

Jenny Lind Elementary

Cougars 2011-12

Student/Parent Handbook



5100 Driver Rd.
Valley Springs, CA 95252
(209) 754-2350
Fax (209) 772-2566



Amy Hasselwander-Principal
Janine Schumann-Assistant Principal

Tracy Burchett-Office Manager
Wendy Baptista-Office Assistant

A Note from the Principal

Welcome to the Jenny Lind Elementary School Family! We are excited to have you and your child here at Jenny Lind this year. The staff is prepared to meet the needs of both students and parents in the shared experience of learning. The Jenny Lind Elementary staff is highly qualified and you can be assured that your child is receiving the best education we know how to provide. It is our hope that we can all work together for the academic and social growth of our students and community at large. Please become actively involved.

We welcome parent involvement in the education of our children. Our Parent Teacher Organization (Prospectors) is extremely active and provides us many services and items we could not otherwise afford. To continue to accomplish this, we need your support. Volunteers are welcome in the classroom and with our various programs. Contacts can be made through the classroom teacher, our PTO or in the office to determine where and how your contributions can best benefit the school and your child's class.

We are eagerly anticipating further gains in our academic progress. Our reading and math programs both allow for core instruction for all students as well as specific skills programs that match individual needs. Our fifth grade staff continues to improve the physical fitness program and we expect continued gains in this area as well. We also have a great elementary music/fine arts program and performances and we look forward to sharing that with you.

Thank you for sharing your children with us. As educators, we love to see the growth in learning that your children achieve during the course of a year. Please let us know how we are doing. Education is a full partnership! Meeting state guidelines, curriculum alignment, continued improvement in state testing scores, improved attendance rates, continued data analysis, and skilled teaching, all work to help ensure your child's learning.

Sincerely,

*Amy Hasselwander, Principal
Janine Schumann, Assistant Principal*

Jenny Lind Elementary School

“To Think, To Learn, To Succeed, and To Care”

5100 Driver Road
Valley Springs, CA 95252

209-754-2350
209-772-2566 (Fax)

CUSD District Office - 754-2300
Transportation Department- 754-2315
Daily bus information line- 754-2321
Food Service - 754-2120
Special Education - 754-2324
CUSD PreSchool/Childcare-754-2327

District website <http://www.calaveras.k12.ca.us>

School announcements and information will be broadcast on FM 92.7 – Sonora
KCRA-TV Channel 3

DAILY SCHEDULE

Early Start Kindergarten: 7:35-11:55
Late Start Kindergarten: 9:55-2:00
1st – 6th grade – Monday through Thursday:
School day begins: 7:35
School day ends: 2:00

Kindergarten – 6th – Fridays and Minimum Days:
School day begins: 7:35
School day ends: 12:00

**Minimum Day for Instructional planning will be every Friday with dismissal at
12:00 pm.**

Jenny Lind Elementary
2011-2012
Daily Schedule

Monday-Thursday

Kindergarten

7:35-9:05	ELA Core Instruction
9:05-9:20	Recess-AM Kinder
9:20-9:55	Other Core Instruction
9:55	PM Kinders Arrive
9:55-11:05	Math Core Instruction
11:05-11:35	Lunch (Teacher leaves)
11:35-11:40	Lunch (Teacher Back for Pick-up)
11:40-11:55	Recess-PM Kinders/Dismissal-AM Kinders
MPR	
11:55-1:25	ELA Core Instruction
1:25-2:00	Other Core Instruction
2:00	Dismissal-PM Kinders

1st - 2nd

7:35	Class Begins/Attendance, etc.
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-11:00	Math Core & other Instruction
11:00-11:15	Lunch Recess (Teacher to lunch 11:05-11:35)
11:20-11:45	Lunch (Yard Super. Transfer to MPR)
11:40-11:45	Lunch (Teacher pick-up in MPR)
MPR	
11:45-2:00	Instruction
2:00	Dismissal

3rd - 4th

7:35	Class Begins/Attendance, etc.
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-11:20	Math Core & other Instruction
Instruction	
11:20-11:35	Lunch Recess (Teacher to lunch 11:25-11:55)
11:40-12:05	Lunch (Yard Super. Transfer to MPR)
12:00-12:05	Lunch (Teacher pick-up in MPR)
MPR	
12:05-2:00	Instruction
2:00	Dismissal

5th - 6th

7:35	Class Begins/Attendance, etc.
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-11:40	Math Core & other Instruction

Friday

Kindergarten

7:35	Class Begins/Attendance
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-10:40	Math Core Instruction
10:40-10:45	Lunch (Teacher stays)
10:45-11:05	Lunch (Teacher leaves)
11:05	Teacher picks up students in
11:05-12:00	Instruction
12:00	Dismissal

1st - 2nd

7:35	Class Begins/Attendance,
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-10:40	Math Core Instruction
10:40-10:45	Lunch (Teacher stays)
10:45-11:05	Lunch (Teacher leaves)
11:05	Teacher picks students up
11:05-12:00	Instruction
12:00	Dismissal

3rd - 4th

7:35	Class Begins/Attendance,
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-11:10	Math Core & other
11:10-11:15	Lunch (Teacher stays)
11:15-11:35	Lunch (Teacher leaves)
11:35	Teacher picks students up
11:35-12:00	Instruction
12:00	Dismissal

5th - 6th

7:35	Class Begins/Attendance,
7:35-7:45	KJLE/Opening Instruction
7:45-9:30	ELA Core Instruction
9:30-9:45	Morning Recess
9:45-11:40	Math Core & Other

<i>Instruction</i>			
11:40-11:55	Lunch Recess (Teacher to lunch 11:45-12:15)	11:40-12:00	Lunch (Teacher leaves)
12:00-12:25	Lunch (Yard Super. Transfer to MPR)	12:00	Dismissal
12:20-12:25	Lunch (Teacher pick-up in MPR)		
12:25-2:00	Instruction		*5/6 students bring backpacks to MPR on Fri. lunch*
2:00	Dismissal		

CALAVERAS UNIFIED SCHOOL DISTRICT

CUSD BOARD OF TRUSTEES

Mrs. Karan Bowsher	Mrs. Sherri Reusche
Mrs. Evan Garamendi	Mr. John Yerman
Mrs. Zerral McDaniel	

Superintendent:	Mr. Mark Campbell
Assistant Superintendent of Business Services:	Mr. Michael Merrill
Coordinator of Personnel:	Mrs. Elizabeth Stanko
Principal of Calaveras Unified Preschool and Afterschool Programs:	Mrs. Kim Potter

JENNY LIND ELEMENTARY SCHOOL

Principal: Amy Hasselwander	Assistant Principal: Janine Schumann
Office Manager: Tracy Burchett	Office Assistant: Wendy McCormick

Kindergarten:

Mrs. Kenney	Rm. 2
Ms. Marston	Rm. 3

Kindergarten/First:

Mrs. Riggio	Rm. 12
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First:

Mrs. Phinney	Rm. 11
Mrs. Erbeck	Rm. 13

Second:

Mrs. Conrado	Rm. 21
Mrs. Holland	Rm. 23
Mrs. Smith	Rm. 31

Third:

Mrs. Melville	Rm. 42
Mrs. Smylie	Rm. 33

Third/Fourth:

Mrs. Schlegelmilch	Rm. 43
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Fourth:

Ms. Hale	Rm. 103
Mrs. Youngblood	Rm. 114

Fourth/Fifth:

Mrs. Evans	Rm. 121
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Fifth:

Mrs. McPartland	Rm. 101
Mrs. Thomas/Ms. Dufloth	Rm. 102

Sixth:

Mrs. Cobb/Ms. Dufloth	Rm. 111
Mrs. Fletcher	Rm. 122
Mrs. Funk	Rm. 113

Support Staff:

Special Education Teacher:	Mr. Caruso
Special Education Case Manager:	Mrs. Schumann
Special Education Teacher:	Mrs. Lujan
Speech and Language:	Mrs. Rouse/Mrs. Long
Adaptive P.E.:	Mrs. Radmilovic
Occupational Therapy:	Mrs. Critchfield
Band:	Mr. Wise
Office Manager:	Mrs. Burchett
Office Assistant:	Ms. Baptista
Librarian/Media Specialist:	Mrs. Garrahan
Kids Place Staff:	Mrs. Guthrie (Program Manager)
	Mrs. Aleshire
	Mrs. Sofia
	Mrs. Roberts
Growing Together Pre-School	Mrs. Ferman
	Mrs. Ritchie
	Ms. Burchett
	Mrs. Robinson
	Mrs. Ferreira
Custodians:	Mr. Foley (Lead)
	Mrs. Foley
	Mr. Walters
School Psychologist:	Mrs. Lindblom
School Counselor:	Dr. Kiernan
District Nurse:	Mrs. Illers
LVN/Paraeducators:	Mrs. Garza
Paraeducators:	Kolbi Robertson
	Liz Lingard
	Sandra Franklin
	Korrie Kuehn
	Patty Siegel
Kitchen Staff:	Jeannette Elle
	Patricia Coorengal
	Annette Jimenez

