call is not returned in a timely manner, **please call the school office** and leave a message with the office staff, as it could be possible that your voicemail message was not received.

## **Emergency Cards**

Every student at Aromas School is required to have an emergency card on file. Information includes address, telephone numbers of the parent(s) and other persons to be notified in case of emergency or should a child become sick at school and need to go home. Telephone numbers for emergency contacts must be included. You may also include any other special concerns or suggestions regarding your child on the emergency card. Copies of this form will be kept with our emergency supplies in case an emergency occurs during school hours.

**\*\*\*It is imperative that this information remains current. Please contact the school office promptly should any change occur relating to the information on file.**

## **Lunch/Breakfast Program**

The Food Service Department has a computerized system that will be used to track and report information required by Federal and State regulations regarding the National School Lunch Program.

The lunchroom system includes a Point-of-Sale Terminal. Each student will have an individual debit account (not a credit account). This means that money is deposited (paid) into the debit account and then the student can purchase lunch.

Each Kinder-8<sup>th</sup> grade student has been assigned a PIN number. At meal time, the student keys in their PIN number and the computer accesses his/her account.

Lunches must be pre-paid. If there is no money on account to purchase a meal, an alternate meal will be given. Contact Chrissy Juarez at 623-4402 with any questions.

**Please Pre-pay your child's lunch account, no charging is allowed.**

## **Medications**

If your child needs prescribed medication during school hours, **you must file a consent form with the office for the administration of medication.** For prescription medication, a form must be completed and signed by both the parent and the doctor. The student must report to the office to take the medication. Students are **NOT ALLOWED** to carry or administer their own medication on campus (including Tylenol, Advil, Midol, etc.). The medication must remain in the office during school hours. Non-prescription drugs (i.e., Tylenol, antacids, cough drops, decongestants, etc.) are not provided in the school office for students.

## **Lice**

Every school occasionally encounters a head lice infestation among its students. Head lice are tiny grayish-white, six-legged parasites that live exclusively on humans, not pets. The lice pass easily from one person to another, typically by sharing hats, brushes, or clothes. Head lice and their eggs, called nits, live on the scalp and cannot be brushed out. Symptoms include itching of the scalp and visible small white nits that attach to the shaft of the hair. Office personnel can identify head lice. Should your child be identified as having head lice, s/he will be sent home immediately for shampoo treatment to avoid transferring the lice to others.

**\*\*\*Remember: If one family member has head lice, it is necessary to treat the rest of the family as well.**

**\*\*\*Students may not return to school until all nits are removed. Your child must be checked and cleared to return to school by the office personnel.**

## Attendance - Absences and Tardies

Regular school attendance is one of the most important factors in determining your child's academic success, and the law states that regular school attendance is mandatory.

### Absences

Sometimes students must miss school. It is important that the school knows when your child is not in attendance. Parents should call the office or send a note with your child upon returning to school. When notifying the office by phone call or note, provide the following information:

- **Student First and Last Name**
- **Teacher Name/Class Room Number**
- **Reason for Absence**
- **Duration of the Absence**

***Aromas School asks parents to make children's appointments after school hours.***

Please avoid picking up your student early if at all possible. If you must pick up your child early, please send your child to school in the mornings with a note. Report to the office where you will sign your child out and wait for him/her to be called from class. Do not call your student on their cell phone. Students will only be released to adults listed on the child's emergency card. For safety reasons, retrieving your child from his/or her classroom is not allowed.

**Skipping school or leaving campus:** Students are not allowed to leave the campus at any time during school hours. Any pupil subject to full-time education who is absent from school without a valid excuse or knowledge of the parent or guardian is considered truant. The parent will be notified and is expected to ensure that his/her child returns to school.

For more detailed information on Attendance, refer to the Annual Notification to Parents/Guardians District Handbook.

### Tardies

Late-arriving students are one of the biggest disruptions we experience in our classrooms and in the school office. Signing in tardy students hinders the ability of the office staff to deal effectively with emergencies and other situations that come up each morning. The following policy outlines the way we at school will be dealing with frequent tardies.

