

Parent-Student Handbook 2016-2017



“Our mission is to develop lifelong learners by providing a comprehensive education for every student which fosters high academic achievement, positive self-worth, and responsible citizenship in an environment of mutual respect, trust, and cooperation among students, staff, and parents.”

Hear Us **ROAR!!** Responsibility, Offer Kindness, Always Be Safe, and **Resolve** Problems

Office: (916) 434-5220

24 Hour Attendance Hotline: (916) 434-5210

Fax: (916) 434-5201

Website: <http://tbes.wpusd.k12.ca.us/>

Principal – Mr. Rey Cubias

Vice-Principal – Mr. Will Middleton

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(Please review together, sign, and return to you student’s teacher.)

Attendance

Consistent attendance enables students to grasp educational concepts and be better prepared to learn. A student's attendance also provides state funding based on *Average Daily Attendance (ADA)*. **Any absence for any reason** will result in approximately \$30 lost revenue per student per day, which cannot be recaptured. Absences from school will be excused for health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Parents, please make a concerted effort to have your child arrive to school on time and attend school for the entire day.

When your child is absent, it is the parent's responsibility to notify the school. You may call the twenty-four hour attendance line (434-5210), or go to the school website and send an email to our attendance clerk or send a note with your child on the day he/she returns to school. The note must indicate student's full name, dates of absences, specific reason for absence, and parent signature. It is encouraged that you also notify your student's teacher if possible.

Appointments

If a student needs to check out of school early for an appointment, a note must be brought to the office **before school** to receive an Early Dismissal Slip. This procedure will allow the student to meet their parent in the office without delay. Any student leaving school before the end of the school day with parental permission must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card.

Travel Study

Travel study during the school year is **strongly discouraged**. Students miss valuable instruction and experiences, which cannot be replaced. Any request for travel study must be made at least two weeks in advance. The student, a parent/guardian, and an administrator must sign the contract. All work is due on the day the student returns. To qualify for Travel Study, a student must meet academic and attendance requirements. Administration may deny a travel study request if requirements are not met.

Withdrawals/Transfers

In order for all necessary records to be completed, families must notify the Attendance Clerk at least two days before a student withdraws from school or transfers to another school.

Students will follow their regular schedule on their last day of attendance and complete the withdrawal process during each class period. Final clearance must be made with the Attendance Clerk during the student's last period of classes. A forwarding address, with zip code, must be left with the clerk.

School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) brings together parents, students, school personnel, law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. Students and their families are referred to SARB for the following reasons:

1. **Attendance:** The student and family will be summoned to appear before the SARB Board if the student has been declared habitually truant or has excessive absences or tardies. More than nine absences per year is considered chronically absent.

2. **Behavior:** A student who exhibits chronic misbehavior that requires suspension from school for a total of ten school days or more may result in a hearing by the SARB. The administrator may recommend, at any time, that a SARB hearing be convened if a student overtly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

The Principal or Vice Principal and Attendance Clerk will send information to the student’s home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action	Unexcused Absence	Action
5 th excused absence	Excused Illness Letter #1	3 rd Unexcused	1 st letter
10 th excused absence	Excused Illness Letter #2	4 th Unexcused	2 nd letter
14 th excused absence	Excused Illness Letter #3	5 th Unexcused	3 rd letter and an SST scheduled
15 th excused absence and each absence thereafter will REQUIRE a Doctor’s Note	No Doctor’s note=unexcused absence	6 th Unexcused	4 th letter; Student Declared Habitual Truant; Referral to SARB Hearing

A SARB hearing results in a contract with the student and family requiring regular school attendance and appropriate school behavior. Violations of the contract will result in a referral to Community School or a petition on behalf of the minor child to the County Juvenile Court. In addition, if your family is on welfare and your child is delinquent, your Welfare Check may be reduced. CalWORKS requires that all school-age children must attend school regularly and on time.

Tardies: Tardies cause disruptions in class and leads to missed instruction for the student. When your child is tardy, please sign them in at the office to receive an admit slip. When a child is tardy 30 minutes or more, state law requires that a parent/guardian sign that child in.