JLE SCHOOL RULES AND BEHAVIORIAL EXPECTATIONS

<i>Common Area</i>	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
<i>All Common Areas</i>	<p>Walk facing forward.</p> <p>Keep hands, feet, objects to self.</p> <p>Get adult help for accidents and spills.</p>	<p>Use kind words and actions only.</p> <p>Wait for your turn.</p> <p>Clean up after self.</p> <p>Follow adult directions the first time.</p>	<p>Know and follow all school rules.</p> <p>Take proper care of all personal belongings and school equipment.</p> <p>Be honest!</p>
<i>Cafeteria</i>	<p>Keep all food to self.</p> <p>Sit with feet on floor, bottom on the bench, and face the table.</p>	<p>Use quiet voices.</p> <p>When lights go out, stop talking. Lights will go back on when noise level becomes appropriate.</p> <p>Allow any of your classmates to sit next to you.</p>	<p>Clean up your area and take initiative to help with the cleaning of your class table and floor.</p> <p>Raise your hand and wait for an adult if you need to get up.</p>
<i>Playground/Recess</i>	<p>Walk to and from the playground.</p> <p>Stay within boundaries: on blacktop, in bark area, on field area, or sitting at tables.</p> <p>Be aware of activities/games around you-keep from walking through games.</p> <p>No play fighting.</p> <p>What's on the ground stays on the ground.</p>	<p>Be fair, Play fairly.</p> <p>Include everyone.</p> <p>Stand up in a respectful way to peers who are teasing or treating others in a disrespectful or physically aggressive way.</p>	<p>Use a school pass if you need to go anywhere away from the playground area.</p> <p>Get adult help if your words do not work to stop teasing; or if you or others are being treated poorly.</p> <p>Freeze & drop when the bell rings and when the whistle blows twice, WALK back to class or line up.</p>
<i>Bathrooms</i>	<p>Keep feet on the floor.</p> <p>Wash your hands before leaving.</p>	<p>Knock once on the stall door.</p> <p>Give people privacy.</p> <p>Use QUIET voices.</p>	<p>Walk to and from the bathroom.</p> <p>Flush toilet after use.</p> <p>Return to your classroom promptly</p>
<i>Arrival and Dismissal</i>	<p>Walk to and from drop-off, pick-up areas.</p> <p>Wait in designated areas.</p>	(See common areas.)	Arrive to class on time.

Jenny Lind Elementary Parent Involvement Policy

Jenny Lind Elementary School has set a goal to maximize the value of all resources to improve student success. We believe that the involvement of parents and all caregivers is one of our most important resources. The intent of this Parent Involvement Policy is to identify practices that make it easier for all stakeholders to be informed participants in the educational process as we continuously work to improve student achievement.

Home-General Expectations:

- This policy is drafted in coordination with our School Site Council and with parent input. It is revised each year with input from all stakeholder groups. It is distributed each year in the Parent/Student Handbook. The School Compact will be used as a component of the policy. A meeting will be held at the start of each school year with parents to inform them of the Federal Title 1 Program.
- It is our belief that parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- A School-Home Compact will be developed with input from all stakeholders. This compact will be a component of this policy and is distributed each year in our Back To School Parent Packet. The compact will be reviewed at least annually by SSC. The intent of the compact will be to outline responsibilities and expectations for all parties so that parents, other caregivers, school staff, and students can effectively work together to improve student achievement.

Implementation of the Components of this Policy:

- At the start of each school year, parents will be invited to a meeting to understand that Jenny Lind Elementary is a participant in Title 1; the requirements of Title 1, of their rights to be involved; our school's participation in Title 1. This information will also be provided in the School Newsletter as well as on our calendar informing parents of the meeting date and time.
- Our School Site Council will provide a forum for developing our Single Plan for Student Achievement, monitoring the implementation of the Single Plan. The Council shall be constituted to ensure parity between school staff and parents/community members.
- The SSC will hold at least 8 monthly meeting that are open to the public. Each meeting will follow an agenda that includes a review of categorical programs.
- This policy will be updated each spring to meet the changing needs of parents and our school.

Shared Responsibilities for High Student Academic Achievement

- All parents/primary caregivers will be given the opportunity to participate in an annual conference to discuss the progress of their his/her student. These meetings will be scheduled at times that are convenient for the parent and will include discussion about data used to measure each student's individual progress relative to grade level standards. Parents will be given the opportunity to discuss our adopted curriculum, instructional program, and strategies for extending learning opportunities at home. In order to best ensure continuous student achievement, Student Study Team meetings will be scheduled to develop an action plan of interventions for students with behavioral and/or academic needs.
- Standards-based report cards will be issued each trimester. The report cards will include data obtained from multiple measures of student progress toward key grade level standards. A summary of California Content Standards is available for all parents/caregivers. Parent requests for additional conferences or information will be honored whenever possible.
- Jenny Lind Elementary will continue to seek parent volunteers to help in the classroom, during school day and evening events, and for established volunteer teams such as the Volunteer Technology Team. Parents who will be working under the direct supervision of school staff must complete an application and have an up to date negative TB test. Parents who will be supervising students not under direct supervision of school staff must be fingerprinted with Calaveras County. Jenny Lind and CUSD is working together to formulate a parent Confidentiality Statement to protect student FERPA rights.

TABLE OF CONTENTS

Academic Awards.....	13
Attendance	13
Behavior Standards	14
Behavior Violations	15
Bullying.....	17
Bus Transportation.....	18
Check-in/out (student).....	18
Childcare	18
Classroom messages and interruptions.....	19
Compassion Pledge.....	19
Co-planning days.....	19
Cougar Leaders.....	19
CUSD Policies	19
Destruction of School Property.....	20
Disruption by Parent or Visitor.....	20
Dress Code.....	20
Electronic Devices.....	21
Elf Day.....	22
Emergency Cards.....	22
Emergency Preparedness.....	22
Expulsion.....	22
Field Trips.....	22
Fine Arts Day.....	23
Food Service Pre Payment Program.....	23
Gum/Sunflower Seeds on Campus.....	24
Health Exclusions From School.....	24
Home Communication.....	25
Homework.....	25
Injury at School.....	25
Illness.....	26
Lost & Found.....	27
Lunch & Breakfast Program.....	27
Medications.....	27
Moving.....	28
Music Program.....	28
Parent Conferences.....	28
Parking & Traffic Safety.....	28
Passes.....	29
Pick-up After-School.....	29
Playground Rules.....	29
Positive Recognition.....	30
Progress Reports.....	31
PTO.....	31
Report Cards.....	31
Safe School Ambassador Program.....	31
School Site Council (SSC).....	32
School Spirit.....	32

Sexual Harassment.....	32
Technology Usage.....	32
Textbooks.....	33
Tobacco Free Schools.....	33
Toys, Games, Cards on Campus.....	33
Visitors.....	33
Volunteers.....	33

ACADEMIC TRIMESTER AWARDS

Students in grades 4-6 are eligible to earn Alpha Society honors at the end of each trimester and earn recognition during our Trimester Award ceremonies.

Alpha Society:

Criteria for Membership:

- ✓ Meets all deadlines (On time without excuses).
- ✓ Sees task through to completion (Nothing to it, but to do it).
- ✓ Neatness (Won't tolerate a sloppy work).
- ✓ Active Participation (I'm here, I'm ready).
- ✓ Commitment (Takes ownership).
- ✓ Willing to revise/redo to ensure success (Whatever it takes).
- ✓ Willing to put forth additional time/effort /energy (I can and I will).
- ✓ Is respectful of self and others (I am a part of the whole).
- ✓ Follows school motto (To think, learn, succeed and care).

ATTENDANCE

Excused absences from school

Law Section #: EC48205

Description:

A student may be excused from school when the absence is requested in writing by the parent or guardian and approved by the principal or a designated representative, for the following reasons:

1. *Due to his or her illness.*
2. *Due to quarantine under the direction of a county or city health officer.*
3. *For a medical appointment.*
4. *To attend the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside*

California.