1<sup>st</sup> Tardy = Warning

2<sup>nd</sup> Tardy = Warning

3<sup>rd</sup> Tardy = 15 minutes of Lunch Detention and Phone Call Home

4<sup>th</sup> Tardy = 30 minutes of Lunch Detention and Phone Call Home

After the third tardy, parents will be called to ensure that they are aware their child has been late

When a new trimester starts, all students start with a "clean slate."

We will be diligent in following this policy, as we feel it will improve the educational experience for all of our students. Thank you so much for your support in this area. Together we can make a difference!

**\*\*Health Note:** If your child is sick with a fever or has a known infection, please keep your child home until they are no longer contagious. On the other hand, please DO send your child to school if s/he is not truly ill. Regular attendance is critical for school success.

## Minimum Days

All students are released **Wednesdays** at 1:15 p.m. to allow teachers joint planning time, attend staff meetings and professional training. Wednesday's bus schedule accommodates this early release day. **Students may not loiter on campus**, as no adult supervision will be provided by the school.

Additional minimum days are scheduled at various times during the school year to provide additional preparation time for teachers (i.e. Parent-Teacher conferences and the last day of school). Parents will be notified of these added minimum days through one or more of the following: notices sent home with each child or automatic phone message.

## Arrival and Dismissal of Students

Safety is our utmost concern when your students are on their way to and from school. In an effort to help us keep your children as safe as possible, please practice patience, courtesy and follow these procedures:

### Arrival

- \*Please do not bring your student(s) to school before 7:30 a.m. After 8:00, students may report to the playground.
- \*Students arriving by bus will be dropped off on Vega Street. \*Vega St. is closed to all traffic except school buses during drop off and pick up times (7:30 - 8:15 a.m., 2:30-3:00 p.m.)
- \*Students walking to school may arrive on Vega Street or at the parking lot, remaining on the sidewalk at all times.
- \*Students arriving by car should be dropped off using the drop-off lane in the parking lot by the gym.
- \*Please drive safely in the parking lot.

### Dismissal

Students using bus transport or walking will be dismissed from in front of the school on Vega Street. Staff on duty will direct students to load the bus when it arrives and has safely stopped. Students being picked up in the parking lot should wait on the sidewalk until directed by a staff member to walk to their car in the pick-up lane. **All pick-ups by parents need to be in the gym parking lot. Please follow the 5 mph speed limit and the directions of staff on duty. Please do not park and allow students to walk unescorted across the lot.** Parents may park and walk their student to their car using the crosswalk only. **Please do not ask your student to walk across the parking lot unescorted to your vehicle.**

### Telephone Calls/Messages

**Because we value the learning that goes on in the classroom, instruction will not be interrupted for personal phone messages** to students. Messages will be given to teachers by the office staff to pass on to the students at an appropriate time. Students may use the office phone with permission from the principal or office staff when necessary. Students **MAY NOT use cell phones** to make or receive phone calls or text messages during school hours. Please **DO NOT** call your child on his/her cell phone during the school day, and please do not ask your child to call you (see our cell phone policy later in this handbook).

### School Pictures

**Picture Day: Sept. 21**

**Retakes: Oct. 25**

A professional photographer takes individual and class pictures each year in Fall and Spring. The company offers a variety of photo packages for purchase. Notification will be sent home with each student prior to the photo dates.

## Lost and Found

Lost clothing, lunch boxes and other articles are held in the gym. Money, jewelry, wallets, and keys are kept in the school office. In order to return items to their rightful owner, all belongings should be clearly marked with student's first and last name. Unclaimed items are donated to charity at the end of each month. As a reminder, it is wise not to allow your child to bring valuable items to school; in particular, iPods, MP3 players, Gameboys, etc. are NOT allowed at school at any time. We are not responsible for the loss/damage/theft of these items if brought to school.

## Bicycle and Skateboard Rules

Basic bicycle safety rules:

\*Bicycle riders should not ride double and should obey all traffic laws.

\*Bicycles should be parked only in the bicycle rack. They should be locked with a heavy chain and lock.

**\*Students are required to wear helmets. If a student is not wearing a helmet, staff will confiscate his/her bicycle. The student and his/her parents must meet with the principal before regaining his/her bike.**

**\*\*\*There is no bike riding, skateboarding or rollerblading on campus during school hours. Students may not bring shoes with wheels to school.**

## Bus Transportation

The district provides bus transportation for most students. Bus rules and penalties for inappropriate behavior are in the Annual Notification to Parents/Guardians District Handbook.

