



**Junction Avenue K-8
Elementary Handbook
2019-2020**

POLICIES

ATTENDANCE

Good attendance is critical to academic success. Whenever your child is absent, please remember to call the attendance line prior to 9:00 a.m. (606-4720, then press 2). This line is available 24 hours a day, 7 days a week. A notification of absence call should be made on the first morning of the absence, as well as subsequent days, if applicable. The message or note must provide the student's name, date of absence, reason, and parent's signature. If a student is absent 3 or more days, homework can be requested by emailing the teacher(s).

Excused absences are defined by the State of California as:

1. Student medical appointments
2. Student Illness
3. Death in the immediate family
4. Religious holiday observance

Samples of **unexcused absences** defined by the state of California:

1. Family vacations
2. Babysitting siblings/ assisting family
3. Traffic problems

Tardies: To develop life-long, positive work habits, students are to report to class on time each day. Students must be lined up outside of their classroom door with materials and supplies in hand by 8:25am or they will be marked tardy. Students arriving after 8:25am will be required to check in at the office and receive a pass before reporting to class. The Tardy policy is as follows:

Parents of children with excessive tardies or absences will be required to meet with school administration.

It is imperative that students arrive at school on time in order to maximize learning opportunities. Chronic tardiness affects student performance.

Long-Term Absences: Students who are absent for more than 10 consecutive days will lose their enrollment at Junction. If the grade level is impacted, the students may be diverted to other district schools upon their return.

Independent Study: In the event that travel during the school year is unavoidable, contact the office about Independent Study. This program is designed for students who will be out of school to travel for 5 to 10 days. It is up to the discretion of the teacher to provide schoolwork. Independent Study provides your child with continuity of his/her instructional program. Work is to be done while on the trip, and it is due on the school day following the end date of the contract, or the absences will be marked as unexcused. **PLEASE REQUEST AN INDEPENDENT STUDY CONTRACT AT LEAST 2 WEEKS IN ADVANCE OF THE ABSENCE.**

PARKING & DROP-OFF/PICK-UP

To ensure the safety of all students, we ask families to follow all rules of the road in neighborhoods around our campus, as well as noting restricted areas in our parking lots as noted by red curbs (No Parking), yellow curbs (Loading/Unloading – attended vehicles only), and blue zones (Restricted Handicapped Parking). Remember to stay alert for pedestrians at all times.

Drop-Off & Pick Up Zones – Students are to be dropped off and picked up in the “loop” area of our parking lots. Valet parking with the assistance of our 5th grade student leaders is available shortly after the school year begins, and can assist students in exiting vehicles to ease the morning routine. Again, please observe stop signs and attend to the direction of staff.

Drop-off and dismissal times can be hectic. Please allow yourself plenty of time, follow the traffic and parking lot procedures, and please be patient. Our students' safety is everyone's responsibility!

BICYCLES & SKATEBOARDS

Students in grade TK-8 may ride bikes to school. We provide bike racks, but the school is not responsible for theft or damage. Parked bikes must be locked. Riding a bike is not permitted anywhere on campus, including the playground. Riders must walk bikes once on campus, especially in congested areas, such as on the playground and on sidewalks. Riders must comply with directions from the school staff. All children must wear helmets. Roller blades, scooters, skateboards, or any type of shoes with wheels may not be worn/ridden on school grounds.

BIRTHDAYS

Due to many children with food allergies, and to promote healthier eating and overall wellness, we encourage families to send in non-food treats if you wish to celebrate a birthday at school. Suggestions might be fun pencils, erasers, small trinkets, or stickers. Any snack sent to school must be purchased, rather than homemade. On occasion an activity may involve food items as a part of an instructional objective.

Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be delivered at home. We value our instructional time; therefore, teachers will not be hosting birthday parties in their classrooms.

Also, birthday greetings can be posted on the marquee on your child's special day with a donation of \$10. Proceeds from marquee messages will support Junction Athletics.