5. *For the purpose of jury duty service.*
6. *Due to the illness or medical appointment during school hours of a child for whom the student is the custodial parent.*
7. *For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday, ceremony, or retreat of his or her religion, or attendance at an employment conference.*

Research and test results clearly show that good attendance has a direct, positive effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. We believe that it is important for our students who will someday be entering the world of work to learn that punctuality and excellent attendance are keys to job retention and success.

WHEN CONSIDERING GRADE ADVANCEMENT AT JENNY LIND ELEMENTARY, ATTENDANCE IS ONE OF THE FOUR CRITERIA FOR ADVANCEMENT.

State school attendance accounting procedures changed in 1998, in an effort to improve student attendance. We will be enforcing required attendance laws as follows:

Parents are required to notify the school if their student is absent in order to justify the absence. This may be done by note or phone call to the office.

Justified absences include the following reasons: personal illness, medical appointments, death of an immediate family member, jury duty or other court appearance, or observance of a religious holiday. All other reasons for absences are unjustified.

Absences for reason of family vacation are considered unjustified. Independent study contracts that were formerly given for this purpose will no longer be issued.

Absences exceeding 10% of instruction time in a particular grading period for any reasons may be considered grounds for failure (Elf Day attendance is considered 1 make up day for any type of absences).

Any student who is absent and/or tardy from school without a valid excuse for more than three days is considered a truant and shall be reported to the attendance supervisor at the District office. A letter will be sent following the first offense. Upon need for a second letter, we will be setting up a site attendance contract meeting. A third notice will result in the child being reported to the School Attendance and Review Board (SARB).

It is our hope that we can keep in close communication concerning school attendance so that a SARB referral does not become necessary.

BEHAVIOR STANDARDS

PHILOSOPHY - All students at Jenny Lind Elementary School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her maximum potential. It is our intent to address all aspects of the child; emotional, social, academic, behavioral and ethical. Please refer to the CUSD discipline board policies for a complete outline of the district discipline policies.

With regard to behavior, high standards are set and expected to be met. These standards apply not only while students are on campus and in the classroom, but while going to and from school, and at any school sponsored function.

To provide a positive educational atmosphere, the following expectations have been

established. Failure to comply with these expectations will result in a written referral from staff members to administration and appropriate action will be taken.

ALL JENNY LIND ELEMENTARY STUDENTS ARE EXPECTED TO:

-Obey The Requests Of Staff Members - Students must obey the requests of staff members so that an orderly environment is maintained. Students deserve a safe and orderly environment, and obedience is an essential component to ensure a positive school climate.

-Demonstrate Appropriate Classroom / Campus Behavior - All students are expected to conduct themselves appropriately in class and on campus. Students are expected to use appropriate language with no profanity, slurs, or derogatory comments. Appropriate conduct is expected while walking in the hallways with no body contact or rough housing, low volume voices, and always setting a positive example for others.

*-Refrain From Disruptive or Dangerous Behavior -Students must not engage in inappropriate and/or dangerous behavior. Students must refrain from yelling, screaming, shouting, whistling, any body contact, horseplay and running around campus **Students who engage in physical fighting will be immediately suspended.***

-Show Respect For People And Property - Jenny Lind is committed to developing integrity in our students. We set high standards and model and reinforce good behavior. We want to instill a sense of responsibility for one's actions and respect and compassion for others. Disrespect for people and property may include, but is not limited to: stealing, name calling, sexual harassment, obscene gestures and language (verbal and written), vandalism, teasing, verbal abuse, physical harassment. These actions will not be tolerated and will result in disciplinary action.

-Maintain Standards Of Academic Honesty –
Jenny Lind is committed to encouraging students to assume responsibility for their own ethical behavior and to foster ethical behavior in others. In pursuit of this ideal, the Jenny Lind staff acknowledges that being a person of integrity is sometimes difficult. Therefore, academic honesty is a shared responsibility among students, parents and school staff. Academic dishonesty includes, but is not limited to: Copying or claiming credit for work which is not your own; allowing others to copy or claim credit for your work; having in view notes or other unauthorized material during a test; giving or receiving answers when not appropriate.

Failure to comply with the above behavior standards may result in consequences such as time outs, parent conferences or phone calls, campus beautification, a behavior referral, in-school suspension, and/or suspension from school.

BEHAVIOR VIOLATIONS

Minor Violations

Violations of a minor but annoying nature that disrupt the educational atmosphere of the classroom or campus, such as, but not limited to violating class rules and/or disruptive behaviors on campus may be reason for a behavior referral. These violations will be handled at the classroom level first. An accumulation of minor violations constitutes a major violation and will result in a behavior referral to the administration for additional consequences.

Examples of Minor Violations

1. *Inappropriate class behavior*
2. *Tampering with property of school district or others*
3. *Being present in unauthorized area.*
4. *Loitering in restrooms or on campus without an apparent lawful purpose*
5. *School dress code violation*
6. *Other violations of rules and procedures pertaining to students*

School Detention

A teacher may keep a student during recess or lunch-time for counseling or discipline. If a student fails to serve a teacher detention, he/she will be referred to the office administration.

Discipline detention, given by the assistant principal or principal, will be used in an effort to prevent students from continuing inappropriate behavior as well as to maintain a safe learning environment for all students and staff.

Major Violations

Major violations are those violations that are severe enough to require an administrator's immediate attention. Students who have been suspended from school may not be allowed to attend any extracurricular school events.

Formal Suspension

It is the policy of Jenny Lind Elementary School that suspension should be imposed only after other means of correction have failed. The exception is when the administration determines that the student's presence in school would constitute a threat to the welfare and safety of other students or severely disrupts the educational process of the school

Examples of Major Violations (Penalty will vary depending on type of violations.)

1. *Engaging in fighting of any kind or assault and battery upon another person or aiding or abetting the infliction or attempted infliction of injury upon another person*
2. *Causing, attempting to cause, or threatening to cause physical injury to another person*
3. *Possession, use, sale or otherwise furnishing, or being under the*

- influence of alcohol, drugs, or a controlled substance*
4. *Theft or possession of stolen property- restitution will be required*
 5. *Stole, attempted to steal, or possession of school or private property*
 6. *Caused or attempted to cause damage to school property or private property*
 7. *Committed an obscene act or engaged in habitual profanity or vulgarity*
 8. *Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties*
 9. *Threatening, intimidating and menacing any other person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies*
 10. *Overt act of defiance, disrespect or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or order of school personnel*
 11. *Possession of an imitation firearm*
 12. *Sexual assault/battery*
 13. *Sexual Harassment*
 14. *Hazing or attempted hazing of another student*
 15. *Insulting or abusing school personnel*
 16. *Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school*
 17. *Committing any act that injures, degrades, or disgraces any other person attending the school, this includes harassment or slurs for sexual, racial, religious, or other reasons*
 18. *Leaving the school campus without authorization*
 19. *Failure to identify oneself or giving false information to school personnel*
 20. *Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment*
 21. *Making a statement which threatens to cause great bodily harm including death or threatens to cause substantial property damage*
 22. *Cheating, copying, or plagiarizing*
 23. *Forgery, or altering school passes, re-admits, or other school correspondence*
 24. *Gambling*
 25. *Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.*

NOTE: Law enforcement agencies shall be notified at the discretion of the administration.

The exact extent of the disciplinary act for any of the above offenses will be determined by the seriousness of the offense and the previous discipline record of that student.

Following are conditions affecting a pupil under suspension from school:

- The pupil is in the complete custody and jurisdiction of his/her parents or legal guardian during the entire period of suspension.
- The pupil is not to loiter on or near any school grounds at any time, or attend any school activities, no matter where such activities may take place.

Accumulated Major Violations/District Behavior Hearing:

An accumulation of major behavior referrals that require school suspension will result in an automatic referral to the District Office for final interventions and possible transfer to another school or expulsion from the school district.

NO BULLYING POLICY

Rationale: All students at Jenny Lind Elementary School have the right to learn in a safe, nurturing and non-threatening environment. Only then will all members of our school community be able to achieve to his/her maximum potential. Bullying of any sort prevents this from happening.

Definition of Bullying: Bullying is a form of aggressive, hurtful behavior, which is persistent and unprovoked. It involves an abuse of power. It may take various forms, including physical, verbal, and emotional. Examples of bullying include but are not limited to: physical: kicking, pushing, tripping, hitting; verbal: name-calling, teasing, spreading rumors; emotional: excluding from play, threatening, making faces.

