

Gladys Poet-Christian Magnet School

Home of the Eagles



2019-20 School Handbook

Gladys Poet-Christian School *A K-8 School of Choice*

1701 South Central Avenue
Tracy, CA 95376
(209) 830-3325
<https://poetchristian.tracy.k12.ca.us>

Dear Students and Parents,

Welcome to Gladys Poet-Christian School. We are a K-8 school and offer a family environment for our students. We offer mostly single grade classrooms but also have a multiage option for grades 7&8. The Beginning Team is the home of our incoming Kindergarten students. Once students leave Kindergarten they enter our Primary teams. The Primary Team is comprised of two first grade and two second grade classes. The Intermediate Team is home to three third grade classrooms and two fourth grade classes. The Advanced Team is home for students in grades five and six. We have two 5th grade classrooms and two 6th grade classes. The Middle School Team is the final team at Poet. There are two seventh grade classes, two eighth grade classes, and one multiage class. The multiage class takes an accelerated path with Math. These students study an Advanced math class in the first year and Algebra I as 8th graders. Our eighth graders move on from Poet to attend one of the three comprehensive high schools in the District.

Because we are officially a Magnet School, parents have a choice to enroll their children at Poet. We are very excited about the opportunity to offer Dance and STEAM classes at our school. Our STEAM class is beginning its second year and will be offered to students in 1st through 8th grade. This class will focus on exploring Math & Science topics through hands on projects using technology. Two main topics for the class include Coding and Exploring, Creating, and Recording Music. All of our students in 1st-8th grade will have Dance or STEAM every day during the school year. We work hard to create an environment in which we are strongly united around a common set of values and beliefs. The two main values of the school are **Respect and Responsibility**. These values are encouraged and supported through a **Character Education** program emphasizing the six pillars of character: *Trustworthiness, Caring, Respect, Citizenship, Fairness, and Responsibility*. We help each of our students to demonstrate Respect and Responsibility in themselves and in the school as well as the other Pillars of Character.

This year, we welcome two County SDC classes to the campus. The kindergarten through 3rd grade class will be in rooms 21/22 and the 4th through 8th grade class will be in room 23. We look forward to seeing our new students on campus at recesses and lunchtimes!

A school is as strong as its membership. The **staff** is dedicated to providing the best educational opportunities for your child. They spend time planning and working together to ensure that students gain from the insights and expertise of all of the staff at that age level. As the principal of the school, I promise that I will provide a safe and secure campus for your child and I will focus our collective energies on providing instructional strategies and meaningful curriculum that meet the needs of our students.

The staff and I expect our **students** to come to school ready to learn and aware of their responsibility as learners. Children will be challenged as long as they are willing to accept the opportunities given to them at Poet. We believe in an open-ended curriculum that allows for maximum challenge for all students at all times.

Our school has enjoyed a great deal of success because of a commitment from the Poet Staff, Parents and Students. The **parents** at Poet have been a big part of the school's success and we look forward to continuing a strong partnership with parents in the coming school year. It is imperative to Poet's success that we have the support and commitment from parents and we are asking our parents to make a commitment to the school by volunteering time at the school. We realize that many parents work, therefore we arrange ways for parents who work to do things at home to help the school. We believe that involved and active parents are better informed and therefore more supportive of the school efforts. We look forward to working with you for the best education for your child.

Sincerely,

William Maslyar
Principal

Tracy Unified School District

1875 E. Lowell Avenue
Tracy, CA 95376
(209) 830-3200

District Office Hours: 8:00 AM to 5:00 PM

District Administration

Superintendent	Dr. Brian Stephens
Associate Superintendent, Human Resources	Tammy Christensen
Assistant Superintendent, Ed. Services	Dr. Sheila Harrison
Associate Superintendent, Business	Dr. Casey Goodall

Tracy Unified School District Board Membership

Mr. Steve Abercrombie
Mr. Brian Pekari
Mrs. Jill Costa
Mr. Ameni Alexander
Mrs. Lori Souza
Mr. Jeremy Silcox

Contacting the District Office

If you have a question or concern, please call the school. The classroom teacher or the principal is usually best able to answer your questions. If you do not feel that you are given a satisfactory answer at our level, it is then appropriate to call the district office.

Gladys Poet-Christian
A K-8 School of Choice

School Goals for 2019-20

Goal #1: Academic Programs and Student Achievement

- To ensure students are prepared for college and careers and that all students meet or exceed grade level standards.