Behavior - PBIS

PBIS stands for **Positive Behavioral Intervention and Supports** and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community. The SWIS data management tool helps us identify trouble spots so we can better target areas that need attention. Positive behaviors are reinforced and rewarded. We have adopted the acronym **ROAR** which stands for **Responsibility, Offer kindness, Always be safe, and Resolve problems**. Below is the Behavior Matrix which shows how our Tigers will **ROAR** on campus, at home, and in the community.

LOCATION	RESPONSIBILITY	OFFER KINDNESS	ALWAYS BE SAFE	RESOLVE PROBLEMS
Assembly	- Sit cross-legged - Listening ears on - Tame Tiger	- Show appreciation - Make room	- Stay with class - Hands to yourself - Walking feet	- Raise a hand - Find a teacher
Bathroom	- Wash hands - Remember to flush - Tame tiger - Use appropriately	- Respect privacy	- Walking feet - Purple hands pledge	- Report problems to an adult
Blacktop	- Freeze when bell rings - Put away all equipment - Use trash cans - Pick-up belongings	- Include all - Share - Take turns	- Purple Hands Pledge - Be self-aware - Run in designated areas	- Talk it out - Ask for help
Cafeteria	- Clean up your area - Be prepared - Tame tiger - Have ID and money ready	- Use manners - Wait patiently in line	- Stay seated and raise hand - Walk - Eat your own food	- Ask adult for help
Classroom	- Try your best - Be prepared - Clean up after yourself	- Use manners - Encourage others - Be helpful	- Use supplies appropriately - Walk in the classroom	- Talk it out - Ask for help
Community	- Respect neighbor's property - Tame tiger	- Tame tiger - Respect property of neighbors and community	- Stay on sidewalk - Obey traffic laws - Be alert	- Talk to parent - Talk to teacher
Drop off/ Pick-up Area	- Watch for your ride - Pick up trash and belongings	- Use manners - Help others	- Walk - Use crosswalk & sidewalks - Hold on to your belongings	- Remind others of rules - Report problems to adult
Library	- Be prepared - Listen - Quiet voice	- Handle books with care - Return books on time	- Walk - Push in chairs	- Wait patiently - Ask for help
Office	- Tame tigers - Have a purpose - Have permission	- Use manners - Wait patiently	- Walk - Stay in student lobby	- Ring bell only when staff not present
Quiet Zones	- Tame tigers - Walk in single file	- Yield for others - Quiet voices	- Walk with "Top Tiger" - Be aware of doors	- Tame Tiger sign - Ask for help
At Home	- Complete Homework - Check Agenda or Folder with Parents - Clean Backpack nightly	- Use Manners - Be Agreeable - Complete your chores	- Safe/Quiet Homework Station - Think before you act - Go straight home	- Ask For Help - Call a Classmate

We expect all of our students to exhibit positive behavior which also includes the following:

- ✓ Complete all assigned class work and homework
- ✓ Follow adult instructions (they are considered our "Top Tigers" referenced in the matrix above)
- ✓ Keep your hands, feet and objects to yourself; speak in a calm, respectful voice (this is what it means to be a "Tame Tiger" as referenced in the matrix above)
- ✓ Properly care for school and personal property
- ✓ Use only kind words toward others
- ✓ Keep dangerous items away from school
- ✓ Leave personal items or toys at home. This includes toys and trading cards (Pokemon, etc.).
- ✓ Basketballs, footballs, and handballs may be brought to school as long as the student's name is on them.

Bully Prevention (in PBIS)

In conjunction with teaching our **PBIS ROAR** rules this year, we will also be providing each student with the knowledge and skills necessary for bully prevention. The focus of this instruction centers on giving students the tools to extinguish bullying through the blending of school-wide **Positive Behavior and Intervention Supports**, explicit instruction, and a redefinition of the bullying construct. We will teach our students when to “Stop, Walk, & Talk” when faced with undesired attention from another person.