Expectations:

Students have a responsibility to behave in a caring manner towards all members of our school community and to help create an environment where bullying is not accepted. They are expected to report to staff any suspected or witnessed instances of bullying.

Teachers and other staff members have the responsibility to investigate and take seriously, all reported incidents of bullying. They are expected to do all they can to ensure that the students of Jenny Lind Elementary feel safe and secure both physically and emotionally.

Parents have an entitlement to expect that their child will be educated in an environment that is safe, caring and respectful of their individual needs. Parents have a responsibility to ensure that their child cooperates with teachers, other staff, and other students. They have a responsibility to inform the school on any incidents of bullying that they are aware of.

Action to be taken when bullying behavior is suspected:

- Listen carefully and sympathetically to the student's concerns.

- Ask the student what they would like to see happening to resolve the situation and what they think would make it worse.
- The student should be asked to give the names of potential witnesses.
- The student should be told he/she must take some responsibility for his/her own safety-keep away from the alleged instigator, do/say nothing to provoke bullying behavior from the instigator, and report any further incidents.
- Discuss with the student others that they could talk to: friends, other teachers, parents.
- Support and protection should be ensured and agreement reached on an appropriate course of action.
- If the situation warrants it, the child's parents should be kept fully informed.
- Check with the student, in a few days, on how they are feeling, if any further incidences have occurred, who they have talked to.
- The student doing the alleged bullying should be interviewed quickly. Explain calmly and dispassionately the allegations of bullying behavior.
- The student doing the alleged bullying should be given an opportunity to tell their story and if necessary asked to give the name of potential witnesses.
- The implications of bullying behavior, whether intentional or not, should be pointed out.
- Assurances that the bullying will not be repeated should be sought.
- The student doing the alleged bullying should be told that the student(s) being targeted has been told to report any further incidents from any source and that he/she must also report any incidents where the student being targeted says/does anything connected to the original incident.
- Depending on the record of the student doing the alleged bullying and the seriousness of the bullying incident, the parents should be contacted and

informed of the circumstances, discuss any relevant background information and secure support for any remedial action to be taken.

- The student doing the alleged bullying may be referred to a school administrator.
- It may be considered appropriate if both students agree, to bring the two parties together and reach an agreement on the nature of further relationships.

Sanctions for bullying, depending on the perceived seriousness and previous involvement in similar behavior, include behavioral referrals, detentions, suspensions, and ultimately expulsion.

BUS TRANSPORTATION

Many Jenny Lind students are transported to and from school by CUSD school buses. Riding the bus is a privilege. Each student is under the authority of the bus driver. Misconduct of any kind while riding the bus may result in suspension of bus privileges and/or other disciplinary action by the administration.

Bus Rules:

1. *Students will remain in their seats, at all times, during the bus ride.*
2. *No objects will be thrown in or out of the bus. No obscene gestures, obscene or loud language is permitted.*
3. *No fighting or roughhousing is permitted on the bus.*

Proper conduct is required at the bus stop. Improper behavior either at the bus stop or on the bus could result in suspension or expulsion from the bus and/or a police report being filed.

Note: Students are under school authority and rules from the moment they leave home in the morning, until they arrive home in the evening and are representing Jenny Lind Elementary

School in the community.

(209) 754-2315 is the main number to call for transportation.

(209) 754-2321 is the emergency/bus route information line.

(209) 754-2166 is the fax number for transportation

PURCHASING A BUS PASS

In an effort to reduce the impact of classroom dollars being used to provide school bus service, the Calaveras Unified School District is implementing a fee-based program for home to school transportation. While the fee doesn't cover the actual total cost, it helps to reduce the amount of classroom funds used to provide transportation.

For the safety of our students, all students will be required to carry a bus pass daily in order to board the bus in the morning and afternoon.

Bus passes identify the student is authorized to ride the bus. Students who qualify for free or reduced meals will be eligible for free or reduced bus passes.

Attached is the School Bus Pass Application. As indicated on the application, the bus pass allowing student access to transportation service will cost \$180 per year. Free, reduced, and family rates are also included on the application. We recommend mailing the application; however, bus fee applications will be processed at the Transportation Office beginning June 13, 2011 from 9:00 a.m. until 1:00 p.m. Bus schedules will be posted online by July 11, 2011.

All processed bus passes will be distributed to students during the first week of school. Please allow one (1) week processing time from the date that you submit your application for your child to receive their bus pass. Your child's driver and/or school staff will deliver all bus passes processed after the first day of school. Information on obtaining a bus pass is available on our website:

www.calaveras.k12.ca.us, by calling our office at (209) 754-2315, or e-mailing contacts on our website.

STUDENT CHECK-IN/OUT

In order to ensure the safety of all students, it is necessary for any student leaving campus to be checked out through the school office. No student shall be released by a teacher, without prior notification from the office. Students will only be released to a parent/guardian or authorized adult listed on the emergency card. The only exception to this procedure would be if a student has a signed and dated note from the parent.

Students are expected to arrive at school by 7:30. If students arrive after 7:35, they must check in at the office, and obtain a **late slip** before going to their classroom. Tardies are recorded on student report cards.

No student may leave the campus during the school day, including lunch, without prior authorization by the parent.

CHILDCARE

“Kid’s Place” is a before and after school child care program operated by the Calaveras Unified School-Age Care Program. “Kid’s Place” is located on the Jenny Lind Campus and offers childcare to Jenny Lind students in grades K through 6. Afternoon childcare for all JLE students is from 11:55am-6pm. For registration and information, please contact the District Childcare office at 754-2327.

CLASSROOM INTERRUPTIONS AND MESSAGES

To reduce classroom interruptions, we request that parents and other visitors leave messages, forgotten lunches, books, etc., in the office for their child. In this way, the teacher is given the article or message at his/her break time, rather than interrupting students’ precious learning time. Excessive messages also cause a hardship for the office staff, especially if there are sick or injured children that need attention and must take first priority. This may result in your child not receiving his/her message.

Please discuss after school care and bus change plans with your children BEFORE they leave for school. Bus changes should be in writing and dropped in the office in the morning. We realize there are unavoidable circumstances that may necessitate giving a message to a student during the school day. We ask that you get your messages to the office in the morning for posting in the teacher’s mailbox. Teachers will pick-up messages during their lunch break (see lunch schedule). Student messages received after the scheduled lunch times will be delivered to the classroom only in the case of an emergency. We do appreciate your cooperation in keeping these messages to a minimum.

Birthday Balloons/Flowers MAY be delivered to the school office but cause disruption in the classroom. Therefore, students receiving deliveries will be called to office to acknowledge the delivery. We will hold these deliveries until the end of the day. Students will need to pick up from office and have a ride home. Large items are not able to be accommodated on our school buses.

JLE COMPASSION PLEDGE (adopted March 10, 2006)

Statement of Philosophy: There are many different people in this school. Each one has strengths and weaknesses, likes and dislikes, and each person wants to feel needed by others. No one person is better than any other. No one person should be without friends and people who care about them.

Compassion Pledge:

“I pledge to be a kind and compassionate person. I pledge to treat others the way I want to be treated. I pledge to stand up against those who want to harass others. I pledge to make a difference at Jenny Lind Elementary.”

TEACHER-PLANNING DAYS

Co-planning occurs every Friday for staff to plan and implement school wide events and

curriculum. Students are released at 12:00 every Friday.

COUGAR LEADERS

The Cougar Leader group is comprised of fourth through sixth grade students who have been selected to serve as the student leaders of the school. The Cougar Leaders meet 1 time per month and deal with school wide issues such as student activities, school spirit and service projects.

CALAVERAS UNIFIED SCHOOL DISTRICT POLICIES

(Also see the CUSD Handbook)

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. 48908)

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to teachers and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language.

(C.A.C. Title 5)

The Calaveras Unified School District Board of Trustees is committed to having drug free schools and wishes to send a clear message that drug use or trafficking will not be tolerated on or near any school campus.

Calaveras Unifies School District will address this problem by:

1. Providing and encouraging participation in drug-free activities.
2. Providing a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.
3. Supporting intervention programs that include the involvement of students,

parents/guardians and community agencies/organizations.

4. Training personnel to identify symptoms, which may indicate use of alcohol and other drugs.

5. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

It is the desire of our staff to work in cooperation with students, parents and community in an effort to keep our school drug and alcohol free.