Goal #2: Safe and Equitable School Environment

- To increase student attendance and reach the district's goal of 98% attendance.

To develop a positive, safe, and healthy school climate through classroom and school-wide activities and programs and to meet the needs of a diverse population.

Goal #3: Staff Development

- To develop educational leaders through staff development and activities centered on the school's programs and goals.

Goal #4: Parent Involvement & Communication

- To encourage parents to participate in school activities and programs and to develop a positive and supportive relationship with the school, home, and community. To maintain open lines of communication between the school and home.

Goal #5: Technology

- To provide staff and students the opportunity to use technology for learning, communicating, and working in an information-centered society.

**2019-2020
POET-CHRISTIAN STAFF**

William Maslyar	Principal	Office
Gillian Bradley	Asst. Principal	Office
Deserie Alfaro	Site Secretary	Office
Anaiese Vela-Telles	Attendance Secretary	Office

Beginning Team

Renee Garcia	AM	Room 2
Van Chan / Stephanie Brice	PM	Room 1

Primary Team

Kris Golden	1 st Grade	Room 6
Laura Evans	1 st Grade	Room 3
Sherry Martinho	2 nd Grade	Room 20
Celeste Koehler	2 nd Grade	Room 4

Intermediate Team

Kimberly Rieman	3 rd Grade	Room 8
Julie Cody	3 rd Grade	Room 10
Kris Thomas	3 rd Grade	Room 7
Daryl Essenmacher	4 th Grade	Room 20
Meghan Vasbinder	4 th Grade	Room 19

Advanced Team

Sheryl Ernest	5 th Grade	Room 18
Katie Barber	5 th Grade	Room 15
Mia Salazar	6 th Grade	Room 17
Cynthia Nadeau	6 th Grade	Room 9

Middle School Academy Team

Denise Rowe	Science	Room 27
June Yasemsky	8 th Core	Room 28
Jeffrey Telles	7 th Core	Room 29
Heidi Preece	English	Room 30
Megan Wright	Mathematics	Room 31

Art / STEAM/ Physical Education

David Adams	STEAM	Room 24
Beth Andrade	Dance	Room 26
Michael Beck	Physical Education	Gym
Nicole Alexander	P.E. Paraprofessional	Gym

Special Education

Sandra Nitti	RSP	Room 14
Ronita Rai	RSP para	
Jaymie Lenz	School Psychologist	Room 13
Sowmya Kadaveru	Speech Therapist	Library room

SDC/County Education

Teacher: TBA – Deborah Kim - Substitute	K-4 SDC	Room 21/22
Instructional Assistant: Karyssa Pamplin		
Instructional Assistant: Nosheen Khan		
Teacher: Jennica Araya	5-8 SDC	Room 23
Instructional Assistant: Nosheen Khan		
Instructional Assistant: Kryssa Pamplin		

1Support Staff

Shellee Nihipali	Library Media Specialist
TBA	ELD Paraprofessional
Elizabeth Gutierrez	Day Custodian
Nina Crooks	Office / Noon Supervisor
TBA	Noon Supervisor
Kelli Prather	Noon Supervisor
Lori Lorusso	Noon Supervisor
Virginia Austin	Cafeteria Staff
Flora Borres	Cafeteria Staff

SCHEDULES

Daily Schedule

AM Kindergarten	8:15-11:45	1st - 8th Grade
PM Kindergarten	11:35-3:05	First Bell 8:25
		Classes Begin 8:30
		Dismissal 3:05

Early Release Mondays

AM Kindergarten	8:15-10:55	1st - 8th Grade
PM Kindergarten	10:50-1:30	First Bell 8:25
		Classes Begin 8:30
		Dismissal 1:30

Minimum Days

ALL Kindergarten	8:15-11:45	1st - 8th Grade
		First Bell 8:25
		Classes Begin 8:30
		Dismissal 12:30

Lunch Schedule

Middle School Team: 7 th & 8 th	(Mon) 11:15 – 11:55
	(Tue-Fri) 11:20 – 12:00
Primary: 1 st	11:30 – 12:10
Primary: 2 nd	11:40 – 12:20
Intermediate Team: 3 rd & 4 th	11:50 – 12:30
Advanced Team: 5 th & 6 th	12:05 – 12:45

