

**San Antonio
Elementary School**

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Wm. Derek Grasty, Principal



Student and Parent Handbook
Rules and Expectations

Administrative and Office Staff

Principal - Jason Sorich

Administrative Assistant - Leticia Corona



Welcome to

San Antonio Elementary School

Our focus at San Antonio Elementary School is academic excellence. We believe that all students can succeed academically and socially. This handbook contains school regulations guidelines, and other information which will help you and our students have a successful and memorable experience at San Antonio.

The principal, staff and faculty would like to welcome and invite you to visit our school, be an active participant in our programs and help us maintain a positive school environment.

DISCIPLINARY ACTIONS

Students make choices and those choices have either positive or negative consequences. If a student makes the wrong choice, by deciding to not follow a rule, we may take away some privileges such as but not limited to the following: Recess, or lunch recess, serve detention, class or school suspension, be assigned community service, be involuntarily transferred to another school or be expelled from San Antonio school following a hearing. Suspension means the temporary removal of a student from regular school activities.

Students may be suspended for up to five (5) school days at a time for a maximum of twenty (20) school days in a school year.



- Suspended students may not be on the San Antonio campus or attend any of our activities during the suspension period.
- Suspension and their length are determined on an individual basis based on severity if the offense.

CITATION SLIPS

Failure to follow specific playground expectations will result in a citation. Citations will be issued for any minor infraction of the school rules. The student will receive time out at the following recess. Timeout will be served sitting on the benches outside the cafeteria. A staff member on yard duty will supervise students.

PLAYGROUND EXPECTATIONS

Students are expected to:

- Stay on the playground area during all recesses.
- Play safely and follow the established game rules.
- Yard duty supervisor may stop game when play is unsafe.
- Listen and follow directions of yard supervisors and staff.
- Tackle football, Kickball and Tag are considered unsafe games and are not permitted.
- Softball is allowed only during supervised PE.
- Throwing rocks or tanbark is not permitted.
- Freeze quietly when the bell rings.
- Get off the playground equipment.
- Freeze and walk to line after the signal is given
- Running is allowed on the grass area only

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Our School Schedule

Kindergarten: Morning Session 8:15 a.m. – 11:35 a.m.
Afternoon Session 12:00 p.m. – 3:20 p.m.

Grades 1 - 3 8:15 a.m. – 2:20 p.m.

Grades 4 - 5 8:15 a.m. – 2:40 p.m.

Thursday 1-3 8:15 a.m. – 1:05 p.m.

Thursday 4—5 8:15 a.m. – 1:25 p.m.

Breakfast

7:40 a.m. – 8:00 a.m.

Food is not served after 8:00 a.m.

Lunch

Kindergarten - 11:15 a.m. - Afternoon Session

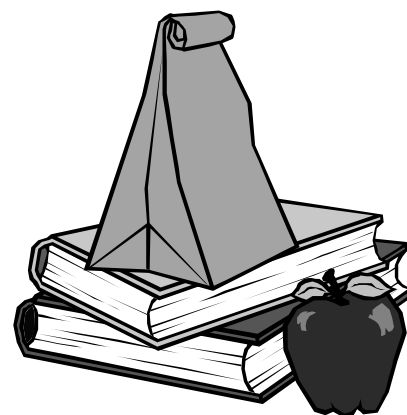
11:35 a.m. - Morning Session

First - 11:45 a.m. - 12:25 p.m.

Second - 11:55 a.m. - 12:35 p.m.

Third - 12:10 p.m. - 12:50 p.m.

Fourth/Fifth - 12:20 p.m. - 1:00 p.m.



Food Service Program

San Antonio School serves breakfast and lunch daily free of charge as part of the “Universal Feeding Program” We would like to encourage everyone to take advantage of this privilege.

DISCIPLINE POLICY

San Antonio School is a Peace Builders School. ALL students are held accountable for their own actions and are expected to be peace builders at all times by respecting all rules and regulations set forth to ensure their safety. They are expected to conduct themselves in an appropriate manner. Occasionally, there is a need to discipline a student who has failed to follow the expected standards or when he or she decides to break the rules and jeopardize the safety and learning of other students. In these cases, any misconduct in behavior will be addressed with the appropriate disciplinary action.

