

Emma C. Smith Elementary School



Student Handbook

WELCOME TO SMITH ELEMENTARY SCHOOL!

Principal's Message

Dear Students,

Welcome to Emma C. Smith Elementary School. This handbook will provide you with the rules and guidelines for the year. Your teacher will review the contents with you. Please also read this handbook with your family. Please feel free to ask me any questions that you may have. I look forward to a wonderful year with you.

Sincerely,
Mr. Meunier
Principal

BELL SCHEDULE

TK-Kindergarten	Monday/Tuesday/Thursday/Friday	Wednesdays/ Minimum Days
Early Session	8:30 – 1:00	8:30 – 1:30
Late Session	9:15 – 1:45	8:30 – 1:30

1 st Grade 2 nd Grade 3 rd Grade	Monday/Tuesday/Thursday/Friday	Wednesdays/ Minimum Days
Instructional Day	8:30 – 2:40	8:30 – 1:30

4 th Grade 5 th Grade	Monday/Tuesday/Thursday/Friday	Wednesdays/ Minimum Days
Instructional Day	8:30 – 2:50	8:30 – 1:30

Students may arrive on campus at 8:15 A.M. and are to line up on the blacktop. In the case of bad weather, students are to go to the multipurpose room. Students are not to be at school prior to 8:15 A.M. Repeat offenders' parents will be contacted by the office. Students should not go to their classrooms prior to 8:30 A.M..

SUPERVISION PRIOR TO 8:15 A.M. IS NOT PROVIDED

ATTENDANCE

Good attendance is important for student success. State law requires that attendance be regular except for illness. It is important that students be prompt as tardiness disrupts learning. Parents should call the office at 606-4750 and let us know why he/she is absent. Homework may be requested from the teacher when your student is absent. To request homework, please call the office before 9:00 A.M. Homework should be picked up between 3:00 and 4:00 p.m. on the day of your request.

A student who is Tardy must check in at the office and receive a pass before going to class.

It is imperative that students arrive at school on time in order to maximize learning opportunities.

Checking In and 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 the computer. **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 on the emergency card.**

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

Independent Study: This program is designed for students who will be out of school to travel for 5 to 10 days. Please contact the office at least one week in advance of your trip to establish this contract. 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 back the morning the student returns to school.

DRESS CODE

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 **back-less or strap-less tops, low cut tops and dresses, bare-midriff tops, clothing that fails to conceal undergarments, clothing (shorts, skirts, dresses) that is shorter than thumbs' length when arms are at student's side, and t-shirts with inappropriate graphics** (including any drug, weapons, alcohol, or tobacco logos). Students who wear clothing of this sort will be sent home to change clothes. Hats are not permitted inside the buildings but may be worn on the playground. Please remind your student not to share hats.

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

Please support our educational atmosphere by screening your child's dress with an eye for its appropriateness. If you attach importance to an education setting, your child will, too. **Please label all personal items with your child's name. Unclaimed clothing will be donated to the shelter.**

BICYCLE & SKATEBOARDS

Students in grades K-5 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 or Volunteer. All children must wear helmets. **No roller blades, scooters, skateboards, or any type of shoes with wheels are allowed at the school.**

CELL PHONES

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 should not be on students.** Students should not be using cell phones during recess or lunch. Students who use cell phones during school hours will have their phones confiscated and held in the office for a parent to pick up.

MORNING, RECESS, LUNCH, AFTER SCHOOL PROCEDURES

TK-K students must be dropped off and picked up by an adult to their teacher.

TK-K students are walked to and from recess and lunch by their teacher.

Students in grades 1-5 must line up on their number in the morning. They are excused by class and walk to their classroom together.

Students in grades 1-5 walk to recess and lunch as a class.

Students in grades 1-5 are excused as a class and walk to their classroom together.

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 \$3.00. Drinks are available for purchase. Students in grades K-5 are issued a student lunch card to purchase lunches and drinks. To activate or add money to your student's lunch card, please deposit your check or cash in the box located in the front office or to your student's teacher in a clearly marked envelope. Make checks payable to the school and be sure to include your child's first and last name and room number on it. You may also create a Nutrikids 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.

Applications 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.**

Lunch and Lunch Recess Schedule

Grades TK-1	11:40-12:20
Grades 2-3	12:05-12:45
Grades 4-5	12:30-1:10

PLAYGROUND RULES

Playground and game rules are for the safety and fairness of all our students. These rules are published and explicitly taught to all students. **Personal equipment (balls, jump ropes, etc.) are not allowed at school.** Equipment brought from home will be confiscated and held in the office until June. The school will provide all the equipment that is needed for play. Playground equipment is not given out before school as this promotes children coming to school before adult supervision is available on campus. In addition to the playground and game rules, we expect our students to abide by the following:

General Rules

1. Be Safe
2. Have fun
3. Take Turns
4. Share with Others
5. Be kind to each other
6. Keep your hands and feet to yourself
7. Mind your own business
8. No fighting
10. Be respectful to your fellow students and to the yard duty adults.