Excellent Eagle Assembly Schedule

Oct. 11th / Feb. 7th / May 15th

Kindergarten – 3 rd Grade	8:40
4 th – 6 th Grade	9:30
7 th & 8 th Grade	10:30

Honor Roll Assembly Schedule

Nov. 1st & Feb. 21st

4 th – 6 th Grade	1:30
7 th & 8 th Grade	2:30

May 21st

4 th – 6 th Grade	1:30
7 th & 8 th Grade	9:30

Monday Dismissal

Every Monday of the school year the students will be dismissed at 1:30. All students will be dismissed from their homeroom class. These days are shorter to accommodate teacher grade level and other meetings that will help us support curriculum and instructional improvement. Please plan for these early releases so that students are not waiting in the office.

Minimum Days

On minimum days students are dismissed at 12:30. ALL Kindergarten students attend from 8:15 – 11:45. Please refer to the school calendar for these days.

Dance, STEAM & PE

All students in the 1st-8th grades will have STEAM or Dance every day during the school year. The 1st-3rd grade students will have STEAM during the first half of the year and dance during the second half of the year. The students in 3rd -8th grade will be on a Dance/PE rotation for the first half of the year and STEAM/PE rotation during the second half of the year.

Student Attendance

The best way for a student to do well at school is to attend each day. Students who are not regular in attendance often miss work and fall behind. Parents are encouraged to schedule medical or dental appointments during non-school hours.

- Parents need to **call** the school when a child is not going to be at school. The call may be made at any time during the night. If you call 830-3325, an answering machine is available to take your message.
- In addition, parents need to write a **note** describing the nature of the absence, sign it, and send it to your child's teacher on the day that your child returns to school even if you have already called the school.
- Six unexcused late arrivals within the same trimester will result in detention.
- Students with excessive absences, or tardies, will result in a letter to the parents requesting a conference to remedy the problem and may be required to go through a School Attendance Review Board (SARB) process.

Travel Independent Study

If your child will be absent from school for FIVE or more consecutive days for any reason other than illness, please make prior arrangements for Travel Independent Study by completing an Independent Study form available in the office. Arrangements need to be made at least FIVE days in advance of the student going on Travel Study. The student **MUST** return to school on the date specified in the Travel Study contract. Travel Study work **MUST** be completed and turned in **on or before** the "Return Date" per the Travel Study contract.

Student Safety Issues

There are many things we can do to help make the campus a safe one. Please follow each of the guidelines listed below to help us create a safe and orderly environment for your child.

Entering Campus

Poet is a closed campus with three main gates for entering and exiting the school in the morning and at dismissal.

- Three gates will be opened in the morning before school at **8:00 a.m.** The kindergarten gate will be opened and closed according to the kindergarten schedule.
 - 1) The main gate between the office and the MPR.
 - 2) The gate on Central Ave. where students are dropped off and picked up near the kindergarten area.
 - 3) The gate in the back of the school leading to the homes behind our campus.
- Parents are welcome to come onto the campus prior to school beginning. We understand that many parents enjoy time with their children before the first bell rings at 8:25 a.m. You do not have to check in at the office before school begins. The gates will be closed and **locked at 8:30 a.m.** and parents will be asked to leave the campus or check-in at the office if they wish to stay and volunteer.
- Parents must check in at the office to visit/volunteer in classrooms between 8:30 a.m. and 2:30 p.m. Parent volunteers may check-in up until 2:30 p.m. unless prior arrangements have been made with the office and teachers. We are asking parents not to check in prior to the end of school to wait outside classrooms. Parents will be required to wait outside the gates until dismissal at 3:05 p.m.
- The gates will be closed and locked at 3:20 p.m. Visitors are welcome onto campus but must check in at the office.

Student Arrival and Departure from School.

- Students are not allowed on campus until 8:00 a.m. Supervision for students arriving on campus begins at 8:00 a.m.
- Students are expected to leave campus when they are dismissed unless they are meeting with a teacher or are registered for the After School Program.
- It is very important that morning Kindergarten children are picked up in a timely manner. Kindergarten students not picked up by 11:55 will be brought to the office.