Birthday Parties Away from School: If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Distribution of party invitations at school frequently leads to hurt feelings on the part of our children. Thank you for considering the feelings of all of our students by issuing your invitations off campus via phone, mail or Internet. Thank you for your cooperation on this issue.

CELL PHONES & ELECTRONIC DEVICES

While California allows students to bring cell phones to school, the phone must remain turned off during school and in a backpack or another safe place in the classroom. Cell phones/electronic devices should **not** be on students. Students should not be using cell phones/electronic devices during recess or lunch. Students who take cell phones/electronic devices out to the playground run the risk of losing them outside. Items used for instructional support will be the responsibility of the student. Students who use cell phones/electronic devices during school hours will have their phones/devices confiscated and held in the office for a parent to pick up. **STUDENTS MAY ONLY USE THEIR PHONES BEFORE/ AFTER SCHOOL IN FRONT OF THE SCHOOL GATES.**

CHECKING IN & OUT OF SCHOOL

When it is necessary to check a student into school late or to check a student out for an early dismissal, please sign your child in/out at the office using our electronic check-out system. **Please do not pick up your child directly from the classroom, lunchroom or playground. Students leaving campus during the school day must have an adult sign the student out in the office. All adults picking up students must be listed in the emergency contact information.**

CLASSROOM VISITATION AND VOLUNTEERS

All volunteers must complete the district volunteer forms that are available online through the LVJUSD website. **The volunteer approval process can take 2-3 weeks.** To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule any visits ahead of time with the teacher.
- The time and length of stay will be at the discretion of the teacher.
- Visitors and volunteers are only allowed to be in the location stated when checking in, they cannot roam the school unattended.
- Visitors shall not use electronic listening or recording devices without the permission of the principal and teacher, unless sanctioned by the principal for particular school events such as parades, award assemblies, sporting events, or other performances.
- Volunteers cannot bring siblings/ younger children to volunteer while in a classroom.
- Please check in and out of the office and wear a visitor sticker.
- All volunteers must comply with the observance of confidentiality when working with children.

SIBLINGS/NON-STUDENTS ON CAMPUS

Volunteers and a “parent presence” in our classrooms are of great value to the Junction community. Due to issues of student safety, valued instructional time, and liability, parents volunteering in our classrooms and attending classroom parties and events must refrain from bringing younger siblings into the classroom during their volunteer time. Siblings/non-students ARE welcome to attend award and recognition events when supervised by an adult.

FIELD TRIPS

Parent Chaperones are always needed on field trips. If a parent would like to chaperone they must complete the district volunteer forms that are available online. **Please keep in mind that the school does not allow a chaperone to bring other children from home or siblings enrolled in our school on trips.** While serving as chaperone for our children, all of the adult's attention must be on those students being supervised.

For most of the field trips we rely on parents to drive students to the destination. Drivers are to drive directly to the destination and school only, with no additional stops, as there are schedules to be kept. Chaperones are required to stay for the entire trip and not leave, until the teacher has excused them. Those who arrive back at school before the teacher must stay with the students from their group until the teacher arrives.

If a parent uses his/her own vehicle to transport Junction students, the following documentation is required prior to driving on the field trip:

- Completion of the online volunteer forms
- Insurance policy stating that the driver has 100/300 bodily injury coverage
- Valid driver's license
- Shoulder restraints for all students in car
- Car/Booster seats for children under eight years old
- Students who are 8 and 4'9" or taller may be secured by a seat belt in the back seat

EMERGENCY PROCEDURES

In the event of an earthquake or another emergency, we follow specific procedures in caring for or releasing children. Should a disaster occur, please walk to school to pick up your children, as the streets may be blocked. In the event that it would be necessary to put our Disaster Plan into action, children will be taken to the playground and kept there until the building is certified safe or until parents or guardians pick up their children. In the event of an emergency, we can contact parents through our automated communication system via email, phone, and/or text, contacting up to six designated phone numbers at a time.