Purple Hands Pledge

“I will not use my hands or my words for hurting myself or others.”

This pledge serves as a reminder when it comes to student, staff, and parent behavior. Students recite the Purple Hands Pledge every morning and are reminded about this pledge when discussing attitudes and behavior.



Playground Procedures

- ✓ Stay in designated areas. Do not go onto the outdoor stage during recesses or cross through other student’s games.
- ✓ Keep school grounds clean. Snacks are only to be eaten at the tables under the shade structure.
- ✓ Use the restroom and get a drink before the bell rings.
- ✓ “FREEZE” and hold all equipment when the bell rings. Walk to your class line when the whistle blows.
- ✓ Play catch with footballs on the grass only, not on the blacktop.
- ✓ Report any problems to the playground supervisors on duty.



Apparatus Procedures

- ✓ One person on the slide at a time, slide feet first, sit on your bottom, and move out of the way when finished.
- ✓ No running or playing tag in the apparatus area.
- ✓ Balls and other play equipment do not belong in the apparatus area.
- ✓ Proceed one way on rings.
- ✓ Skipping bars is fine, but no jumping to skip the bars.
- ✓ No sitting or standing on top of any apparatus.



Student Recognition

❖ ROAR Cards

- ✓ Awarded to students by any staff member for being **R**esponsible, **O**ffering kindness, **A**lways being safe, or **R**esolving problems.
- ✓ Can be used in the student store for prizes. The more cards a student has to trade in, the greater the prize. **Beige cards given out by teachers are worth one, orange cards given out by classified staff or other school personnel are worth double!**
- ✓ Redeemed cards are placed in a box in the office for a weekly drawing for additional prizes.
- ✓ Cards that aren’t drawn then go in a jug; if the jug is half-filled by winter break, the whole school will receive a TBD treat. If it is filled by the end of the year, they will receive an ice cream treat during carnival.

❖ Attendance Awards

- ✓ **Perfect Attendance** for the trimester: No absences, tardies, late arrivals or early dismissals for the entire trimester. Recognition includes a *Perfect Attendance* certificate, some type of restaurant or play place coupon, and students are called up individually at our end of trimester assembly to receive a TBES attendance lanyard (for 1st time winners) and an attendance pin.
- ✓ **Near Perfect Attendance** for the trimester: No more than 1 full day of school missed, excused early dismissals or late arrivals are acceptable, and no more than 2 unexcused tardies for an entire trimester. Recognition includes an *Attendance* certificate handed out in class along with some type of restaurant or play place coupon. They will also be asked to stand for recognition at our assembly.
- ✓ **Year-long Perfect Attendance** for the entire calendar school year: No absences or unexcused tardies all year. No more than three excused late arrivals or early dismissals total for the entire year. Additional recognition includes a special attendance medal presented at the final awards assembly of the year.

❖ Outstanding Student of the Month

- ✓ Nominated by classroom teacher
- ✓ Recognizing students who really *ROAR* that month
- ✓ Earns a prize voucher to a local restaurant or eating establishment along with a certificate of recognition at our end of the month awards assembly.

Character Education

Educating students about the importance of positive character is important to all of us. In conjunction with our PBIS program, we have adopted a program entitled **CHARACTER COUNTS!**, which stresses six pillars of strong character we want all of our students to possess. A helpful acronym to remember the six traits is T.R.R.F.C.C. (“Terrific”). The character traits are as follows:

- ◆ **Trustworthiness:** Be honest. Don’t deceive, cheat or steal. Be reliable—do what you say you’ll do. Have the courage to do the right thing. Build a good reputation. Be loyal—stand by your family, friends and community.
- ◆ **Respect:** Treat others with respect. Follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of others. Don’t threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.
- ◆ **Responsibility:** Do what you’re supposed to do. Persevere; keep on trying! Do your best. Use self-control. Be self-disciplined. Think before you act—consider the consequences. Be accountable for your choices.
- ◆ **Fairness:** Play by the rules. Take turns and share. Be open-minded; listen to others. Don’t take advantage of others. Don’t blame others carelessly.
- ◆ **Caring:** Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.
- ◆ **Citizenship:** Do your part to improve your school and community. Protect the environment. Cooperate. Stay informed. Vote. Be a good neighbor. Obey laws and rules. Respect authority.