If your child plans to go home on a different bus or get off at a different stop (to visit a friend, attend after-school childcare, etc.) you MUST send a written note to the school. Your child is responsible for submitting the note to the office by lunch for a bus pass. Students without a written request from parent(s) will not be allowed to change buses. This is for your child's safety only.

**For all questions about transportation, please call the Transportation Department at 623-2439.**

## Student and Parent Rights and Expectations

Aromas School student expectations are designed to ensure a safe, respectful and peaceful learning environment for each and every one of our students. We want them to be successful not only in school, but in life. Below are the specific expectations for Aromas School students:

### Student Rights

Our students have some important rights:

- The right to learn in a safe environment;
- The right to achieve at their maximum potential;
- The right to discuss issues, concerns, and academic progress with administrators, teachers, or other staff members.

### Student Expectations

#### Achievement

- Students are expected to achieve academically. They are expected to:
- Strive to fulfill their academic potential;
- Actively participate in the educational process;
- Complete their class requirements.

## **Citizenship**

Students are expected to be good citizens. They are expected to:

- Model and promote human dignity. Use respect, sensitivity, and care toward other students and staff regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual preference, age, national origin, and/or religion;
- Respect authority, property, and the rights of others;
- Avoid confrontation and any activity that has the potential to cause a verbal or physical conflict;
- Maintain a safe school environment;
- Resolve differences in a positive way;
- Follow the school dress code;
- Respect school property and the property of others;
- Report all information/circumstances related to potential fights, weapons, drugs, or other harmful situations or items.

## **Parent Rights**

Our parents have some important rights:

- The right to receive information about their child's academic progress, behavior in school, and attendance;
- The right to a safe school environment that is non-threatening and allows your child to achieve at his/her maximum potential;
- The right to receive information about all school rules, regulations, and expectations.

## **Parent Expectations**

Every parent, guardian, and family member of the school community shares in the responsibility for maintaining a safe and productive environment at San Juan School. We expect that you will:

- Get your child to school on time and picked up on time every day. Punctuality and good attendance are family responsibilities;
- Provide your child with a good breakfast so that s/he is ready to learn;
- Accept the rights and authority of the school and the Board of Education to maintain standards of behavior for all students;
- Understand our school rules. Review the Student Expectations and the Discipline Matrix thoroughly with your child;
- Provide the study materials that your child needs. If you are uncertain what materials may be necessary, contact your child's teacher;
- Provide a suitable time and place for study at home. Parents are the most important influence on the study habits of their children;
- Keep track of your child's scholastic achievement and progress. Review each progress report and report card together with your child. Children learn more when their parents or guardians are involved in monitoring their progress. Participate as much as possible in your child's educational program;
- Maintain consistent communication with your child's teachers, school administrators, and other school staff members.



**The following items may NOT be brought to school at any time:**

**\*All electronics including, but not limited to:**

\*iPods or other music players

\*electronic games (ie. Playstations, Gameboys, etc.)

\*Toys of any kind, except on special occasions with written permission from the teacher

\*Permanent markers

\*Gum

**Cell Phone Policy:**

**California Ed Code allows schools to ban cell phones on campus.** We understand the desire of many parents to provide their child with a cell phone in case of emergency. For that reason, we **WILL** allow students to bring a cell phone to school. However, with the exception of an emergency, ***cell phones are never to be used or displayed*** during school hours, **even to check messages.** **Parents must call the school office to leave a message for their child.**

**\*Consequences for banned items to school or for cell phone display or use:**

**1<sup>st</sup> offense:** Parents will be called, and confiscated items will be released at the end of the day to a parent.

**2<sup>nd</sup> offense:** Parents will be called, and confiscated items will be held until the **end of the school year** and released to a parent.

## San Juan School Discipline Policy and Discipline Matrix

We feel that students and parents have the right to know ahead of time the discipline process and consequences for behavior that is inappropriate and/or disrupts the educational process. We will follow the discipline matrix whenever possible when dealing with disciplinary issues. Of course, we can't possibly include every single undesirable behavior that may occur during the year, but we have done our best to include the most common infractions. If something happens that is not listed in the matrix, we will use our own professional judgment to decide the most appropriate action to take. Below, in the box, you will find some information about items that are not allowed at school and the consequences for bringing those items.