Student Pick Up and Drop Off Area

- Please use the car line when dropping off your child in the morning or picking up your child in the afternoon. Cars are to drive along the curb in the bike lane on Central Avenue to the pickup zone near the Kindergarten playground.
- Students must wait to be picked up in the pick-up and drop-off zone.
- Do not let your child out along the curb near the parking lot driveway.
- Do not encourage your child to walk to your car in line. Have them wait in the designated area to be put into your car.
- Parents are discouraged from picking up students behind the school or at the park.
- If you must park, please use side streets near the school or park across the street so the car line is not slowed by parked cars.
- If you park on the opposite side of Central please model safe behavior and use the crosswalk. Thank you!

Parking Lot

- No car is to be parked along the red zone curb of the school parking lot at any time. This is a bus zone and fire lane and must be clear at all times.
- Parents should park on Central Avenue or other side streets. **Do not use the parking lot to drop off or pick up children before or after school.**
- Please do not park on the school side of Central Avenue during pickup and drop off times: 7:50-8:30 am, 11:30 am-12:00 pm, and 2:45-3:15 pm. Please be sure that if you are working in a classroom that you park on the opposite side of Central so that if you are delayed, the car line will be able to proceed.

Visitors

- All visitors must check into the office and sign in at the front desk. When visitors are leaving they must check out at the office and exit through the front door.

Leaving School Early

- Poet is a closed campus. Students are to remain on campus for the entire school day and may not to leave campus during the school day unless permission is obtained from the office.
- To obtain permission, a student must bring a note to school stating the time he or she is to leave, the reason for leaving, and a telephone number where we can reach the person who wrote the note. Once the note is verified over the phone, the student will be given a pass to take to the classroom teacher which will excuse the student at the stated time.
- Parents or legal guardians who pick up children other than at dismissal time must sign them out at the office. **Parents are not to go directly to the classroom.** The office will inform the teacher and the student will be sent to the office to be checked out.

The After School Program

- Parents interested in the After School Care Program must contact the City of Tracy Department of Parks and Recreation at 831-4200. The program is available from 3:05-6:00 PM.

Parent Deliveries of Forgotten Lunches and Materials

- If you need to deliver a lunch or other needed material your child has forgotten, please leave it at the office. After 11:15, **parents** will need to sign in at the office and take the lunch over to the cafeteria. Students can look for their lunch in the cafeteria at the designated place on the stage. To keep interruptions to a minimum, we will not contact the classroom to notify students about a lunch that was dropped off. Please remind your child to look for their lunch in the cafeteria when you are dropping off a lunch after school begins.

Volunteers

- All classroom volunteers must complete a security clearance process. This is a measure taken to assure child safety at each of our district schools in compliance with state law.
- All volunteers must check in at the office each visit and wear a volunteer badge while on campus.

Emergency and Medical Information

- Each year you will be asked to update your child's emergency information.
- Please be sure to inform the school if any phone numbers, emergency contacts, childcare situations, or medical status changes.

Health Services

- Each year hearing tests are done for students in grades K, 2, 5, and 8.
- Vision tests are done for all students in grades K and 2.
- A teacher, parent, school psychologist, or administrator may refer any student to school health services for vision, hearing, or health assessment testing as needed.
- If you do not want your child to be tested, you must file a written notice of your wish to exclude your child from testing each year with the principal.

Medication

School personnel will give your child medication at school if the following California State Health and Safety Codes and District policy guidelines are followed:

1. Parent and physician complete the administering medication form available in the office. This form must be updated each year.
2. The medications brought to the school office in a pharmacy-labeled bottle that includes the student name, medication name, dosage, and time to be given.

Student Insurance

Students are not insured by the school. Applications for insurance through a private agency will be available in the office. The purchase of this insurance is optional.

School Lunch

Students may either bring a lunch from home or buy one from the cafeteria. The price for a school lunch is \$2.75 for kindergarteners through fifth graders and \$3.25 for sixth through eighth grades. Free and reduced lunches are available for those who qualify. Applications are in the office. It is best if students prepay for lunches. Students may prepay any amount by bringing checks or cash to the office before school. Checks are to be made out to TUSD Food Services. Tracy Unified School District's Food Service Department utilizes *mySchoolBucks.com*TM as our online payment provider. You can make payments using your Visa, MasterCard, and Discover credit card, or by electronic check.

- Students are not able to charge lunch if their account is empty or overdrawn. If a student does not have money for lunch, cheese and crackers will be provided or the student may come to the office to explain the problem. Report cards are withheld if a student has an outstanding debt.
- Students may not do large lunch celebrations in the cafeteria.
- Students should follow lunch room rules for the safety of themselves and others. Those who do not, may lose privileges.