BEHAVIOR SUBJECT TO DISCIPLINARY ACTION

- Fighting or attempting to cause, threatening to use or causing physical injury to another person.
- Possessing firearms, knives, fireworks or other dangerous objects
- Possessing, using, furnishing or being under the influence of illegal drugs, tobacco or alcohol.
- Stealing school or private property and bartering of any kind.
- Damaging or defacing school property or the personal property of others.
- Swearing or using indecent language, pictures, and signs.
- Committing vulgar or obscene acts.
- Disrupting class and/or school activities. Creating a disturbance during class.
- Defying the authority of the teachers, supervisors or the principal
- Sexual Harassment
- Degrading or disgracing another person including name-calling or any bullying activities.
- Wearing or writing anything identified with gangs.
- Altering or forging school documents.
- Rock throwing and running in and out of tree areas.
- Any other behaviors that are harmful or prevent others from learning.

DUE PROCESS RIGHTS

SAN ANTONIO School staff members will treat all students in a fair, equal and consistent manner.

HOME-WORK WHITE ENVELOPES

Student work envelopes will come home every **Friday**. PLEASE WATCH FOR THESE! Inside the envelopes you will find the school newsletter at the beginning of each month, calendar, notices of special upcoming events and student work or special teachers' notes. We need your help in making sure that you read all of these notices and stay informed. You should look at the student work and discuss with your child any errors or connections needed. An adult must sign and **return it to school by Monday**. The replacement cost for a lost envelope is \$2.50.

DRESS 4 SUCCESS CODE

For the safety of all of our students, members of the School Site Council, PTA, and ELAC have voted to the strict adherence of the following common dress code:

Grooming: Body piercing, tattooing and boys having their ears pierced are not permitted Common dress is implemented daily by all students beginning the first day of school.

Boys – Khaki pants with a gray or forest green polo shirt.

Girls – Khaki skirt, pants, or jumper with a white or forest green blouse/polo

Both - boys and girls can wear khaki shorts.

Parent cooperation and support in helping students comply with this request is a necessity and highly appreciated! We want all of our students to **DRESS for SUCCESS** and to minimize all distractions.



CARE OF SCHOOL PROPERTY TEXTBOOKS, LIBRARY BOOKS ETC.

Students marking or damaging school equipment or property will be required to clean the item or pay for the damage done. Parents and students are responsible

to pay for any damage incurred to school property. Students and parents are responsible for all textbooks and library books issued to them during the school year. Students or their parents must pay for all lost or damaged books. Report cards will be held until all outstanding money for lost books is paid.



SAN ANTONIO SCHOOL EXPECTATIONS

San Antonio School appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the discipline necessary for learning. The three questions that must guide every child's behavior are: **Is it safe? Is it nice? Is it my personal best?**

OUR GOALS ARE TO:

- Meet or exceed our students' academic needs.
- Provide constant monitoring of student achievement through on-going assessment
- Provide a safe and nurturing environment.
- Recognize and celebrate student achievement.
- Instill love for reading and learning.
- Increase school attendance and punctuality.

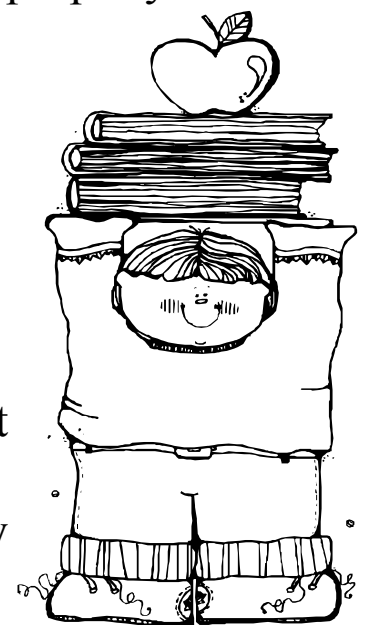
WE EXPECT OUR STUDENTS TO TAKE RESPONSIBILITY:

1. Be Respectful:

- Wait for others to finish speaking before speaking.
- Raise their hand and wait to be called to speak.
- Use polite language and manners.
- Take care of themselves, school materials and property.
- Use active listening skills.
- Work and play cooperatively.

2. Be prepared:

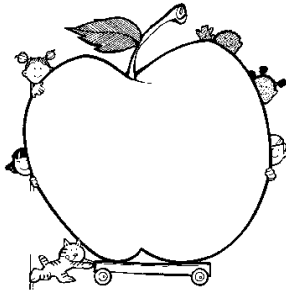
- To have materials organized and ready.
- To do personal best work at all times.
- To complete all class work.
- To participate in class activities.
- To complete quality homework and return it on time.
- To return school communications signed by parent or guardian



General School Policies

BEFORE SCHOOL

Students should not arrive to school prior to 7:45 a.m., adult supervision is not available until 8:00 a.m. Upon arrival, all students must wait by the cafeteria. For their own safety, students are not allowed to wait by the classrooms or play in the playground.