HOMEWORK

The LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility.

Each teacher will communicate his or her homework policy to parents early in the academic year. We encourage you to communicate with your child's teacher if you have specific questions regarding homework assignments.

SCHOOL LUNCH

Students may buy lunch at school or bring one from home. School lunches are available daily, starting the first day of school. The price of a school lunch is \$3.75. Students in grades TK-5 are issued a student lunch card to purchase lunches and drinks. You can deposit your check or cash by hand in a clearly marked envelope to a school secretary. Please make checks payable to the school and be sure to include your child's first and last name and the room number on it. You may also create an account for your student from the district website where you can monitor and add money to accounts online. The use of cash in the lunch line is discouraged. Please make sure your child has enough money on his/her lunch card, as credit will not be honored.

Application for State-provided free and reduced-price lunches are available from the school office. Once approved, the application entitles the student to lunches for the remainder of the school year and 2 weeks into the following year while updated applications are processed. Applications must be renewed yearly.

SCHOOL PROPERTY/VANDALISM

Students are responsible for the care of textbooks, classroom books, library books, classroom P.E. equipment, and other school property. These materials must be returned at the end of the school year in the same condition that they were received. End of the year report cards may be withheld from students who have lost books, lost PE equipment, or damaged school/classroom materials, and have not paid for them.

SIBLINGS/NON-STUDENTS ON CAMPUS

Volunteers and a “parent presence” in our classrooms are of great value to the Junction community. Due to issues of student safety, valued instructional time, and liability, parents volunteering in our classrooms and attending classroom parties and events must refrain from bringing younger siblings into the classroom during their volunteer time. Siblings/non-students ARE welcome to attend award and recognition events when supervised by an adult.

SNACK POLICIES

The District’s Wellness Policy covers snacks served during the school day for classroom celebrations and parties, rewards, and school-sponsored events. In keeping with the policy we must follow the state nutritional guidelines.

Snack Items

- Not more than 35% of total calories from fat
(nuts, seeds, individually packaged cheese exempt)
- Not more than 10% of total calories from saturated fat
(individually packaged cheese exempt)
- Not more than 35% of total weight from sugar, including naturally occurring and added sugar (fruits and vegetables exempt)
- Not more than 175 calories per individual snack item
for *elementary schools*

Beverage Items

- 100% fruit/vegetable-based juice; no added sweetener
- Drinking water with no added sweetener
- 2%, 1%, nonfat, soy, rice or other non-dairy milk
- No beverage >12 ounces except water

STUDENT DRESS CODE FOR SCHOOL

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork. Our dress code prohibits halters, spaghetti straps, bare tummies, and t-shirts with inappropriate graphics (including any drug, weapons, alcohol, or tobacco logos), and make-up. Students who wear clothing of this sort will be sent home to change clothes. Hats, Hoods, Non-Religious Head coverings are not permitted inside buildings, but may be worn on the playground and outside. Please remind your student not to share hats.

To avoid foot injuries and torn toenails from playing on the playground and at P.E., sandals and flip-flops are discouraged. For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her P.E. day. Dress shoes, sandals, boots, and shoes with heels are not conducive to P.E. class.

Please support our educational atmosphere by screening your child's dress with an eye on its appropriateness. If you attach importance to an educational setting, your child will too. Please label all personal items with your child's name.

Junction K - 8 Library

Communication

Parents will receive a courtesy email every two weeks reporting any overdue items. While there is no fine for overdue books, materials overdue by 30 days will be considered lost and a replacement fee will be assessed. If you feel our records are in error kindly email bgrasseschi@lvjUSD.org

Lost a Book?

If a book is lost or damaged it must be compensated for. Payments can be made in form of a check made out to Junction K 8 , paid for with exact cash or book replaced by the family. Send payments to the school marked Attention Library.

Students who owe money to the library will not receive their final report card and/or miss out on school activities. Payment is refundable if lost book is found and returned on or before the last day of the current school year.