<b>Offense</b>	<b>First Step</b>	<b>Second Step</b>	<b>Third Step</b>
Use or display of electronic devices. Ed Code (E.C.): 48900 (k)	Confiscated and returned to parents	Confiscated until the end of the school year and returned to parents	
Use of cell phone or similar device E.C: 48900 (k)	Confiscated and returned to student	Confiscated to principal and returned to parents	
Habitual Tardies (more than 5 tardies per trimester)	Written parent notification	Parent required to sign student into the office for any further days tardy	Move to Step 1 of the State Attendance Review Board policy (see further info. Under "Attendance" in the Handbook)
Class Cuts E.C. 48263 & 48264.5	Mandatory detention, parent notification by office staff	Parent conference, set up contract	In-school suspension
Gum Chewing	Throw gum out, pick up trash at recess	Throw gum out, scraping gum during lunch recess	Throw gum out, pick up trash at lunch recess, writing assignment on why gum chewing isn't allowed at school.
Swearing/Obscenity	Apology to those affected, detention warning	Parent notification by teacher or office staff (depending on site of infraction), detention, write a letter of apology with plan for alternate behavior	Possible in-school suspension, parent notification, write an letter of apology with plan for alternate behavior, student is placed on a <u>contract</u>
Verbal Abuse, including racial, ethnic, of sexual epithets E.C. 48900 (l)	Parent notification, apology to those affected, detention warning	Parent notification by principal, two-day in school detention, write a letter of apology with a plan for alternate behavior, student placed on a contract	At home suspension, depending on the seriousness of the offense.
Failure to Attend Mandatory Detention E.C. 48900 (l)	Assigned one more mandatory detention, parent notification	At home suspension if student fails to attend both previous detentions	At home suspension, further detentions, possible loss of right to attend field trips and play sports
Tobacco Use/Possession E.C. (48900 (k))	Parent notification, smoker pamphlet	At-home suspension, write a research paper on the harmful effects of smoking	At-home suspension, verification of enrollment and completion of a smoking cessation program
Leaving Campus Without Permission	4 <sup>th</sup> -8 <sup>th</sup> ~ Parent notification by office staff, written essay about importance of following this rule	Parent notification by office staff at-home suspension	At-home suspension, one week of detention

Dress Code Violation E.C.48900(k)	Modify offending clothing, call parents to exchange clothing	Parent notification, recess and lunch detention for three days	Parent notification, at-home suspension
Cheating, Plagiarism, Dishonesty, Forgery, Lying to Staff E.C. 48900 (k)	Student notifies parent, no credit for assignment	Parent notification by teacher, parent/teacher conference, no credit for assignment	Parent notification by principal, at-home suspension, no credit for assignment, written essay on why students should not cheat, plagiarize, or forge documents
Defiance, Disrespect, Disruptive, or Uncontrolled Behavior E.C. 48900 (k)	Parent notification by teacher, mandatory detention, apology to those hurt/offended	Parent notification by teacher, parent/teacher conference, mandatory detention, written letter of apology, teacher-generated consequence	Parent notification by principal, parent/principal conference, student put on a contract, at-home suspension K-3: No suspension
Inappropriate Displays of Affectionate Behavior by Students (kissing, lap sitting, prolonged hugging)	Parent notification by teacher, teacher-generated consequence	Parent/student/teacher meeting, students placed on a contract	At-home suspension or suitable alternative developed by parent/student/teacher team
Sexual Harassment E.C. 48900 (a)	Parent notification by principal, 1-2 days at-home suspension	Parent notification by principal, 1-5 day at-home suspension, possible law enforcement notification	5 day at-home suspension, law enforcement notification, <b>possible recommendation for expulsion</b>
Fighting/Assault, Caused, Attempted to Cause or Threatened to Cause Physical Injury to Another Person	Parent notification by principal, student sent home, 1-5 day at-home suspension, possible law enforcement contact	Parent notification by principal, student sent home, 1-5 day/at-home suspension, possible law enforcement notification, student placed on a contract	Parent notification by principal, 5 day/at-home suspension, law enforcement notification, <b>possible recommendation for expulsion</b>
Vandalism or other damage to school property	Possible suspension, parent notification by principal or office staff, repair or replacement of damaged property	At-home suspension, parent notification by principal, repair or replacement of damaged property, reimbursement of all costs associated with the damage	At-home suspension, law enforcement notification, <b>recommendation for expulsion</b>
Theft, Attempting to Steal, or Knowingly Received Stolen Property E.C. 48900 (g) (f)	Parent notification by principal or office staff, possible suspension, return or reimbursement of stolen item, possible law enforcement notification	2-5 day at-home suspension, return or reimbursement of stolen items, parent contact by principal, law enforcement notification	<b>Recommendation for expulsion, law enforcement notification</b>
Breaking and Entering, Including Presence in Unauthorized Area	Parent notification by principal, 2-5 day At-home suspension, notification of law enforcement	Notification of law enforcement, <b>recommendation for expulsion</b>	