Please take some time to discuss the importance and value of each of these traits at home with your children. Let’s work together to help each of our students live out terrific character each and every day!

Reinforcement & Consequences

All classroom teachers post and consistently enforce classroom standards for behavior. We want students to learn to take responsibility for their actions. Our approach to helping students is positive and pro-active.

At times, it is important for students to have consequences for their actions. At TBES, we have a five-level discipline system. The first two levels are for minor infractions and are handled by the classroom teachers with consequences ranging from a warning to a classroom citation depending on severity or frequency of the behavior. The final three levels are for more serious infractions or repeated offenses and result in a referral to the office. (*A detailed copy of the five-level discipline system will be provided upon request.*) In addition, field trips might be revoked if the teacher feels that a student's improper behavior might become disruptive or dangerous to others or themselves. Suspension or expulsion may be imposed at any time in the case of serious violations (Educational Code 48900) by the administration or "teachers-in-charge." In the case of any discipline, it is our hope that we will work together to help our students learn valuable character traits, which will serve them well for the rest of their lives.

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.

Intimidation or harassment of any student by any employee, student or other person in the district is prohibited. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee.

Dress Code

Students must wear clothing that is comfortable, clean, and weather appropriate. If a student's appearance disrupts the school program, a parent will be called to assist in correction of the problem.

- ◆ Students must always wear shoes. The shoes must be safe and appropriate for P.E. and outside activities. Any heels must be low and all sandals must have back straps. No flip-flops are allowed.
- ◆ Shorts and Tops: We're asking for a 4" inseam for all shorts. Spaghetti straps are allowed, but please practice good judgment in terms of modest dress. Clothing that exposes the midsection or underclothing is not allowed. Tights and/or shorts should be worn under dresses for outside activities.
- ◆ Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or that which advocates racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- ◆ Students must wear pants at or above the hip point that stay up without a belt. The pant length must be above the ground (sagging is not allowed).
- ◆ Students shall not wear accessories which could pose a threat to the physical well-being and safety of the students or disrupt the learning environment. These include the following: ear piercings with protruding studs or hoops; chains; chokers with studs, etc.
- ◆ Students wearing hats must have the brim facing forward, and hats must be removed indoors.

- ♦ The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure a productive and safe learning environment as necessary. If a student's articles of clothing, jewelry or accessories violate the dress code or in some other way cause disruption to the learning environment, parents will be notified and the student will be asked to change.

Cell Phones

While we discourage student possession of cell phones on campus, we understand that parents may wish for their children to carry a cell phone to be used going to/from school. Students who bring a cell phone to school must keep the phone in the OFF position while on campus and put in their backpack.

Any cell phone found to be out and/or on while a student is on campus will be taken from the student and returned only to the parent. *The school is not responsible for any lost or stolen electronics.*

Bell Schedule

Regular Day Schedule

7:55-8:10	Supervision
8:10-8:15	Line-Up
8:15	School Begins
9:45-10:00	Recess: Grades 1-2
10:20-10:35	Recess: Grades 3-5
11:00-11:40	<i>Intervention Block</i>
11:40-12:20	Lunch: Grade 1
11:50-12:30	Lunch: Grade 2
12:00-12:40	Lunch: Grade 3
12:10-12:50	Lunch: Grade 4
12:20-1:00	Lunch: Grade 5
1:40-1:55	Recess: Grades 1-2
2:40	Dismissal

Early Release Day Schedule

7:55-8:10	Supervision
8:10-8:15	Line-Up
8:15	School Begins
9:45-10:00	Recess: Grades 1-2
10:20-10:35	Recess: Grades 3-5
11:40-12:20	Lunch: Grade 1
11:50-12:30	Lunch: Grade 2
12:00-12:40	Lunch: Grade 3
12:10-12:50	Lunch: Grade 4
12:20-1:00	Lunch: Grade 5
1:40	Dismissal