Class Visits

Students in elementary school visit the library once a week with their class. We listen to a story/do an activity and check out new books. Middle school students will visit the library on Wednesday, during their lunch, or after school hours. Students must have no outstanding books in order to check out new ones.

Visiting Before School

The doors open at 8:15. This is a good time to drop off any books that need returning.

Visiting After School

Students may visit the library after school to check out books, work on homework, attend after school activities held in library. Hours are Mon., Tues., Thurs., Fri., until 3:15 and Wed. until 2:15.

How many Books? For How Long?

- Dual Immersion students (TK - 3) will check out two books. One book in English and one in Spanish. Dual Immersion students in 4th grade or higher may have three books. One must always be in Spanish.
- Grades K - 1 English only classes will check out one book. Grades 2 - 3 English only will check out two books. Grades 4 - 5 English only will check out three books.
- All middle school students may check out three books. Book must be turned in or renewed at least every two weeks. Books overdue four weeks will be considered lost and will need to be compensated for.

DUAL IMMERSION

PROGRAM MISSION

Each student in the Dual Immersion (DI) Program will become bilingual, biliterate and culturally competent to more fully contribute and thrive in a global environment.

It is our goal to help every student achieve proficiency according to the State of California common core standards and provide the necessary support for those who struggle along the way and enrichment for those who thrive. We want every student to embrace the joy of learning as well as develop essential skills to pursue college and/or career paths and participate in curricular, co-curricular and extra-curricular programs.

PROGRAM PARTICIPATION GUIDELINES

The procedure for student entrance into the DI Program takes into account the grade level entry point, the levels of linguistic and academic skills, as well as the motivation and commitment of the families. Ideally students begin the program at the kindergarten level or early in the first grade to increase opportunities for student success in this early immersion process.

The DI Program strives to develop classrooms that are linguistically balanced. Linguistically balancing the classrooms ensures that all students have peer models with which to practice academic and conversational language and thus build native-like proficiency in both languages. To ensure this balance, careful attention is given to the enrollment procedures for DI students by district and site staff. The target mix is 50% primary English speakers and 50% primary Spanish speakers. As the program grows, a ratio of thirds, 1/3 English speakers, 1/3 Spanish speakers, and 1/3 bilingual students will serve students well in becoming bilingual and biliterate.

ENROLLMENT PROCESS

The DI Program is marketed to the full community to ensure a balance of both Spanish-speaking and non-Spanish speaking students. The Dual Immersion program administration and staff conduct marketing and outreach sessions

each year at the local preschools. This recruitment effort is a shared endeavor with teachers, parents and administrators from the district and program.

Since the Dual Immersion Program is a “Choice” program, parents attend information nights/information meetings about the program design and elements before enrolling students into the program. Parents sign and submit a Parent Commitment Form as part of the enrollment process into kindergarten, expressing their long term (5-7 years) commitment to the program and their clear understanding of the program goals.

The program participants begin the program at the kindergarten level or first part of first grade. Older students wishing to enter the program at the upper grades must pass designated proficiency tests to determine literacy (written and oral) in Spanish and proficiency levels in English. Assessment results will be reviewed by the school administrator and Dual Immersion Program staff before placement into the program is finalized.

BEHAVIOR EXPECTATIONS

AFTER SCHOOL

Children will be supervised from 8:10 until their dismissal time. For issues of safety and to protect our children while respecting the teacher’s workday we ask that students and parents exit the school and playgrounds at dismissal time. Siblings and parents who are waiting for students from the 4/5 classes will be asked to wait on the in the front of the school area, not inside the campus.

BEFORE SCHOOL

Students may arrive on campus between 7:45-8:15 am for breakfast. Students remain in the front of the school with staff supervision. On rainy days, students can report to the MPR (Multi-Purpose Room). When the first bell rings the gates will open and the students will walk to their classrooms.

SUPERVISION PRIOR TO 7:45am IS NOT PROVIDED. However, if your child is participating in the Running Club program he/she may report to the track at 8:00 a.m.