Legal Reference: BP5131.6 ALCOHOL AND OTHER DRUGS

DESTRUCTION OF SCHOOL PROPERTY

Any student who purposely destroys school property will face stiff consequences from the Jenny Lind administration. Destruction of school property includes but is not limited to graffiti on school property such as bathroom stalls or a building wall, writing on a school books or school tables, breaking or destroying any part of the school bathrooms such as locks, towel holders, or urinals. Students who purposely destroy school property face suspension from school and possible charges by law enforcement.

SCHOOL DISRUPTION BY PARENT OR VISITOR

Any parent, guardian or other person who insults, abuses or otherwise threatens a school employee or disrupts school activities is in violation of Education Code 44811 and Penal Code 71, 240, 242 and must leave the school grounds immediately. Parents, guardians, or other persons may be restricted from campus due to disruptive behavior. Failure to comply with such a directive will result in immediate contact made to CUSD and possible arrest.

DRESS CODE

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

*The purpose of the dress code is to communicate to students and parents what is and is not considered appropriate in order to reduce missed class time when students have to change their clothing. Any clothing deemed inappropriate or disruptive by the school administrators will not be tolerated. **If you are unsure, don't wear it!***

Clothes (anything worn by a student) which are considered inappropriate and distracting are listed below:

- *Shirts or pants exposing the midriff, bras or cleavage, tube tops, halter-tops, spaghetti straps, see-through tops*
- *Pajamas (except on Pajama spirit day!)*
- *Clothing with profanity, obscenities, violence, references to drugs or alcohol, or is sexually suggestive*
- *Bandanas/wave caps/
headbands/hats/beanies*
- *Hats inside classrooms/buildings*
- *Hoods need to be off at all times*
- *Clothing with gang-related symbols or colors*
- *Clothing with advertisements for drugs, alcohol.*

- *Clothing with overt or subtle sexual messages.*
- *Clothing with racially offensive messages*
- *Bare feet, inappropriate shoes (thongs/flip flops, shoes with high heels, sandals with no heel-strap, slippers)*
- *Sagging pants / oversized clothing*
- *Inappropriate shorts (holes, rips) or skirts (Skirts/Shorts length: if you place your hands directly on the side of your body, the pair of shorts or skirt should be no shorter than the end of your fingertips)*
- *Excessive / oversized jewelry / inappropriate jewelry piercings/pacifiers/chains/other inappropriate or distracting items*
- *No body writing or writing on clothes*

The dress code will be enforced without exception. Students failing to comply will be sent to the office and will be given the option to change into other clothes (if available), call home for a change of clothing or remain in the office until a change of clothes is provided-up to discretion of administration. Repeated violations will result in a disciplinary consequence up to or including suspension from school.

ELECTRONIC DEVICES

To eliminate the distraction caused by excessive noise and to avoid problems, broken, lost, or stolen property, students are not allowed to bring Ipods, MP3 players, radios, tape players, Discman, paging devices (beepers), cellular phones, or other disruptive electronic devices to school.

If a student chooses to carry a cellular phone by permission from a parent, **the phone is to remain OFF at all times and kept in the student's backpack.** Once on campus, students cannot use the cell phone before school, during class time, during recesses and during lunch. The cell phone can only be used after school hours. In the event a student

disrupts the learning environment with these items at school; items will be confiscated and held in the office until his/her parent picks them up. Students needing to make a call should talk to a staff member and call from the office.

Multiple offenses will result in disciplinary action from administration up to and including school suspension.

Use of electronic devices to access social networking sites during school is **STRICTLY** prohibited. Items will be confiscated by administration with disciplinary action. Disruptions at school, caused by use of social networking sites on or off campus may result in school investigation/disciplinary action up to and including suspension from school. Ca Ed. Code 48900 (R) states: Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Use of electronic devices to take pictures or videos at school (unless specific permission has been granted by school staff for a particular school project) is strictly prohibited. Items will be confiscated by administration with disciplinary actions and pictures/videos will need to be deleted prior to release to parent or legal guardian.

ELF DAY

Elf Days, held at JLE on Saturdays from 8 am-12 pm (see schedule on page 6 of this document) provide students with a “fun” way to earn back a day’s absence. Flyers will go home with students about 2-3 weeks in advance of these days so that you may sign your student up to attend these days. Students spend the morning doing a variety of classes/lessons that may involve reading, art, pe, science, etc.

EMERGENCY CARDS

Emergency cards are distributed to each student during the first week of school. Students are occasionally severely injured or experience extreme health problems, and it is imperative we have accurate information in order to obtain proper health services. The cards should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event a crisis arises. Any changes in address, phone numbers, physicians, etc. should be reported to the school promptly (754-2350). Students cannot be released to people whose names are not on the emergency card unless they have a note from the parent. Adults picking up students other than the student’s parent or legal guardian **MAY** be asked for identification to best ensure student safety.

EMERGENCY PREPAREDNESS

In our community, it is possible for a major disaster to occur at any time. Natural-disasters such as earthquakes and fires, and man-made disasters, which can result from chemical accidents, bomb threats, failing aircraft, bus accidents, fire, explosion/-threat of explosion, and civil disturbances are potential threats to our community including our schools.

Jenny Lind Elementary recognizes its legal and moral responsibility to provide for the safety and welfare of its students and staff, especially in a disaster situation. The school is also aware of its role to work cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in our community. The appropriate community agencies will be given a copy of our emergency response manual and asked to make constructive comments on its implementation.

Consequently, it is the intent of the school to assure optimum safety and welfare of its students and staff by developing an effective emergency-procedures plan and the necessary

in-service/practice to carry out the plan.

EXPULSION

Expulsion proceedings are reserved for the most serious infractions and are in accordance with Education Code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Calaveras Unified School District up to a full school year. The Board of Education must directly approve of the expulsion.

Causes For Mandatory Recommendation For Expulsion:

1. Sale, possession, or furnishing of a firearm
2. Brandishing a knife at another person
3. Selling a controlled substance
4. Sexual assault or sexual battery
5. Possession of explosives

FIELD TRIPS

We feel that field trips are a special curricular activity designed by the teacher to extend classroom learning. Parents play an important part in supervising students when away from the campus. Therefore, parents who are assisting on field trips need to make arrangements for care of siblings or family members. Thank you for this consideration.

FINE ARTS DAY

Each year Jenny Lind Elementary School holds a Fine Arts Institute. This is a conference style day for students, designed to provide them with information and experiences in the area of the Fine Arts. Professionals from the larger community are brought together and present workshops for the students. Students choose the five workshops they wish to attend. By doing this, we hope that the students will better understand the connection between their daily lives and art. By tapping the experiences and strengths of the presenters, it is hoped that the

students will better understand that art is a part of our everyday experience and is the soul of our culture. The intent is for exposure to the arts.

FOOD SERVICE PREPAYMENT

With national attention currently focused on children's health and wellness issues, Calaveras Unified School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MyNutrikids.com. By placing money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's meal purchase history report. This history report will show you all dates and times that your child has purchased a breakfast or lunch within the past thirty days.

To access these services:

1. *Simply go to the district web site at www.calaveras.k12.ca.us*
2. *Click on Departments/then Food Services.*
3. *Scroll down and click on the MyNutrikids.com link.*

From this site you will create your account and add money to your child's school meal account. You will need your child's student ID number and initial of first and last name. The instructions listed on the back of this page will guide you through the easy online account set up process.

Things to know:

- *Payments may be made through an existing PayPal account or with a major credit or debit card.*

- *Payments are generally processed by PayPal within 24 hours. However, if the payment option selected is an eCheck, processing may take anywhere from 4 to 7 business days. If you opt to pay via eCheck, please allow a minimum lead time of one week before the funds are made available in your child's account.*
- *In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Calaveras Unified School District will not profit from the use of this site. To offset the cost of this convenience fee, the District Food Service Department will provide one FREE meal for your son or daughter for every \$42.75 you put on their account. For example, a purchase of \$42.75 dollars will be charged a convenience fee of \$1.75, but in return you will receive one free meal valued at \$2.25.*

Registering for MyNutrikids.com

- *You will first need your child's student ID number; you may get this number by contacting your child's school Food Service Department or contacting my office.*
- *Go to the district website at www.calaveras.k12.ca.us then click on Food Services, click on the link to MyNutrikids.com OR go to www.MyNutrikids.com.*
- *Click **Sign Up** and enter the required information.*
- *Click **Finish** to complete the initial registration process.*

Add Students to Your Family Account

- *When you log in you will be taken to the homepage.*

- *Click **MyKids** from the main menu OR from the blue navigation bar above.*
- *This is a listing of the students in your account. It will be empty on your first visit to the site.*
- *Click **Add Child** and enter the required information.*
- *Click **Add** (next to your child's name) to continue.*
- *Click **Add Child** to repeat the process for additional children.*
- *NOTE: Your child's transaction history report will not display information during the initial account set up process.*

How to Make a Deposit

- *Click **Deposit Money** located next to **Add Student**.*
- *Enter an amount in the **Deposit** column next to your child's name.*
 - *If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.*
- *Click **Calculate**.*
- *Click **Make Deposit**.*
- *You will be directed to the PayPal web site to enter your payment information.*
 - *You have the option to use your existing PayPal account or a major credit card to make your payment.*
 - *If you are using your PayPal account, enter your email address and PayPal password to continue.*
 - *If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.*
- *Click **Pay Now** when finished.*
- *Click **Pay** once again to finish the process.*

We are very excited to offer these new services as they are in direct alignment with the District's Strategic Plan/Safe and Healthy Environments priority, and we are confident this new system will benefit you, your child

and our district. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Calaveras Unified School District.