A.M. Kindergarten Schedule

7:50-8:00	Supervision
8:00	School Begins
11:20	Dismissal

A.M. Kindergarten Early Release

7:50-8:00	Supervision
8:00	School Begins
11:20	Dismissal

P.M. Kindergarten Schedule

11:15-11:20	Supervision
11:20	School Begins
2:40	Dismissal

P.M. Kindergarten Early Release

10:10-10:20	Supervision
10:20	School Begins
1:40	Dismissal

Bicycles

Students are encouraged to ride bicycles to school if they can be ridden safely according to the vehicle code, the student wears a bike helmet, and bikes are locked in bicycle racks during the day. No motorized scooters are allowed to be ridden to or from school by students.

When crossing a street or moving within the school site, students must WALK their bikes. Helmets must be worn when riding to and from school since this is a California State law. Students observed not wearing helmets will not be allowed to ride their bikes home.

Cafeteria

Breakfast - Students may purchase a breakfast (includes milk) for \$1.75 (30 cents if student qualifies for reduced breakfast) from 7:45 – 8:10 AM.

Lunch - Students may purchase a lunch that includes milk for \$2.50. Milk can be purchased separately for 40 cents. Students eligible for reduced lunch pay 40 cents.

Payment Online - Online payments are a simple, safe and secure way to make payments to your student's account 24 hours a day at your convenience.

Learn all about online prepayments to your student's meal accounts. Instructions are available in [English](#) and [Spanish](#).

[MyNutriKids.com](#) enables you to check your child's school meal balance, view transaction history and set up your account to email you when a low-balance level occurs. All you need is your child's Permanent I.D. number which can be obtained from your child's school office or by calling the District Food Service office at (916) 645-6373.

Changing a Student's Teacher

Teachers and administrative staff take a considerable amount of time forming classes. If a class change is desired, the parent must meet with the child's teacher and principal to discuss the reasons and availability of space in other classrooms. No requests to change teachers will be considered during the first 15 days of the school year.

Please be aware our population is rapidly growing. As a result, we may need to reconfigure classes at the beginning of the school year to ensure classes are not overcrowded. In addition, Intradistrict or Interdistrict Transfer requests may be denied due to enrollment numbers at any time of the year.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds from the US Department of Education. The law also allows parents the right to inspect and review their child's educational records and to request copies (schools can charge a copy fee) of all or parts of the record. The request to review and/or copy the records needs to be made in writing and shall take place in the presence of an administrator or his designee.

School employees cannot provide people (other than the student's parents/guardians) information or educational records about a student that is under 18 years of age unless the parent has provided written consent that approve the release of such records.

Directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance can be disclosed by the school. If a parent chooses to exclude their information from being shared, there is a form that must be completed and turned into our school office.

Contact Information

Office Phone Number: (916) 434-5220
Office Fax Number: (916) 434-5201
24 Hour Attendance Hotline: (916) 434-5210
School Web Site: <http://tbes.wpusd.k12.ca.us/>

Drop-Off and Pick-Up Procedures

Students may be dropped off in front of the school along the yellow curb area which is for drop-off/pick-up only; drivers must remain in their vehicles in these areas. If you are walking your student to school, we ask that you say goodbye to your child at one of our gates. If it is necessary to speak with a staff member, stop by the office and our school secretary will see if he or she is available.