KINDERGARTEN PLAYGROUND

The Kindergarten playground is to be used solely by Kindergarten students during their school hours of 8:10 a.m. - 1:30 p.m. Students in grades 1-5 should report to their own playground.

LUNCH

All Junction students eat in the cafeteria and/or in the outside courtyard. For issues of security and safety, Junction K-8 is a closed campus and all students are expected to remain on campus to eat lunch. If a parent would like to have lunch with their child, they will have to sign the child out, have lunch off campus, and then sign them back into the school. Lunchroom rules are discussed with all students and are enforced by the staff. Students are expected to be respectful, be responsible, and be safe by:

- Use an inside voice
- Stay in assigned areas until excused
- Speak respectfully and listen to directions
- Stay in seated on benches while eating
- Wait politely to be dismissed
- Clean up

PLAYGROUND

Students are supervised on the playground during recess and lunch and all gates are closed and locked during this time. We ask that parents refrain from going to the playground during this time period. On the playground students are expected to be respectful, be responsible, and be safe by:

- Throw away garbage
- Stay within boundaries
- Use playground equipment appropriately
- Keep hands and feet to themselves
- Listen to directions
- Invite those who are alone to join in

Playground and general school rules help create a predictable atmosphere by limiting disruptions and encouraging children to use self-control and make wise choices. In the initial weeks of school, we model appropriate behavior and instruct our students in the “basics” of playground and campus safety. We encourage you to review the basics defined above with your children. If you have any specific questions, please do not hesitate to contact us.

DISCIPLINE

STUDENT DISCIPLINE

The LVJUSD Elementary School Discipline Policy was sent to all parents electronically through the Info-snap Portal. Hard copies are available in the school office for those who do not have computer/internet access.

The policy outlines mutual rights and responsibilities for all parents, students, school staff, as well as the “sequence” of progressive discipline at school sites.

Junction K-8 School has adopted a process called Positive Behavior Interventions and Supports, or PBIS. This process approaches discipline from an instructional standpoint. In schools, if a child cannot read, we *teach* them. If they cannot add, we *teach* them. However, in the past, all too often when children misbehave, we go immediately to punishing them. We are approaching behavior from a teaching standpoint, based on decades of research in behavioral science. We explicitly teach, model, rehearse, and review expected behaviors in all areas of our school that align with our three school rules:

Be Respectful
Be Responsible
Be Safe
Be a Bulldog!

In addition to explicit teaching, behaviors are positively reinforced with specific verbal praise, as well as personal, group, classroom, and school-wide recognition and incentives. Positive rewards are a powerful deterrent to misbehavior. Incentives are designed to help develop positive traits of citizenship and character.

In situations where behaviors are not appropriate, we will also follow a systematic, sequential discipline process to provide consistency, predictability, and reasonable consequences for rule violations. The consequences are consistent with the LVJUSD and California State Educational discipline codes.

Your support of our program, discussions with your child, and communications with us are key components in creating an atmosphere that is safe, positive, and predictable.

COMMUNICATION

GOAL SETTING CONFERENCES

Each fall, teachers will hold Goal Setting Conferences. During the Goal Setting Conference parents will learn about the academic skills that will be taught during the school year. Parents will also learn how they can support the instructional program of their child. The Goal Setting Conference provides the opportunity to review the results of last year's state and/or district assessments. The conference also provides parents with early notification if their child is not meeting grade level standards.

The Goal Setting Conference will also provide the opportunity for teachers to share with parents any behavioral concerns, which might hinder the academic growth of the student.

PARENT/TEACHER COMMUNICATION

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss the child's progress, etc. When phoning a teacher, please note that teachers are responsible for

providing instruction during the school day and their phones go to voicemail during that period. As a result, they may not be able to get back to you before the end of the day.