Please write your **child's full name** on the check.

If you have any questions about these services, please feel free to contact the Food Service office at (209) 754-2121.

GUM/SUNFLOWER SEEDS ON CAMPUS

Gum is not allowed to be chewed on campus or inside classrooms, as well as sunflower seeds. Students chewing gum or eating sunflower seeds will be asked to throw these items away. Repeat offenders will face consequences from either a teacher or administrator.

HEALTH EXCLUSIONS FROM SCHOOL

- **Rashes:** Any child with an abnormal skin condition or any body-rash not related to an allergic contact (especially if accompanied by fever) should be excluded from school until seen by a medical provider.
- **Impetigo:** Children are excluded from school until 24 hours after prescription medication prescribed by a doctor is started and lesions are dry. All exposed lesions must be covered while at school.
- **Scabies (itch):** Children are excluded from school until 24 hours after prescription medication prescribed by a medical provider is started.
- **Ringworm (skin or scalp):** Children are excluded from school until prescription medication prescribed by a medical provider is started. Exposed areas should be covered when the child is at school.
- **Common Cold:** Children should be kept home if his/her temperature is 100 degrees or above, if they have excessive cough, large amounts of yellow/green nasal discharge, or if they are too ill to function adequately in the

classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.

- **Influenza (Flu):** (fever, cough, sore throat, runny nose, body aches) Children are excluded from school for at least 24 hours after fever is gone (without using fever reducing medicine).
- **Chicken Pox:** Children are excluded from school until ALL blisters are dry and crusted, usually 7-10 days.
- **Strep Throat/Scarlet Fever:** Children are excluded from school for 24 hours after prescription medication prescribed by a medical provider is started.
- **Pediculosis (Head Lice):** Students infested with active, adult head lice are excluded from school and parent(s) given information about recommended treatment procedures and sources of further information. The student may return to school after treatment the next day.
- **Infectious Conjunctivitis (Pink Eye):** Children with the symptoms of pink eye or with thick, yellowish discharge from eye(s) are excluded from school until 24 hours after prescription medication prescribed by a medical provider is started.

HOME COMMUNICATION

The Monday Envelope is a large envelope that goes home with your child each Monday. It contains important school and community notices. The Monday envelope also contains your child's corrected work and communications from your teacher. Please sign and return the envelope on Tuesday.

A bi-weekly electronic newsletter is sent electronically to share important school information. The newsletter will be available on our school's web site. You can access our school's web site by going to <http://www.calaveras.k12.ca.us/> and then clicking on schools and JLE. The newsletter will keep you informed of what is happening at school and contain current dates to put on your calendar. This is the best way for Jenny Lind Elementary to keep parents informed of

news and upcoming events at school. Please take time to read the school newsletter.

HOMEWORK

Homework is considered an essential educational component at Jenny Lind Elementary. Parents' involvement and support with homework are important ingredients to the success of the students. Homework policy is established by each individual teacher. Each teacher makes his/her own decision as to how homework factors into the student's grades. The time spent on homework should be approximately:

- 15 - 20 minutes for K - 1st grade students
- 20 - 30 minutes for 2nd - 3rd grade students
- 40 - 60 minutes for 4th - 6th grade students

Homework may be assigned during vacation periods depending at the discretion of the teacher, and students may work on ongoing projects such as Science Fair projects, Social Studies projects or reports during this time. Communication between your child's teacher and yourself in this area is encouraged.

INJURY AT SCHOOL

When an injury occurs at school, students are directed to report the injury immediately to their teacher or staff member on duty. Students will be sent or escorted to the office if first aid treatment is necessary. Parents will be contacted if the injury or illness warrants.

STUDENT ILLNESS

Sometimes it is difficult to know when to keep your student home from school due to illness. Here are some guidelines to help you decide.

STAY HOME IF:

- *Fever 101°F or higher (should be fever free for 24 hours before returning to school).*
- *Nausea and/or vomiting.*

- *Rashes – any body rash not related to allergic contact especially if accompanied by fever.*
- *Thick, yellowish discharge from eye(s).*
- *Infectious Conjunctivitis (pink eye) – may return 24 hours after starting antibiotic.*
- *Cold sores or fever blisters – lesions must be dry to attend school unless student has age and maturity to use good hygiene.*
- *Severe diarrhea*
- *Head lice – may return after being treated.*
- *Ringworm – may return when treatment is started.*
- *Impetigo – may return 24 hours after treatment is started and lesions are dry.*
- *Scabies – may return 24 hours after being treated.*
- *Chickenpox – may return when ALL blisters are dry and crusted, usually 7-10 days.*
- *Strep Throat – May return 24 hours after treatment is started and no fever for 24 hours.*
- *Asthma – if needing a nebulizer (breathing) treatment more frequently than every 2 hours.*
- *Upper respiratory infections such as cold or bronchitis – keep home if have excessive cough, large amounts of yellow/green nasal discharge, or too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.*

REASONS NOT TO STAY HOME:

- *Allergies*
- *Constipation with or without abdominal pain*
- *Cold without a fever (see explanation above)*
- *Asthma (unless needing a breathing treatment more frequently than every 2 hours)*

- *Cold/Cough unless accompanied by fever*
- *Temperature less than 101°F (see above)*
- *Stomachache*
- *Poison Oak (if there is drainage, it should be covered by clothing or a dressing)*
- *Minor Anxiety*
- *Homework is not done*

There are only four reasons an absence is excused: (Education Code 48205):

1. *Pupil's personal illness*
2. *Quarantine directed by county or city health officer*
3. *Having medical, dental, optometrical, or chiropractic services rendered*
4. *Attending funeral services of a member of the pupil's immediate family*

When a student has had 14 absences in the school year for illness, a physician must verify any further absences for illness. (Board Policy Administrative Regulations 5113)

***Please remember that if your student needs to take medication at school both the parent and the physician must complete a "Medication Required During School Hours" form. This form is necessary for all medication both prescriptions and over-the-counter.*

If you have any questions regarding these guidelines contact the school at 754-2350 or the district nurse at 754-2204.

Resources:

Amador County Unified School District: "To Go Or Not To Go

To School That Is The Question"

*American Academy of Pediatrics: Red Book
CUSD Board Policy 5113*

Calaveras County Public Health Department

California Department of Health Services

*California Education Code: 46010-46014,
46100-46119, 46140-46147, 48205*

Code of Regulations, Title 5: 306, 420-421

National Association of School Nurses:

"Pediculosis in the School Community"

www.nasn.org

LOST AND FOUND

Lost or unclaimed clothing is placed in the "Lost and Found" which is kept in front of the multi-purpose room facing the main quad. Children should have their belongings labeled with their name and accept responsibility for their care. Small items, such as keys, jewelry, eyeglasses, etc., are turned in to the office. All unclaimed clothing and other items will be given to local charities on a monthly basis.

LUNCH AND BREAKFAST PROGRAM

Lunch and breakfast are served daily at Jenny Lind Elementary. Lunch consists of one entrée, milk, and choice of salad bar. Breakfast consists of one entrée, milk, and fruit. Breakfast is served from 7:05-7:30 each morning.