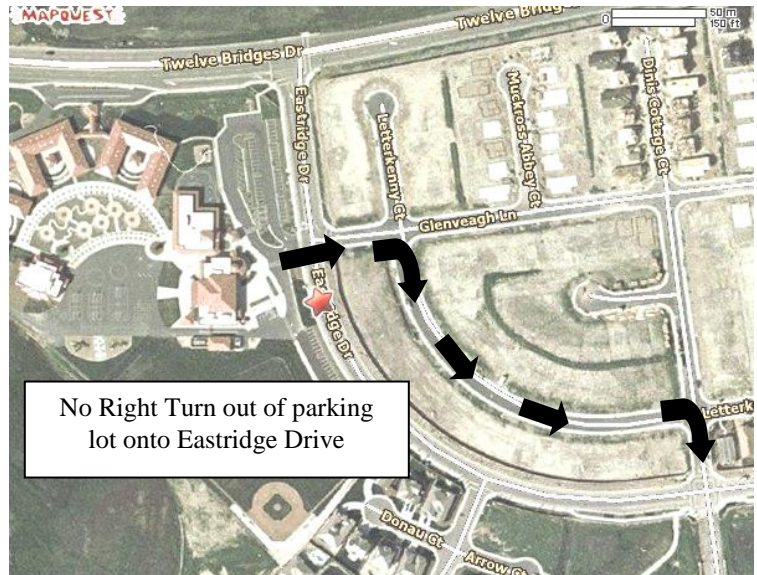
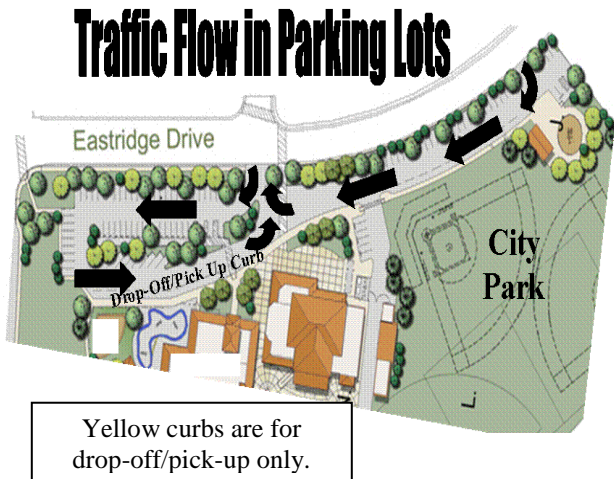
Teachers and staff members are on supervision duty beginning at 7:55 AM. **Please do not have students arrive before that time.** When students arrive, they are to head out to the playground until the morning bell rings at 8:10. Backpacks can be dropped off at the designated location for lining up. Since there is no supervision in the clusters, students need to stay on the playground prior to the start of school. At the end of the day, we ask parents to refrain from entering the campus prior to 2:40.



Traffic only flows one way in the parking lots in front of school and near the park with both parking lots exiting at the same location. With regards to the Eastridge entrance to the school, we are asking everyone to obey the posted green sign and ***refrain from turning right directly out of our parking lot during the hours of 7:30-8:15 AM and 2:30-3:15 PM*** as this poses a direct risk to our students and crossing guard. If you need to turn right, please go straight through Eastridge, then turn right on Letterkenny Drive. Letterkenny will exit out onto Eastridge just east of the school utilizing Bradborne Drive. (See diagram that follows). ***Please drive carefully and slowly down our neighboring streets out of consideration and safety for our neighbors and children!***

The area in front of the Multipurpose room is a red curb "Fire Lane". Please refrain from parking in these and other red curb areas at all times. Also, please keep the green loading zone in front of school open during the hours of 7:45-8:15 AM and 2:30-3:00 PM for any service trucks, delivery vehicles, and students or visitors with disabilities that may be stopping in at that time. If seen there, you will be respectfully asked to move your vehicle. The green loading zone remains open for loading and unloading of students and items during all other times.

For walkers or bike riders, the entrance at the Arroyo Madrone cul-de-sac adjacent to our school will be open as well. ***Please note the Arroyo Madrone entrance is not for dropping off or picking up students by car, but rather for walkers and bike riders only.*** We encourage parents to drop-off or pick up their children at the corner of Arroyo Madrone and Briarton as it is a much easier location from which to get in and out and does not cause traffic congestion for back gate neighbors.



Emergency Procedures

The school’s emergency plan identifies the specific actions for an emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year.