Alcohol: Possessing or Being Under the Influence of Alcohol E.C. 48902(a), 48915(a)	At-home suspension, parent notification by principal, law enforcement notification, verification of enrollment and completion of a counseling program, <b>possible recommendation for expulsion</b>	<b>Recommendation for expulsion, law enforcement contact</b>	
Drugs: Possession of Controlled Substance E.C. 48900©, Under the Influence E.C. 48915(a)(3), 48902	At-home suspension, parent notification by principal, law enforcement notification, verification of enrollment and completion of a counseling program, <b>possible recommendation for expulsion</b>	<b>Recommendation for expulsion, law enforcement contact</b>	
Weapons and Dangerous Objects E.C. 48900(b) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or any object that could inflict injury) or explosive	Parent contact by principal, student placed on a contract, 3-5 day at-home suspension, law enforcement notification, <b>possible recommendation for expulsion</b>	<b>Law enforcement notification, recommendation for expulsion</b>	
Involvement in Gang Activity, Visible Association With Gangs  Gang Activity Cont...	Parent notification by principal or office staff, possible suspension, student put on a contract, student may not wear "colors" (i.e., red or blue. Also see school Dress Code)	Parent notification by principal, 1-5 days at-home suspension, student put on a contract, detention, possible law enforcement notification	5 day at-home suspension, law enforcement notification, <b>recommendation for expulsion</b>
False Fire Alarm E.C. 48900 (k)	At-home suspension, reimbursement of all costs	At-home suspension, reimbursement of all costs, law enforcement contact	<b>Recommendation for expulsion</b>
Injury or Damage to Person or Property of School (cont.) District Employee, Including False Accusations and/or Defamation of Character; Willful Misconduct of Pupil; Request for Legal Action by School District	Employee may request the school district to pursue legal action against the pupil who caused injury or damage or the pupil's parent or guardian pursuant to Section 48904		

## **Some offenses require immediate suspension, mandatory recommendation for expulsion, and law enforcement notification:**

- Drugs: Sale of controlled substances 48915(c)
- Possession/furnishing/sale of dangerous object or any kind of weapon 48915(c)
- Sexual assault or sexual battery 48900.2
- Assault upon any person with a deadly weapon or by force likely to produce great bodily injury 48902
- Non-accidentally inflicted physical injury upon another student which requires medical attention beyond the level of school-applied first aid P.C.11166
- Attack or assault or menacing of any school employee 44014.PC71
- Directly communicated threat to inflict unlawful injury upon person or property of a school employee 44014.PC71

### **Other Offenses**

*\*\*\*All other offenses will be handled according to California State Education Code, Aromas/San Juan Elementary School District School Board Policy, and California State Law.*

*\*\*\* The above consequences are a GUIDE for most discipline situations. The Administration may use professional discretion except in cases that call for mandatory expulsion.*

### **Dress Standard**

Aromas School promotes and encourages a positive learning environment for all students. Appropriate school clothing is expected to support an educational atmosphere. Aromas School students adhere to a district-adopted dress standard. Students are also required to show proper attention to personal cleanliness, health, safety, neatness, and suitability of clothing and appearance for school activities. Please read the following section carefully.