Lost and Found

Lost and Found is located in multipurpose room. Parents should check there when looking for misplaced items. Personal items should be marked with the student name and room number so they can be returned to students when found. Unclaimed items are given to charity.

Lost and/or Damaged Books

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes textbooks and library materials. Students must compensate Tracy Unified School District for damaged and/or lost library and textbooks as follows:

<u>Description of Book Damage or Loss</u>	<u>Fee</u>
Any Book Damaged Beyond Use	Replacement cost
Bar Code Missing or marked	\$5.00
Missing/Torn Pages	Starts at \$2.00 per page
Missing/Torn Pages (more than five pages)	Replacement cost
Water Damage	Begins at \$10.00
Cover Damage	Begins at \$5.00
Marks/Scribbles	\$3.00 per page
Minimal Spine and/or Cover Damage	\$5.00
Severe Spine and/or Cover Damage	Replacement cost
Stolen/Lost	Replacement cost

After receiving a textbook, the student should carefully inspect its condition. The student has five (5) school days after receiving a textbook to report damage to the library. After this grace period, the student and parent/guardian are liable for all damages.

It is required that all library books and/or textbooks be returned either at the end of the school year or at the time a student checks out of school during a school year. Students are responsible to pay the replacement cost for lost or damaged text books. If the book is found within a year from the date the book was lost, a student may get a refund upon presenting a receipt. All books not returned by the last day of finals will have an overdue charge of \$5.00 per book.

A student's high school diploma and transcripts will be held from students and parents/guardians until the lost or damaged book is either returned or the fee is paid. In grades K-8 a student's report card will be held until the book is either returned or the fee is paid. Upon return of the book in good condition or payment of the fee, the student's diploma will be released. If a book is misplaced and then found at a later date, the student may return it for release of the diploma only within one year's time (June of the following year). After a year, the student may receive his/her diploma only by paying the replacement cost of the book plus late fees.

Honoring Student Success

Excellent Eagle Assemblies

Excellent Eagle Assemblies will be held at the end of each Trimester. The dates for the assemblies are **Oct. 11th**, **Feb. 7th**, and **May 15th**. Students from each classroom are selected for special recognition and honored for their academic achievement and for being great role models for their classmates. Some students are also honored for exemplifying the pillars of character and given special recognition. Parents are invited and encouraged to attend these special events.

Eagle Bucks

Eagle Bucks (formerly known as PC Bucks) are issued to students in grades K-2. Eagle Bucks may be redeemed once a month at a special table. Students receive these for outstanding effort, good academic work and good behavior from their classroom teacher and or other adults at school.

Honor Roll Assemblies

Each trimester students in 4th – 8th grade who earn a 3.0 to a 4.0 Grade Point Average in their academic subjects and who have not received any U's on their report cards achieve Honor Roll status and will be recognized in a school assemblies. Levels of recognition include:

- 3.0 – 3.49 Honor Roll
- 3.5 – 3.99 Honor Roll with Distinction
- 4.0 Principal's Honor Roll

The honor roll assemblies are held separately from the Excellent Eagle assemblies. The dates and times for honor roll assemblies are as follows:

<u>Nov. 1st / Feb. 21st</u>		<u>May 21st</u>	
1:30	4 th , 5 th & 6 th Grade	1:30	4 th , 5 th & 6 th Grade
2:30	7 th & 8 th Grade	9:30	7 th & 8 th Grade

Eighth Grade Promotion Activities

The Poet middle school awards ceremony will be held the last day of school at 8:40 a.m. At this assembly we will recognize students and students for academic achievement and work in the Arts disciplines. In addition, eighth graders will go on a major field trip during the last week of school. Eighth graders can receive no more than 4 Fs on report cards for the year to take part in the end of year 8th grade activities and to participate in the 8th grade promotion.

Birthdays

We recognize student birthdays in two ways at Poet-Christian. Each student will receive an age-appropriate book as a gift from the school and the PTSA during the month of his or her birthday. All food that is brought to school to celebrate a child's birthday must be commercially prepared. Please do not send invitations to birthday parties to school for distribution. **Students may not have large lunch celebrations in the cafeteria.**

Parental Communication and Involvement

Family Envelopes and The Eagle View

Every other Monday the Family Envelope will go out to families. In an effort to reduce costs, we will be relying primarily on sending out information electronically and posting information on our website. If you wish to receive a hard copy of the Family Envelope, we will continue to offer you this service.