Lunchroom/Tables

1. Once you have finished eating, you must raise your hand and wait for a yard duty to excuse you.
2. You are not allowed on the blacktop without yard duty.
3. All trash and recycle items must be placed in the correct containers.

4. Bring your classroom lunch bucket!!
5. No food or candy is allowed on the blacktop.
6. Walking inside the courtyard at all times.
7. Stay out of the planters. Walk on the sidewalks.

Blacktop/Play Structure

1. No tag or running around or through the play structure.
2. Only go down slide feet first and sitting on your bottom one at a time.
3. No hanging off of play structure outside the railings.
4. No jumping off of play structure.
5. No climbing on the outside of the play structure (rock wall is okay).
6. No sitting on top of the monkey bars.
7. No "chicken" on the balance beam.
8. The storage containers are off limits.
9. No toys or balls from home are allowed on the playground. No tennis balls or small bouncy balls. Only ball cart balls are allowed.
10. No kickback on Blacktop, only four square, kickball, basketball.
11. No kicking the ball against the wall ball. Hands only.
12. Jump ropes should be used on the blacktop in front of the tree line.
13. Bathrooms are not play areas. Not to be used for hide and seek or Safe for tag.
14. No hanging from the tetherball ropes.
15. Rubber bouncy balls are only to be used for kickback. Always use the proper ball for the correct sport/game.

Fence/Gates

1. No hanging on the fences or sticking any body parts through the railings.
2. Never open the gates for anyone. Please get a yard duty if you are being asked by someone to open the gate.
3. Never leave the fenced area without a yard duty or teacher.

Grass

1. No throwing, hitting or digging with sticks or seed pods.
2. Soccer, kickback and touch football are only allowed on the grass.
3. If a ball goes into the parking lot, wait for yard duty to get it or let you get it.

Ballroom Cart

1. All balls must be signed out with yard duty and returned to yard duty. There will be a sign out sheet with the basket.
2. If you check out a ball and do not return it, you will not be allowed to check out a ball from the ballroom for one week.

Office/Hall Passes

1. If you need to go to the office for first aid or illness, please see a yard duty for an office pass. You are not allowed to leave the playground without telling a yard duty. If you go to the office without a pass, they will send you back to the playground.
2. You must have a hall pass from your teacher in order to return to the classroom. The hall pass must be given to a yard duty before leaving the playground. You are not allowed to be in the classroom without your teacher present in the classroom with you.

End of Lunch

1. When the whistle blows the first time, you must freeze. When the whistle blows the second time, you need to walk and line up until you are dismissed by yard duty.
2. Lunch Bucket persons will be dismissed first. (2 students)
3. While in line, no talking. Quiet classes are dismissed first.

Rainy Day Recess(Indoor Recess)

1. Students will be dismissed from the MPR back to their classrooms. They must stay in their classrooms until the bell rings. You may go to the bathroom but only one at a time.
2. There is no running in the hallways or between classrooms during lunch.
3. No throwing anything in the classroom. No screaming, no jumping and no horseplay is allowed.
4. No internet is allowed at any time.
5. Students will be given a clean up announcement 5 minutes before the bell rings. When clean up is complete, students should be sitting quietly at their desks until their teacher returns.

Fighting with another student is not acceptable at any time. If you are fighting, you will be taken to the office by a yard duty. Fighting includes hitting, kicking, punching and shoving.

If you have any problems, questions or need anything, find a yard duty. They are there to help you.

SCHOOL PROPERTY

Students are responsible for the care of textbooks, library books, classroom PE 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.

HOMEWORK

Homework will have a purpose and will be clearly understood by the student. Homework will be an extension and enrichment of the curriculum. One of its purposes is the development of good study habits and self-reliance in working independently. The assignments will be planned in terms of the child's needs, abilities and potentials.

It is the responsibility of the child and the parent to ensure that assigned work is completed on time. It may be necessary to establish regular communication procedures between teacher and parent to assist individual students with their responsibilities.

The following activities will be considered as homework as assigned by the classroom teacher:

- Reading
- Completing unfinished or make-up work
- Practice in various subject areas
- Special Assignments
- Book Reports
- Reviewing daily or returned work
- Listening to Parents/Students reading
- Working with parents on specifically assigned tasks

ACCELERATED READER/AR

Students may participate in the accelerated reading program where they can earn points towards medals and certificates. Students are to receive **no** assistance when taking an AR test. Students caught cheating will lose all points/prizes and will not participate in the program for the remainder of the year.

LIBRARY

All classes visit the library weekly. All materials must be checked out at the library desk before they are taken from the library. Checking out materials properly and returning them promptly and in good condition is expected. Students will be charged the full price for all books that are lost or damaged beyond repair.

TECHNOLOGY

We offer students access to a computer network and to Internet resources through their classrooms, library, and school computer lab. Parents/guardians are required to give approval for their child to access the Internet during yearly registration. Teachers work with our computer aide to develop lessons to integrate with instructional concepts.