#### **Some examples of appropriate clothing include:**

- pants that fit correctly and cover underwear and midriff
- shorts and/or skirts that are longer than the fingertips when arms hang straight at sides
- shirts that are long enough to touch the top of pants/shorts/skirts without revealing any midriff
- shirts with wide straps, t-shirts with short or long sleeves, button-down, and collared shirts
  - Note: Racer-back tank tops, spaghetti strap tops, etc. may only be worn with a sleeved shirt **underneath** them
- Shoes that are appropriate for play and for physical education class (correctly fitting, properly tied athletic shoes). Boots, slip-ons, flip flops, and high heels are not acceptable for P.E.
- Caps/hats may be worn, but individual teachers may require them to be removed before entering classrooms.
- Caps/hats must **always** be removed in the office, cafeteria, for indoor assemblies, when saying the Pledge of Allegiance, and for other formal-style events.
- Caps/hats must be worn with the brim facing forward.
- Sunglasses may be worn outside only.
- Costumes or pajamas may be worn **ONLY** on announced occasion (i.e. Spirit Day, Halloween).

**\*\*\*Clothing that is disruptive to the educational process and/or against the California Ed. Code may not be worn. This includes clothing that supports, displays, or advertises the use of drugs, alcohol, or tobacco; displays profanity, racial slurs, or vulgarity; is threatening or provocative; has images of gang-related symbols.**

**Some examples of inappropriate clothing include:**

- any item of clothing that exposes underwear or midriff
- pants that are too big, sag, or have to be constantly adjusted
- shorts or skirts that are shorter than the ends of fingertips when arms hang at sides
- shirts or dresses with spaghetti straps, racer-backs, strapless or single strap tops, see-through tops, backless or halter tops.
- low-cut shirts or dresses that show any amount of cleavage and are determined by school staff to be provocative or disruptive to the learning environment
- Any item of clothing bearing symbols, designs, or words prohibited by the California Educational Code.
- ANY item of clothing determined to be gang-related due to its color, style, arrangement, trademark or design (specifically prohibited items include bandanas of any color, webbed belts of any color, red or blue shoelaces and wearing just one glove). Students who have had referrals for gang-related, threatening, or dangerous behavior will be prohibited from wearing gang colors to school.

**Physical Education Dress Code:** Proper shoes/preferably tennis or athletic shoes should be worn. Do not send your child to school with sandals, heels, or boots on P.E. days. When not wearing proper footwear, students have incurred injuries, including bee stings and twisted ankles. The State of California has determined criteria for student learning in a physical education program. In order for the student to benefit from the activities, it is important that they have proper footwear.

The above list are not meant to be all-inclusive. Fashions are constantly changing, and as distractions are noted, this list may be modified. The school staff has the discretion to decide if a student's clothing is inappropriate or disruptive to the learning environment. This dress code applies to students at every grade level during all times of the school day and during any school-related activities, including school dances (with the exception of the end-of-the-year 7th and 8th grade dance). Please see the discipline matrix for consequences of violating the dress code.

### **Sexual Harassment Policy**

You can find the Sexual Harassment Policy in the District Annual Notification Booklet.

### **Academics and Special Service Homework Policy**

Homework is an effective way to increase instructional time. Homework assignments can prepare students for upcoming lessons, reinforce recent lessons and provide students with the opportunity to evaluate and improve class work. It extends classroom learning by connecting classroom experiences with the child's home environment. At the same time, homework builds students' responsibility and, as they progress in grades, providing more independent learning and critical thinking.

All students are expected to acquire skills in time management and organization. Long-term assignments may require older students to create their own homework schedules to meet due dates. Nightly assignments may vary in frequency and length. It is reasonable that students will have homework assignments that, on average, meet the following guidelines (not including nightly reading):

<b>Grade</b>	<b>Minutes</b>	<b>Days per Week</b>
Kindergarten	0-15	1-2
First-Third	15-45	3-4
Fourth-Fifth	30-60	3-4
Sixth-Eighth	60-90	3-4

Parents should provide a time and space for the child to complete homework assignments. A special place in the house, away from most distractions, and consistent time has proven to be the most beneficial. Ask your child questions about his/her homework, check over assignments, and show a genuine interest in how your student is doing. Praise him/her for the effort they give.

**\*One of the most important things any child can do at home year-round is read. Research shows that the more children read, the more successful they are in school. Please read with/to your child and encourage him/her to read instead of watching television or playing video games.**

If you have questions about your child's homework, please contact the classroom teacher.