Jenny Lind operates on a computerized food service system. Students may purchase breakfast or lunch credits daily or monthly. All classroom teachers collect money daily or cash/check can be dropped off by a parent or guardian to food service personnel in the multi-purpose room any time between 7:00 am and 1:00 pm M-F. Full priced lunch cost is \$2.25 per meal. Breakfast cost is \$1.25 per meal. Reduced price for lunch is \$.40 per meal. Reduced price for breakfast is \$.30 per meal. Milk or juice can be purchased separately at any mealtime for \$.35

Teachers take a hot lunch count each morning during the first 15 minutes of school. Please help your child to know what he/she will be doing for lunch prior to the start of each day.

Please note that we have found some students to purchase more than one lunch per day. You may and are encouraged to track your balance at any time by calling JLE Food Service at 754-2350 ext. 3305 or Trish Baugus at 754-2121.

Free and Reduced Program: Families can apply for this program at any time during the school year by filling out an application (available in the office or through Food Service personnel in the multi-purpose room.) This is a government subsidized program with strict reporting requirements. Please allow for 30 calendar days for approval or denial of an application. **Applications do not roll over to the next school year. Applications must be resubmitted at the start of each school year.**

MEDICATIONS

California Education Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school to maintain or improve the potential for education and learning.

Medication must be in the original container in which it was purchased with the pharmacy label attached, and must be prescribed to the student to whom it will be administered. No medications (including over-the-counter medications such as aspirin, Tylenol, and cough remedies) will be given at school without current M.D. / Nurse Practitioner / Dentist / Podiatrist prescription. Both you and your child's medical or dental provider must complete the "Parent Request for Giving Medication at School" form. The necessary forms are available at the school office.

MOVING?

Please advise the school office as early as possible when a family move is being made. Students or parents may obtain a transfer/drop request from our school on the last day of attendance at school.

When we know in advance of a move, we can prepare information that will help the next school in class placement. Cumulative records are sent to the new school, if within the Calaveras District, and to the District office if the move is outside of our district. The records are sent to the next school upon

request from the principal of that school.

MUSIC PROGRAM

Students in grades 5 and 6 may participate in band. We encourage all students to consider playing a musical instrument. Instruments and music equipment is typically rented by the parent/legal guardian. Band meets twice weekly during regular instructional time. Students who begin the year in band are expected to maintain his/her commitment to the program for the year. The decision to opt out of band at any time during the school year will be a joint decision between the school, parent/legal guardian, and the student. Students who participate in band will miss regular instruction during those times. Teachers work with students to "catch up" with any missed instruction/assignments.

PARENT CONFERENCES

Formal Parent/Teacher goal setting conferences are provided by the school once a year during the first two weeks of November. Parents are also encouraged to contact teachers regarding informal conferences when a need arises.

PARKING AND TRAFFIC SAFETY

We ask for your cooperation to ensure the safety of all children, and to eliminate as much frustration as possible given our limited parking situation and the dense number of cars needing to drop-off and pick-up children. When traffic volunteers are present, please follow their directions with courtesy.

Basic Rules:

- The crossing guard has the right-of-way.
- To drop-off and pick-up, form one car lane along yellow curb.
- To park, stay in left lane, yielding to exiting cars.
- Pull all the way forward to the driveway, keeping a tight traffic flow.

- NO PASSING or LANE CHANGING. Do not pull around cars ahead of you. Please wait till the line moves forward to exit.
- Stop at Crosswalks, unless otherwise directed by traffic volunteer.
- 5 MPH Speed limit at all times.
- Unloading in Yellow Zone ONLY.
- No Parking in RED Zones.
- No Parking in Bus Turnaround.
- One Way Traffic.
- Absolutely no U turns to exit the parking lot.
- Bus loop area parking lot for staff and handicap parking only. Please refrain from using this parking lot for student drop off or for campus entry. If you are parked in the lower lot or observed dropping a student off, you may be asked to move or reminded of our policy by a school staff member.
- Buses leave the campus each day about 2:10 pm. Please pull all the way forward when picking up your child. Students who are not riding buses and waiting for parent pick-up, will remain in front of the multi-purpose room until their parents arrive. Students are then escorted to the loading zone where they may meet their rides. Students must be escorted to their rides by a parent or guardian if leaving before the buses. Walkers will begin walking home when the buses have departed.
- Parents should wait in front of the office, near benches for early pick-up. Please do not wait on or near the stairs where teachers are supervising student departures.
- Do not leave car unattended in yellow zone. (Wait in car or park in parking lot).
- Students still waiting to be picked up after 2:15 p.m. will be escorted to the office where they will wait for a parent/guardian to pick them up.

Drop Off:

- Before-School Supervision begins at 7:05 A.M. Please do not drop your children off before 7:05. Parents who consistently drop off their children well before 7:05 without adult supervision will be contacted by the office and/or administration.
- Have your child ready to exit immediately at the unloading zone (have coat on, back pack ready, and good byes said).
- Have your child exit curb/right side of car.
- Do not park or leave your car in the drop-off route. If you are experiencing any delays, please park your car in the parking area.
- Park in marked spots only.
- Students dropped off in lower parking lot must be walked up to the quad areas by a parent/guardian. Drop off in the bus loop staff parking lot is not permitted.

Pick-Up:

PASSES

Any student sent out of a classroom will carry with them an out of class pass at all times. The passes will be color-coded to signify the reason a student is leaving class (i.e. bathroom, errand, etc.) Students will be expected to display the campus pass when asked by a Jenny Lind staff member. Teachers can use the more detailed white passes if they prefer to use these instead of the color-coded passes.

STUDENT PICK-UP AFTER-SCHOOL

The school day is over at 2:00 for all students, and students need to be picked up promptly to ensure a safe transition home. Teachers with after-school duty will supervise student pick-up until 2:15 p.m. After 2:15 p.m. students who are still waiting to be picked up will be escorted to the front office where they will

wait in the office until their parents/guardians arrive.

Parents arriving after 2:15 will need to park their cars and come in to the office to pick up their children. If students are chronically picked up late from school, parents will be notified about extended day options in Kids Place after-school.

If a student is not picked up by 3:30 (official closing time of our school office) that student may be taken to Kids Place with the obligation to pay for care being on the parent or legal guardian. This is dependent on availability in the program on any given day. Otherwise, school staff may contact Calaveras County CPS or the Calaveras Sheriff's Department to pick up the student.

PLAYGROUND RULES

Kindergarten Playground Rules

1. No climbing on top of the monkey bars.
2. No climbing up the slide. Sit on your bottom and slide feet first.
3. No jumping off the climbing structure.
4. No playing in the bushes, on the hills (grass hill is ok) or flower beds.
5. Digging is only ok in the bark or sandbox. Making mud is not ok.
6. Tonka trucks belong in the bark or on the cement, no riding on the trucks.
7. No climbing on the green railing or fence.
8. Please ask permission before going into classrooms for any reason. No playing by room 3.
9. Hula hoops, jump ropes, chalk and sand/water toys belong in the cement area.
10. Throwing bark and picking flowers/plants is not allowed.
11. When the bell/whistle rings students need to stop playing, get off the climbing structure and freeze in a kneeling/squatting position and listen for directions.

Playground Expectations for Main Playground

Entrance to the playground from upper courtyard will be by the ramp only (no stairs). Entrance from upper grade area by stairs.

1. *Tag may be played on the grass only (when opened). Tag may not be played in the rubberized playground area, shade structure areas or on the blacktop.*
2. *Blacktop is for organized basketball games, tetherball and four square only.*
3. *Dinosaur: Keep from jumping off, sliding down the legs. Keep moving...do not sit or hang from any part.*
4. *Swings: Keep from jumping off, running through swings, line up by pole counting one-one thousand, etc. to 200. Swing in a straight line sitting on bottom only.*
5. *Blue Slide: One person on the entire slide structure at a time. Ladder should be empty until slider comes off of bottom, sit on bottom with feet first, come off of swing immediately upon reaching bottom.*
6. *Kick Back Wall: Use only for wall ball games. Dodge ball and dead chicken are **not to** be played at any time. The ball must stay on one side of wall, climbing on wall is off limits at all times.*
7. *Large Structure: For all monkey bars, lines form at all ladders and students come off at bridge or platforms. 2-Sided Rock Wall –go up and down on same side. May not climb over wall. Students may go through low holes but not high holes. 2-person slide-wait in line in front of ladder. May not touch ladder until both sliders are off of the slide. Students may not swing on ladders. Students need to move along bridge without “loitering” or “hanging out” on bridge.*

Playground Dismissal Procedures:

Lower Playground:

- 1) When the bell rings, students must immediately put their feet on the ground and squat low to ground. (Remind students that putting a knee down on rubberized surface is NOT recommended due to heat. (That means: off of equipment, not laying on ground, etc.) Students are silent and with all equipment(balls) still.
- 2) Being that there should always be at least one adult on the blacktop, one in the rubberized play structure area, and one on field (if open,) supervisors should continuously walk a specific circuit or path to watch for positive behavior and to spot and intervene with all forms of mistreatment(put downs, unwanted physical contact, exclusion, acts against everyone, bullying.) The person in the rubberized play structure area will look for signal from other supervisors and when all students have complied with expectations, will blow the whistle signaling that all students will then WALK directly to line on the blacktop with at least one supervisor bringing up the rear.