AFTER SCHOOL

- Students are expected to leave school promptly after dismissal.
- All playground areas, including the kindergarten playground are off limits.
- Adult supervision after school is not available.
- All bicycles must be walked on/off campus. All bicycles must have a lock.
- Parents must make arrangements to have their child picked up on time.

APPOINTMENTS

Students are allowed to leave school during school hours for medical, dental or emergency appointments. However, for your child's academic growth we strongly urge you to make such appointments after school hours. Parents must follow procedure listed below.

LEAVING SCHOOL BEFORE DISMISSAL

For your child's protection, no student will be allowed to leave school prior to dismissal without being personally signed out in the office by his/her parent or guardian or an emergency contact. **All students need to be signed-out in the office.** Please **do not go** to the classroom. The teacher will not allow your child to leave without notification from the office. Once you have signed out your child the office will call the classroom teacher and your child will meet you in the office.

PARENT CONCERNS

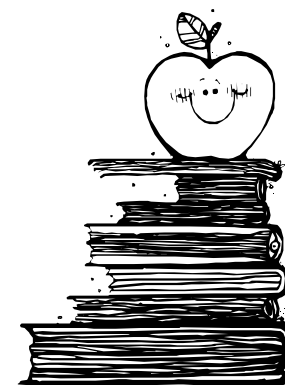
If you have questions about your child's progress, instruction, discipline or just wish clarification on some matter, please contact your child's teacher first. A conference should be held to address concerns. In a majority of the instances, this conference answers or adjusts the problem toward a positive solution. Initial concerns are most often effectively handled at this level. If the problem is not resolved and/or concerns still exist, a second conference can be scheduled between the parent, teacher and the principal.

PARENT CONFERENCES

REPORT CARDS AND PROGRESS REPORTS

Parent/Teacher conferences are a very important link in effective communication between the parent and the teacher. Two Parent/Teacher conferences are scheduled this school year to discuss your child's progress. They will be at the end of the first quarter and third quarter grading periods (November and March). Parent attendance is mandatory. Information regarding specific times and dates prior to the conferencing period will be provided by each teacher. Classroom teaching time cannot be interrupted for conferences. Report cards and progress reports are sent home at the end of the second and fourth quarters.

HOMEWORK



Homework assignments emphasize skills that have been introduced at school and require further practice at home. The purpose of homework is to assist and improve student learning. It is the student's responsibility to complete all of their homework on time. The type of homework assignments and length vary according to the student's grade level. Homework will be assigned Monday through Friday. Parents need to provide a study area in a quiet place. They need to furnish paper, pencils, erasers, and depending on the level of the student, crayons and pens. Individual teachers may require other supplies for homework.



ROLE OF THE PARENT

The role played by parents in preparing children for school is enormous. We believe that good parenting provides the foundation for student success and effective schools provide the support systems for it to continue.

PARENT RESPONSIBILITIES

It is important that parents take an active role in supporting the goals of the school program. The principal, parents, teachers, and students each have responsibilities that contribute towards a successful school experience. In order to work toward a positive outcome, it is expected that parents cooperate with school authorities in maintaining standards of good behavior.

Parents need to be interested and informed about their child's progress in school. Parents need to:

- Provide a quiet place for their child to do homework.
- Review child's report card and progress reports.
- Participate in teacher conferences.
- Follow remedial suggestions recommended by the school.
- Attend special programs and functions, which are presented by the school for parents and family.
- Send their child to school with a positive and constructive attitude toward learning and school personnel.
- Support and respect disciplinary school procedures.

PARENT INVOLVEMENT

As a San Antonio Parent, nothing is more worthy of your time and involvement than the early years of your child's education. This is an invitation for you to become an active participant and involved with your school. The contributions you can make to your school do count. Parent volunteers in the classroom are welcome. Becoming a part of the School Site Council (SSC) and/or the Parent-Teacher Association (PTA) gives you the opportunity to directly affect and support the education of your child. We must also implement the Board Policy by providing opportunities for parents to volunteer a minimum of 30 hours a year. Ten of those hours must be in the classroom.

EMERGENCY CARDS

The information on these cards is extremely important in the event of an emergency such as illness, accident, earthquake or fire. All cards must have at least 2 other adults besides the parents or legal guardians whom you authorize to pick-up your child in case we are unable to reach you.

