

Parent-Student Handbook
2013-2014



Tiger Traits: Be Safe, Be Responsible, and Be Respectful

Office: (916) 434-5220

24 Hour Attendance Hotline: (916) 434-5210

Fax: (916) 434-5201

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

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Attendance

Consistent attendance enables students to grasp educational concepts and be better prepared to learn. A student's attendance also provides funding for our school. 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.

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 web site 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.

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.

Travel Study: Travel studies are strongly discouraged as students miss valuable instruction, discussion, and activities. However, when trips are unavoidable, students who are going to be out of school for five or more days for reason other than illness may be eligible for a Travel Study. The program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, when the work will be returned to the teacher and how the work will be evaluated. A Travel Study contract must be requested at least 2 weeks prior to the planned absence so that teachers can prepare materials for the student.

Travel Study Contracts are not available during the first or last two weeks for the school year and only one travel study is allowed per year. To request a travel study, please contact our Attendance Clerk in the front office.

Behavior

We expect all of our students to exhibit positive behavior; which includes following the Tiger Traits to Be Safe, Be Responsible, and Be Respectful. This includes:

- ✓ Complete all assigned class work and homework
- ✓ Follow adult instructions
- ✓ Keep your hands, feet and objects to yourself
- ✓ Properly care for school and personal property
- ✓ Use only kind words toward others
- ✓ Keep dangerous items away from school
- ✓ Personal items or toys are not to be brought to school. These include toys and trading cards (Pokemon, etc.).
- ✓ Basketballs, footballs, and handballs may be brought to school as long as they have the student's name. This equipment will be shared with other students.

Playground Rules:

- ✓ 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 Rules:

- ✓ Slides: one person 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.

Cafeteria Rules:

- ✓ Follow directions of supervisor
- ✓ Speak quietly (inside voices)
- ✓ Remain seated at all times until excused
- ✓ Walk, don't run
- ✓ Use good table manners
- ✓ No sharing or trading food
- ✓ Clean up any trash or mess



Discipline & Consequences

All classroom teachers develop, post, and consistently enforce classroom standards for behavior with positive awards and negative consequences. We want students to learn to take responsibility for their actions. We know this requires consistency and fairness so that even when students get into trouble, they feel respected and cared for. Our approach to helping students is one of being positive and pro-active.

At times, it is important for students to have consequences for their actions. At the teacher or principal's discretion, a child might sit out during recess in order to reflect upon his/her actions. In addition, field trips might be revoked, if the teacher feels that a student's improper behavior might become disruptive to others or even put themselves in danger.

Suspension may be imposed at any time in the case of serious violations (Educational Code 48900) by the administration or teachers. Teachers have the prerogative to adjust the rewards and consequences for individuals who do not respond to the pre-established guidelines.

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.

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 |
| 10:15-10:30 | Recess: Grades 3-5 |
| 11:00-11:40 | Lunch: Grade 1 |
| 11:20-12:00 | Lunch: Grade 3 |
| 11:40-12:20 | Lunch: Grade 2 |
| 12:00-12:40 | Lunch: Grade 4 |
| 12:20-1:00 | Lunch: Grade 5 |
| 1:30-1:45 | Recess: Grades 1 & 2 |
| 2:40 | School Ends |

A.M. Kindergarten Schedule

| | |
|-----------|---------------|
| 7:50-8:00 | Supervision |
| 8:00 | School Begins |
| 11:20 | School Ends |

P.M. Kindergarten Schedule

| | |
|-------------|---------------|
| 11:15-11:20 | Supervision |
| 11:20 | School Begins |
| 2:40 | School Ends |

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 |
| 10:15-10:30 | Recess: Grades 3-5 |
| 11:00-11:40 | Lunch: Grade 1 |
| 11:20-12:00 | Lunch: Grade 3 |
| 11:40-12:20 | Lunch: Grade 2 |
| 12:00-12:40 | Lunch: Grade 4 |
| 12:20-1:00 | Lunch: Grade 5 |
| 1:40 | School Ends |

A.M. Kindergarten Early Release

| | |
|-----------|---------------|
| 7:50-8:00 | Supervision |
| 8:00 | School Begins |
| 11:20 | School Ends |

P.M. Kindergarten Early Release

| | |
|-------------|---------------|
| 10:10-10:20 | Supervision |
| 10:20 | School Begins |
| 1:40 | School Ends |

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 students account 24 hours a day at your convenience.