POSITIVE RECOGNITION

At Jenny Lind we appreciate students who are good models of behavior. Some of the special programs for these students may include: The Alpha Society, Student of the Month Awards, Classroom Awards, School Awards at assemblies, and positive praise from school staff.

Cougar Tokens are used to reinforce positive behaviors. Between 10-20 students are randomly chosen for Weekly Cougar Token recognitions.

PROGRESS REPORTS

In grades 4 - 6, progress reports will be sent to students who are receiving an unsatisfactory grade. These will be sent halfway through

each report period.

“PROSPECTORS” PARENT TEACHER ORGANIZATION (PTO)

The Prospectors PTO provides an atmosphere for parents and faculty to stimulate interest in current and projected educational processes, provoke critical thought on important subjects allied to the child’s education, along with promoting awareness of school and community issues.

Prospector members raise funds throughout the year that are used for a variety of enrichment programs and services, which broaden your child’s, education. Fund raising goals and objectives (the budget) are voted upon at the first meeting of the new school year.

The PTO Board of Directors is recruited and elected each Spring, and serve for one year. All parent/guardians and members of the Jenny Lind Community are encouraged to attend the PTO meetings and to utilize this forum to participate in your child’s education. There are no membership dues.

Meetings are held on the second Tuesday of each month, at 2:15 in the JLE library. Please plan to play an active role this year in your child’s classroom and with school events. Parent support is a key component to your child’s success in school.

REPORT CARDS

Report cards are issued at the end of each trimester (November, March and June). It is the purpose of the report card to inform students and parents of the degree and level of work being done in each content area.

SAFE SCHOOL AMBASSADOR PROGRAM

Jenny Lind Elementary is fully invested in

continuous improvement of our school climate and the fostering of a safe school environment.

In this effort, we are continuing the Safe School Ambassador program with the financial support of our Parent Teacher Organization.

The program increases student reporting of acts of mistreatment to adults, reduces put-downs, harassment, and fighting, and improves school climate. The program is *effective in anti-bullying and violence prevention, is student centered, is focused on social norms change. The program identifies and selects student leaders from diverse groups across campus and forms them into a team of “unidentified” Safe School Ambassadors. Ambassadors are trained in the skills of nonviolent communication.*

All students at Jenny Lind attend several Expectation Assemblies throughout the school year. The assemblies focus mainly on identifying and reducing/extinguishing “the 5 forms of mistreatment” which are: 1) Exclusion 2) Put-Downs 3) Bullying 4) Unwanted Physical Contact and 5) Acts Against Everyone.

The second biggest goal of the program is to reduce/eliminate the “bystander culture.” Our goal is to tackle bystander behavior by equipping students with effective and practical actions that they can use with their peers the second that a mistreatment occurs to interrupt or stop the mistreatment.

SCHOOL SITE COUNCIL (SSC)

Our School Site Council (SSC) is established as the governing body for our School Based Coordinated Program. The SSC is a vital advisory group at Jenny Lind and is responsible for:

- ✓ assessing student and teacher needs by developing a comprehensive plan designed to improve the effectiveness of the school program

- ✓ allocating funds for School Improvement (SIP) and Economic Impact Aid/Limited English Proficient (EIA/LEP)
- ✓ advise on other compensatory categorical education funds that JLE receives, such as Title I, IV, and VI money
- ✓ annually review the school plan, establish a budget, and if necessary, make appropriate modifications in the plan to address changing needs at JLE
- ✓ plan and approve one time site expenditures allocated in the annual state budget
- ✓ meet on a regular basis to become informed, share information/ideas, discuss JLE needs and successes, and plan program improvements
- ✓ develop and implement a system for ongoing communication with parents, community members, the school staff, and the school board
- ✓ work cooperatively with other JLE groups, committees, associations, and organizations

Teachers, parents, other staff members, and the principal serve on Site Council. Representatives are elected by their peer groups and usually serve for two years.

The SSC meets once per month at 2:15 in the JLE library. All meetings are open to staff, parents, and community members. Agendas and minutes are posted in the school office. Watch for meeting dates in our school newsletter and on the JLE marquee.

SCHOOL SPIRIT

Jenny Lind’s spirit colors are blue and gold. Every child, parent and staff member is encouraged to wear these colors on Fridays. Another way to show your school spirit is to wear a Jenny Lind t-shirt or sweatshirt on Fridays. Occasionally, the JLE Cougar Leaders organize a spirit day (i.e. crazy hat

day, pajama day, stuffed animal day) and students are encouraged to participate.

SEXUAL HARRASSMENT

The Governing Board prohibits unlawful sexual harassment or discrimination of any kind by any student. Students engaging in this behavior may be subject to disciplinary action, which may include expulsion.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 131.3 Uniform Complaint Procedures.

Legal Reference:
BP 5145/7
Ed. Code 212.6 Sexual Harassment Policy

TECHNOLOGY USAGE

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

The District Student Use of Technology and Use Agreement can be found in the CUSD District Handbook. To ensure that all students and parent/guardians are aware of this agreement, which is necessary for student internet access, a copy will be included in each student's back-to-school package.

TEXTBOOKS

1. All books must be cared for properly.

2. Books are provided, but you will be held strictly accountable for them. All textbooks are numbered, and the classroom teacher keeps records of their issue.
3. Books must be returned at the end of the year in reasonably good condition. You will be charged for lost, stolen, or damaged books. Books are not to be written in.

TOBACCO FREE SCHOOLS

The Calaveras Unified School District Board of Trustees is committed to providing a healthy, safe and productive environment for its employees and students. Therefore, the Governing Board believes it is in the best interests of students, employees and the general public to prohibit smoking and the use of all tobacco products anywhere, anytime on property that is owned, leased or rented by the district and in district vehicles or private vehicles that are used to transport students. This ban includes all school buildings, school sites, and school vehicles, by all persons, including employees, students, and visitors attending any activities, athletic events or meetings.

Legal References:
Education Code 48901 - Smoking and use of tobacco
Health and Safety Code 39002 - Control of air pollution from non-vehicular sources.
PERB Ruling - CSEA #506 and Associated Teachers of Metropolitan Riverside
BP 3513.3 Tobacco Free Schools

TOYS/GAMES/CARDS ON CAMPUS

Jenny Lind Elementary School is an academic institution focused on educating students. In order to maintain an effective learning environment free from distractions, students are not allowed to bring toys, action figures, stuffed animals, pokeman or other trading cards, or any other toy or game that detracts from the learning environment at school. Exceptions to this school policy include items

related to class projects or special “reward time” approved by the student’s teacher, or toys to be used during the after-school program. These toys still need to be kept in student’s backpacks until the appropriate time to use them.

Toys causing disruption during the school day will be confiscated by school staff and held for pick-up by a parent.

VISITORS

All parents and visitors to Jenny Lind **MUST** report directly to the front office to sign in and obtain a visitor’s pass. If a parent wishes to speak to a teacher, an appointment must be made ahead of time. All teachers will be notified of a parent visit prior to the parent attending the classroom. **Permission for parent/legal guardian to visit a classroom should be obtained 24 hours prior to your visit.**

Parents are always welcome and are encouraged to visit the school and become actively involved as long as their presence does not detract from the educational process or interrupt class.

SCHOOL VOLUNTEERS

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our school’s relationships with homes, businesses, public agencies and private institutions. By their presence in the classroom and on school grounds, volunteers may also enhance supervision of students and contribute to school safety. (BP 1240)

For the safety of both students and volunteers:

- Non-parent volunteers are required to annually submit evidence that they are free from active tuberculosis.
- Non-parent volunteers are required to submit to fingerprinting and may be asked for criminal records checked as authorized by law. A law enforcement agency will conduct an automated records check to determine that the individual is not a registered sex offender.
- All volunteers shall act in accordance with district policies and regulations.
- All volunteers must fill out a Volunteer Information Form and Confidentiality Agreement
- Parent volunteers must maintain confidentiality of student information at all times