VISITORS

Parents are welcome and encouraged to volunteer at our school for a minimum of 30 hours a year. Please make prior arrangements with the teacher. Call or write a note to make arrangements for a particular time and day to volunteer. Unannounced visits interrupt testing and other academic activities. All visitors must register with the front office and obtain a visitor's badge, which must be worn in plain sight. All persons who come on campus at any time during school hours must sign in at the office and receive a visitor's badge. The office must be aware of all adults on the campus to ensure the safety of children.

LOST AND FOUND

Lost clothing and other items are kept in a box in the cafeteria. If your child has lost an item, please come and take a look in this box. Since the school cannot be responsible for lost items we urge you to mark all items with your child's name.

ANIMALS ON CAMPUS

Dogs and cats are **NOT welcome** at school as the normal excitement may overly stimulate even the gentlest pet. Parents are asked NOT to bring them on campus. Dogs and cats running loose on the school grounds will be tied up and if unclaimed, they will be turned over to the Santa Clara County Animal Control.

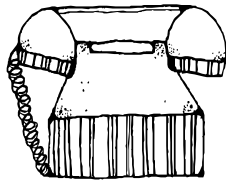
TOYS AND PERSONAL ITEMS

Students are not allowed to bring personal items such as toys, balls, cameras, radios, cell phones, i-pods, electronic games, skateboards, scooters, etc. to school. If such items are brought to school, they will be confiscated and turned into the office.

ATTENDANCE

California law requires all persons of school age to attend school full time. Regular and punctual attendance is important.

REPORTING ABSENCES



The office is equipped with a 24-hour phone-answering device. Parents should notify the office each day their student is absent. Be brief, as there is a 20-second time limit. Please call **(408) 928-8700** and provide the following information

1. Student's name (last name first).
2. Spelling of student's last name.
3. Dates of absence.
4. Reason for absences (illness, family emergency, medical appointments, etc.)
5. Caller's name.
6. Caller's relationship to student (parent, guardian, etc.).
7. Phone number where you can be reached during the day.

A note should accompany your child upon return to school

Arriving Late or Tardy:

If your child is late to school, he or she must obtain a tardy slip from the office before going to class. Excessive tardies or absences will result in a home visit, note/phone call from the office, community liaison and/or principal. In extreme cases a police officer may visit the home. **S.H.A.R.P (School Habitual Absentee Reduction Program)**

1. Notification Letter One.
 - a. Students with 3 or more absences
2. Notification Letter Two
 - a. Three additional absences or more
 - b. Request parent meeting with Principal or designee
 - c. Parents and students will complete Attendance Contract
 - d. If parents do not attend conference and/or fail to confirm appointment, SHARP process begins.

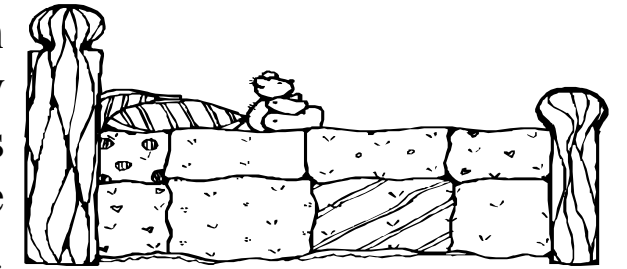
VACATIONS

Vacations during the school year are not allowed. Please be aware that the State of California Education Guidelines for attendance considers vacations during school time as unexcused absences. Your child will miss very important instruction. Absences longer than 2 weeks will result in your child losing their place in school.

HEALTH INFORMATION

INJURIES AND ILLNESS

It is very important that we have an emergency card on file for every student so that we may contact parents in case of accident or illness and to be advised of special medical problems.



Please update your child's emergency information each time a change occurs. In case of an illness or injury:

- The teacher will apply first aid for a minor injury, and the student kept under observation in the classroom.
- For a more serious injury, the child is sent to the office for first aid.
- If illness is serious, parents will be called to come and take their child home.

MEDICATIONS

If it is necessary for your child to take medications at school (either prescription or non-prescription drugs), please be advised of the following legal requirements:

The school must receive a written statement from:

- The physician detailing the amount, time and method by which such medication is to be taken.
- The pupil's parents or guardian indicating permission for the school to assist the pupil in matters set forth in the physician's statement.
- Medicines must be provided to the school in the original pharmaceutical container.
- Printed forms for medication at school are available from the school secretary.