Learn all about online prepayments to your students 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.

Cell Phones

While we discourage student possession of cell phones on campus, we understand that parents may wish for their child(ren) 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

Changing a Student's Teacher

Teachers 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.

Character Education

Educating students about the importance of positive character is important to all of us. 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 a terrific character each and every day!

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(ren)'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 the review 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: | www.twelvebridgeselementary.com |

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.
- ◆ Clothing that exposes the midsection or underclothing is not allowed. Tights and/or shorts should be worn under dresses for outside activities.
- ◆ Spaghetti straps, low cut tops, or halter-tops are not allowed. Skirts and shorts must be no shorter than mid thigh. Tank tops must have at least a one-inch wide strap.
- ◆ 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 and stay up without a belt. The pant length must be above the ground (sagging is not allowed).
- ◆ Hair shall be clean, neatly groomed, and natural looking. Style and/or color shall not be disruptive to the learning environment. Mohawks or other extreme styles are 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: body piercing (except for ears); tattoos/ink markings; make-up; chains; chokers with studs; perfume; cologne; or scented lotion.
- ◆ Students wearing hats must have the brim facing forward, and must be removed indoors.

Drop-Off and Pick-Up Procedures

Students may be dropped off at the Eastridge Drive entrance in front of the school. We recommend carpooling, biking, or walking in. We ask parents say goodbye to their children at one of our gates. If it is necessary to speak with a staff member, please stop by the office and our school secretary will call and locate him/her.

Teachers and staff members are on supervision duty beginning at 7:55 a.m. **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 are to avoid going near the classrooms prior to the start of school.

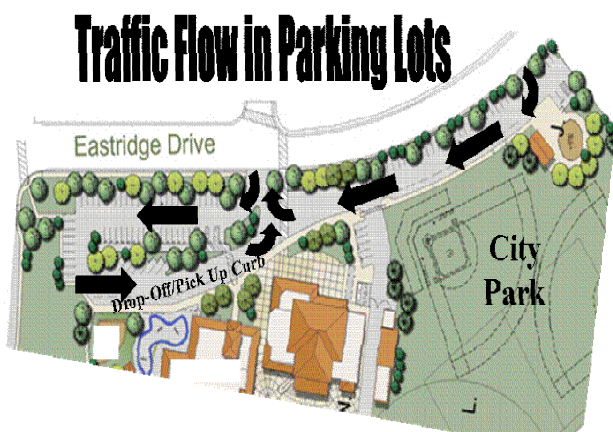


At the end of the day, we ask parents refrain from entering the campus prior to 2:40.

Traffic only flows one way in parking lots with both parking lots exiting at the same location. Please do not stop in the middle aisle in the parking lot. The yellow curb area is for drop-off/pick-up only and drivers must remain in their vehicles in these areas.

For walkers or bike riders, the entrance at the Arroyo Madrone cul-de-sac adjacent to our school will be open. 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. However, we do 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 to get in and out.

With regards to the front entrance of the school, we are asking everyone to refrain from turning right directly out of our parking lot as this causes congestion by having everyone wait for our 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 on the right). ***Please drive carefully and slowly down our neighboring streets out of concern and respect for our neighbors and children!***



Yellow curbs are for drop-off/pick-up only.



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 that 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. WPUUSD 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 meant to provide extra practice of crucial skills as well as 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, Monday through Thursday:

- 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: 40 minutes of work plus 20 minutes of reading
- Fifth Grade: 40 minutes of work plus 20 minutes of reading

The above are simply guidelines that will change depending upon any special projects or assignments. 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 make sure students arrive 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 secretary 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.

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 inhibited. 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.

Parent Teacher Club (PTC)

The Parent Teacher Club (PTC) is a non-profit volunteer group that works to supplement and support the school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas accomplish 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, balls, 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.

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.

Purple Hands Pledge

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

This pledge is our theme for our school when it comes to student, staff, and parent behavior. Students recite the Purple Hands Pledge and are reminded about this pledge when discussing attitudes and behavior.



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.

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. Classrooms 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 or vice 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 program as identified by State Assembly Bill 65. 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) is 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:

- ♦ Referral to outside agency
- ♦ Recommendation for parenting classes
- ♦ Referral for testing and/or counseling
- ♦ Development of a behavior contract

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 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.