### **Report Cards & Parent Conferences**

Parents are our partners here at Aromas School. Parent-teacher conferences occur at the end of the first trimester, although **parents may call the teacher to set up a conference at any time during the school year.** Your presence at the conference **is critical** in our work to serve your child's educational needs. During the conference time, the teacher and parent(s) discuss student's achievement data, academic progress, social development and behavior. It is important that your student understands grade-level expectations and takes responsibility for his/her own academic progress, but during this trimester conference, often the teacher will request you conference with them privately without your child present. Other conferences may be requested by the teacher or parent whenever necessary.

### **Student Success Team**

The Student Success Team (SST) is a team made up of classroom teachers, the Resource or Reading Specialist, the Principal, and the appropriate support personnel. A school Psychologist, and/or Speech and Language Therapist may be included. SSTs will be conducted on all referred students at least once each year to ensure maximum student progress and support. A child may be referred because of academic, behavioral, or emotional difficulty. The team may evaluate the student if regular classroom techniques and placement are found to be inappropriate for the student. Solutions may include behavioral contracts, modifying the academic program, tutoring, and/or formal assessment to determine the most appropriate learning strategies and environment for the child. Meetings may be conducted during each trimester, however, either the classroom teacher or the student's parent(s) may make a referral at any time during the school year. If you have any concerns about your student, please speak with the teacher.

The Student Success Team suggests specific teaching strategies and methods to teachers and other staff who work with the student based upon the student's needs. Parents of referred students are encouraged to attend and participate in the SST process.

## **Retention and Promotion**

Pupils will normally progress annually from grade to grade. Students may be retained when, in the judgment of the professional staff, a student is struggling to meet state academic content standards and such expectations are in the best educational interest of the pupil involved. Retention of a pupil at a grade level occurs after notification and explanation to the pupil's parent in the SST process, but the final decision will rest with school authorities. Only under unusual circumstances may a pupil be retained more than one year in elementary school.

## **Academic Testing/California Assessment of Student Performance & Progress (CAASP)**

During the spring, students in grades 3-8 are given the CAASP and/or CMA to assess their academic progress. English language learners also are administered the CELDT in the spring. All students in grades 5 and 8 will take the Science exam. These tests will assess children in reading, spelling, language arts, reference skills, mathematics and science. When notified of the exact testing dates, you can help prepare your child for this important test by:

- Rescheduling vacations or medical appointments that would create an absence;
- Encouraging your child to do his/her best;
- Reducing test anxiety by being positive and supportive;
- Making certain your child comes to school rested and having a nutritious breakfast.

## **Library and Computer**

Our library is organized and managed by our Library Media Clerk who assists students with check-out procedures, schedules classroom visits, oversees our Reading Counts Program, coordinates resources for classroom projects, and arranges and staffs our twice-annual book fairs. Our library is one of the most important learning areas in the school. Students visit the library with their classroom teacher at least once a week and are encouraged to use the books for completion of class projects and for reading pleasure. Students grades K-2nd are allowed one book and 3<sup>rd</sup> - 8<sup>th</sup> are allowed two books checked out to them at one time and are responsible for returning all materials they borrow. Parents will be expected to pay for damaged or lost books checked out by their child. Report cards will be withheld until the book(s) are returned or paid for.

Our two computer labs are equipped with HP computers. We offer a balanced curriculum, which includes problem solving, graphic design, key boarding, word processing, Internet, Microsoft Office (including Power Point), video editing (movie) and elementary programming. Additional computers are also available in each individual classroom.

## **Field Trips**

Field trips are enrichment activities based on curriculum content. They give students the opportunity to take what they have learned and connect it to real-life experiences. In order for students to participate on a field trip, s/he must have an emergency card on file and have turned in a field trip authorization slip signed by a parent or guardian. Teachers will send home information about the date, time, location and transportation regarding each field trip. Students who do not return signed permission slips will remain on campus in another classroom with appropriate class work. This is an academic day and students should not remain home if they will not be participating in class field trips.