Evacuation

In the event that an emergency requires evacuation prior to the end of the school day, all students, staff and visitors will be notified and will evacuate to the primary location (blacktop area) or a secondary location on campus if necessary. The principal/designee will work with the classroom teachers to account for all students, staff and visitors. Bus riders will be transported home if safe to do so with families notified of the evacuation. All other students will be dismissed to their parents from a designated pick-up area.

If evacuation of the school is necessary, students will be transported to Twelve Bridges Middle School (Westview Drive & E. Lincoln Parkway). Information regarding the location will be announced on KFBK 1530 AM, KCRA Channel 3, posted near the school, and announced on the school’s automated recording so that parents can pick up their children.

Lock-Down

In the event that an emergency requires students to remain in their classrooms with the classroom doors locked, the students, staff and visitors will be notified over the PA system. Students on the playground will be directed by staff on duty to line up where they will be taken to the nearest classroom or to the multipurpose room. Students already in the multipurpose room will remain in the multipurpose room. The principal, custodian and office personnel will ensure doors are locked. Staff will take attendance noting student’s name and their teacher so that all students can be accounted for by office personnel who will contact each classroom and location of students. When it is safe to do so, the “all clear” signal will be given and normal student activities will resume.

Fire Drills

Fire drills are conducted on a monthly basis. A drill begins with the fire alarm sounding and students walking with their teacher to a designated spot on the blacktop. Once all students are accounted for the “all clear” signal will be given with normal student activities resuming.

Field Trips

Field trips are scheduled at the classroom teacher's discretion to supplement the classroom curriculum. Field trips are considered an extracurricular activity with student attendance conditional on behavior. Students are responsible for returning field trip permission slips to school whenever field trips are planned. Students who do not have written permission may not be allowed to go on the trip. Students, unless officially signed out from school (completing sign out log in the office) by their parents/guardians, need to ride the bus to and from the field trip. Parents who officially sign their children out of school during a field trip can only provide transportation to their children (not to neighbors, friends or relatives).



Parent chaperones are encouraged and may be required on field trips. To attend as a chaperone, parents must have current TB clearance and be fingerprinted. Siblings of students attending a field trip are not allowed to attend field trips.

The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

Health Services

A nurse is available on site each week and a nurse's aide is on site each afternoon. It is vital that current emergency card information is available in case of an emergency. More than two names and phone numbers need to appear for emergency situations. Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office.

**** Please note that by law, students are not allowed to self-administer any medication, including cough drops or over-the-counter medication.***

Homework

Homework is intended to provide extra practice of essential skills and create a strong home-school connection. The following are **general guidelines** for each grade level regarding the amount of time that should be spent doing homework each night:

Kindergarten:	10 minutes of work plus 15 minutes of reading
First Grade:	15 minutes of work plus 15 minutes of reading
Second Grade:	20 minutes of work plus 20 minutes of reading
Third Grade:	20 minutes of work plus 30 minutes of reading
Fourth Grade:	30 minutes of work plus 30 minutes of reading
Fifth Grade:	30 minutes of work plus 30 minutes of reading

The above are simply guidelines that may change depending upon any special projects or assignments and can vary slightly from teacher to teacher. The time limits refer to focused work time.

Insurance Information

Since the district does not provide accident medical insurance for school related injuries, it makes available affordable insurance plans to help in the event of an accident and urges you to purchase the plan that best fits your needs. Additional insurance forms are available from the front office staff.

Items Dropped Off for Students

To eliminate disruption of instruction, lunches, clothes, books or other items brought to school during the school day are to be brought to the front office. Students will be notified of the items arrival and sent up to pick them up. Please make a concerted effort to ensure students arrive at school with required items.

Library

Classrooms utilize the library weekly. Students may check out books, but are responsible for loss and/or damage. Report cards, yearbooks, or awards are held until charges are cleared.