Teachers can be reached by email: FirstNameInitialLastName@lvjUSD.k12.ca.us
(For example: esmith@lvjUSD.k12.ca.us)

DELIVERING MESSAGES TO YOUR STUDENT

Since the delivering of messages may cause a disruption to the classroom, the office cannot guarantee to deliver messages to students except in cases of emergency. A student MAY NOT receive a phone call unless it is an emergency.

FORGOTTEN ITEMS LEFT FOR STUDENTS

All parents must go to the office to drop off items. Forgotten homework or lunches will be placed on the counter by the back office door for students to pick up.

Blackboard is our district's communication system for district, site, and teacher webpages, as well as home-school communication like emails, text messages, and phone calls. Please be sure to check these resources regularly to stay up to date on what is going on. **If your contact information changes during the school year, please make sure to let the office know right away.**

COMPLAINT PROCEDURES

It is the primary goal of the Junction's staff to work with you in resolving any questions or concerns you may have about your child's educational program. The first step in any concern is to have open communication with your child's teacher. It is in these personal, informal conversations that we can best work together to address issues.

If there is an issue, please speak directly with the staff member(s) involved. Discuss the problem openly and make every attempt to work out a solution. We find that most problems are resolved at this first step.

If, after meeting with the staff member directly involved, you still feel that you need support in resolution, we encourage you to arrange for an appointment with the Principal and the involved staff member. We are anxious to work together to make your child's educational experience a positive one.

REPORT CARDS

The purpose for the standards-based report card is to **inform students and parents about a student's performance on the grade level standards**. Progress reports measure progress against a uniform standard rather than subjective assessment. Information related to growth and overall strengths and needs is captured in the Comment section. The student performance levels of 1 to 4 (primary) and letter grades (4 & 5) indicate whether students have met the expectations set by the State Standards and indicate whether the student has mastered the necessary skills and concepts to be successful in the next trimester or at the next grade level. The performance level is determined by the trimester benchmark data.

HEALTH AND WELLNESS

CONTAGIOUS OR INFECTIOUS DISEASE

A child may be sent home if he/she is vomiting, has a fever, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) Students must be without fever 24 hours before returning to school.

DISTRICT NURSE

Health and wellness have a tremendous impact on student learning. Additionally, it is a District and site goal to promote a life-long healthy lifestyle with a focus on health, physical education, and nutrition. School Nurses are uniquely qualified in preventative health, health assessments, and referral procedures for students. District nurses and health care technicians support our sites on health-related matters.

You can support the success of your child by communicating with the nurse regarding any health related barriers or concerns which may affect your child's ability to learn.

IMMUNIZATIONS

California law requires that, before children under the age of eighteen may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must include at least the month and year each dose was received and be in the form of a yellow immunization record. School children are required to be protected against diphtheria, tetanus, whooping cough, polio, mumps, Rubella (German measles), varicella (Chickenpox) and Hepatitis B.

Those students who are not immunized according to California Department of Health Services Immunization Branch may be admitted only under the condition that they obtain any additional immunizations(s) within specified time period. Students may be exempted from the immunization requirement for medical reasons or for personal beliefs. Parents must sign a waiver to obtain this exemption. In the event of an outbreak of disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability. (CCR, Title 17, Div. 1, Ch. 4, Sub Ch. 8, Article 5, Sec. 6000-6075)

MEDICATION AT SCHOOL

Medicine can be administered in school only if the following requirements are met:

- Students who require the administration of any medication during the school day, pursuant to a physician's prescription, must have both a parent/guardian and physician signed Permission to Assist with Medication During School Hours Form on file at the school site.
- The Medication Administration Consent Form must be completely filled out annually or whenever the prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.
- It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/ her child.
- Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.

- Medication must be in its original pharmacy labeled container or over the-counter container and brought to the school office by the parent/guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

SCHOOL HEALTH TECHNICIAN

Some of the activities provided by the Health Clerk, under the supervision of the District Nurse, include first aid, medication administration, immunization compliance, Hearing & Vision screening, and communicable disease control.