## Parent Involvement at School

### Parent/Family Nights

**Back to School Night:** Early in the fall, we schedule an evening to introduce parents and interested family members to our classroom programs. Each teacher explains the organization, curriculum, academic and behavioral expectations for their class. Homework policy and discipline procedures are also discussed. While time does not provide the opportunity for teachers to conference with parents about an individual student's progress, attendance at this evening event is extremely beneficial in establishing communication. Back to School Night presentations are designed for a parent audience. **Children may not, under any circumstances, play, skateboard, ride bikes, or wait unattended on school grounds during Back to School Night. NO CHILDCARE IS PROVIDED.**

**Open House:** In the spring, we schedule an evening to provide an opportunity for children and parents to visit their and other classrooms throughout the school. Teachers do not plan a program presentation, as they do with Back to School Night, but make themselves and their classrooms available for Open House. This night is a celebration of students' academic progress. **NO CHILDCARE IS PROVIDED.**

**Science Fair:** We will be having a science fair for grades K-8. This will coincide with the San Benito County Science Fair in late March. More information on the time will be in the monthly Bulldog Bulletin newsletter.

### Parent Involvement/School Groups

**School Site Council:** The Aromas School Site Council is composed of parents and school staff members who have been elected to represent the community in our efforts to provide a quality education for our students. The purpose of this group includes:

- Monitoring implementation and updating our Single Plan for Student Achievement.
- Developing school and community priorities.
- Maintaining school and community communication.
- Developing and approving a budget that reflects the plan's priorities.
- All interested members of our community are encouraged to attend school site council meetings. Your input is welcomed.

**English Learners Advisory Committee:** The English Learner Advisory Committee (ELAC) is composed of parents of English Language Learners (ELL) students, school staff, and other school and community members. The responsibility of the group includes:

- Develop and approve a budget that reflects the committee's priorities in the program.
- Make recommendations for the purchase or development of bilingual/bicultural materials.
- Assist in the development, implementation, and evaluation of the master plan for bilingual education.
- Provide training for parents.
- Work with the principal.

**Home & School Club:** All Aromas parents and school staff are members of the Home & School Club. Meetings are held one evening a month. The purpose of the Home & School Club is as follows:

- Organizing school-wide fundraising for needed instructional equipment, supplies and extra-curricular school programs.
- Planning school-wide celebrations and community events (i.e., Family Dances, Halloween Carnival, Field Days, etc.).
- Serving as a direct liaison between parents and school staff.

## Volunteers

No school is complete without parent and community involvement. We love to have you here! Parents are encouraged to help our school in any way they can. Home & School Club coordinates volunteers for many school activities. Individual teachers may also enlist your help in the classroom for various projects such as tutoring, organizing, or driving on field trips, making classroom materials, or organizing class parties. If you are interested in volunteering, please call your child's classroom teacher to make arrangements.

**Please read the section below regarding the Aromas/San Juan School District fingerprinting policy.**

**\*\*\*You must sign in at the office and get a volunteer sticker to wear on a visible place EACH TIME you are on campus to volunteer/visit, no matter how long you plan to stay. This helps us to ensure the safety of all our students by keeping track of who is on campus at all times.**

***Thank you for following these important guidelines and helping to keep our students safe!***

### **Aromas/San Juan School District Fingerprinting Policy**

All schools in the Aromas/San Juan School District, along with most school districts in the Tri-County area, require all classroom volunteers **and chaperones/field trip drivers** to make an appointment at the district office for fingerprinting. The fingerprinting processing has a cost of \$34.00. Classroom volunteers will also have to provide proof of a negative TB test.

***PLEASE DIRECT ALL QUESTIONS ABOUT FINGERPRINTING TO THE OFFICE STAFF, NOT THE CLASSROOM TEACHER.***

This process is in place to ensure the safety of all our students. Thank you in advance for your understanding.

**Fingerprinting is by appointment only**

Call and make your **appointment** for fingerprinting.

(831) 623-4500 Ex. 1220

**Please take some time to review the contents of this handbook with your student(s), complete the form below, and return it to the school. We rely on this piece of communication to convey some of the important information you and your student(s) need to know to ensure a successful educational experience. Your signature does not necessarily indicate approval of any section of the handbook, but indicates that you have received the information and reviewed it with your child.**

We have read and discussed this handbook together:

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Name of parent or guardian (please print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

2018-2019

**Thank You!!!**