Lost & Found Items

Clothing items, money, or other found items at school are turned in to the front office. Please check with our office staff if something is missing or found. *To help ensure that your child's jackets and sweatshirts get returned when misplaced, please be sure to write your child's name on them.*

Parent Teacher Club (PTC)

The Parent Teacher Club (PTC) is a non-profit volunteer group that works to supplement and support TBE's school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas helps us provide these benefits. The PTC identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible.

How can you help the PTC? Sign up to help with an event or volunteer in the classroom. Shop for supplies. Donate items for upcoming events. Take photographs for the yearbook. We'd love to have your assistance. Call us with your ideas as well! Attend a PTC meeting – see dates and times listed on the school web calendar.

Personal Property

Students are not to bring trading cards, toys, games, or electronic games from home. These items can become a distraction in class. The school is not responsible for lost or stolen personal items, including electronics. Please revisit the "Cell Phones" section above for clarity on cell phone use.

Phone Messages to Students

Please try to inform your children of any important messages before they leave home in the morning. If necessary, we will do our best to relay any phone messages to your child. Please be aware that we will not interrupt class time with a phone call. To ensure that messages get through in time, please call no later than 1:30.

Report Cards

Report cards are issued at the end of each trimester. The final report card may be withheld by the school if a student has any outstanding debts or materials. We will now be using a grading program called *Jupiter Ed* which will provide detailed information on your child's progress. Guidelines for accessing *Jupiter Ed* will be sent home by your child's teacher.

Resolving Concerns

There may come a time when a parent has a concern regarding a decision, action, or comment of a staff member. We encourage parents to act quickly in addressing the concern as follows:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or e-mail the teacher to explain your concern. Small concerns may be addressed through a phone call or e-mail while larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed after meeting with the teacher or if the concern is a school level concern, please contact the principal. Again, small concerns may be addressed through a phone call or e-mail while larger concerns are generally best addressed through a face-to-face meeting.

School Site Council (SSC)

The School Site Council is created in order to assist the school in developing a school improvement plan and monitoring the progress and spending toward stated goals. Advisory in nature, the SSC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, and to oversee the development and expenditures of the program improvement budget. SSC membership consists of teachers, parents, classified staff and community members.

Student Success Teams (SST)

Twelve Bridges recognizes the various academic or social needs of students. In an attempt to maximize learning outcomes while teaching students to be responsible, Student Success Teams (SST) are formed. When necessary, these teams plan for alternative social and instructional strategies for students. The Student Success Teams consist of an administrator, one or more teachers, support staff members, and parents.

Recommendations may include one of the following:

- ◆ Additional academic interventions or supports
- ◆ Academic behavior/progress monitoring
- ◆ Increased communication between teachers and parents
- ◆ Referral to outside agency
- ◆ Parent support opportunities
- ◆ Referral for testing and/or counseling
- ◆ Development of a behavior contract
- ◆ Anything else deemed necessary/appropriate by the Student Success Team.

Textbooks

Each student is responsible for maintaining the condition of any textbooks and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school. Report cards may be held until all books and materials are returned or debts otherwise cleared.



Tobacco, Alcohol, and Drug-Free School Site

All schools and district facilities are tobacco, alcohol, and drug free sites. The use of tobacco, alcohol, or drug products is prohibited within any district property (including our parking lot), facility or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

Volunteers and Visitors

Parents are encouraged to volunteer in our school. They must sign the visitor sheet in the office and wear the “VISITOR” identification sticker while on campus.

All volunteers are required to have a current T.B. test on file in the school office. A Live-Scan fingerprint check is also required for all volunteers who will be working with students on an on-going basis or if they will not be under the direct supervision of a certificated staff member.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student’s academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students should not be discussed with anyone other than the appropriate school officials.



Tiger Pledge

The “Tiger Pledge” is a signed agreement between the student, parents, classroom teacher, and school administration to uphold the conditions laid out in this “Handbook” as well other home/school learning and behavioral expectations. The “Tiger Pledge” will be sent home with the handbook on a separate sheet of paper. Please sign it ASAP and return it to your student’s teacher. A separate pledge must be signed for each child in your household that attends TBES.