Please read the literature provided by the school. If you are receiving the hard copy version of the family envelope, please return the envelope on Tuesday. This envelope has the school newsletter, invitations, PTSA news, and other handouts. Our school newsletter, the Eagle View, is a way for you to stay connected to the school. Each issue contains school news and information including weekly events, ways to help your child at home, PTSA plans, and ongoing programs at school. Watch for the family envelope on the Mondays (and occasional Tuesdays) that have an envelope icon on the school calendar. The Eagle View will also be posted on the school web site. **You can sign up to receive an electronic copy of all forms and the newsletter by filling out the card in the office or by contacting Mr. Maslyar at wmaslyar@tusd.net.**

School and Classroom Web Sites

Teachers are continuing to develop web sites connected to the school's web site to keep you informed of classroom activities. Teachers may be reached by e-mail. Email addresses and links are posted on the school website. The school web address is: **<https://poetchristian.tracy.k12.ca.us>**

School Calendar

Parents will receive a calendar of the school year events. This calendar will mark holidays, days off from school, assemblies, picture day, production dates, and other important days. This calendar should be kept all year long. You may also find a copy of the school calendar on the school website.

Aeries Parent Portal

Parents with a child in 4th through 8th grade can track grades and attendance using Aeries Parental Portal. Please contact the office to receive your log-on instructions and code.

Parent Teacher Student Association

The PTSA enjoys the support and membership of many parents. The members coordinate fundraising projects to finance several important activities at Poet including field trips, assemblies, birthday books, and community-building activities, to supplement individual teachers' classroom budgets, and to support special projects each year. General meetings are held once a month after school.

School Site Council

The Site Council is the governing advisory board for the school. It consists of parents, staff, students, and administration. Members approve the School Improvement Plan and the accompanying budget. Members are responsible for the development and approval of the school plan. The Council meets every other month after school at 4:00 p.m.. The dates for the meetings are posted in the school calendar. The public is welcome to attend all meetings.

Parent Volunteers

Parents are encouraged to be a part of their child's classroom. Teachers have lots of ways for parents to assist both in the classroom and at home. Let your child's teacher know when you can volunteer and what you like to do.

We hope that each family will contribute 30 hours of volunteer time each year. Parents will receive volunteer credit for attending assemblies, conferences and meetings, returning family envelopes, assisting in the classroom, and helping at school activities. Time will be given for returning the family envelope all year on time, and attending Student of the Month assemblies and parent conferences. Be sure to log all volunteer hours using the family time sheet in the binders in the main office.

Report Cards

Report cards are issued three times a year. These trimester reports reflect student progress in class and are based on district and state standards. In addition, all students in grades 4-8 will receive progress reports six to eight weeks into each trimester. All Report Cards and Progress Reports will be sent home with students. Be sure to consult the calendar for these dates. If you need more information about a grade or progress report, please call your child's teacher.

Parent Conferences

Parent Conferences will be held all day on **October 21st** and in the afternoon of minimum days on **October 23rd – 25th**. These conferences are an opportunity to meet one on one with your child's teacher, review your child's progress, discuss any problems, and set goals for the year for your child's academic success. Please contact your child's teacher if you have questions or concerns at any time during the school year.

Homework

Homework will generally be assigned each school night following school district guidelines published in Teacher's Guide to Homework. Teachers will explain their expectations for their students at Back to School Night. Students in grades 3 – 8 will write their assignments in their agendas daily which parents can check to monitor homework. If your child does not seem to have homework on a regular basis check with the teacher. Reading, reviewing spelling words, and practicing math are all things parents can do when the child says, "I don't have any homework." If your child is spending an unusually large amount of time on homework, please contact the teacher and discuss the problem.

Class Placement Requests

In April of each year, the school staff begins to look at student placement for classes for the next school year. Parents are asked to inform the school if they have specific requests for a particular type of student need by completing a request form available in the office. The deadline for requests is **April 12th**. It is important to note that students in the multiage classes are expected to remain with the same teacher for two years following the multiage model. The school does all that is possible to honor parent requests, but the ultimate decision for class placement rests with the school principal.

Resolving Problems

From time to time, problems arise. Parents should contact the child's teacher and inform the teacher of the concern so that a resolution may be reached. If the parent is not satisfied at the teacher level, or if the problem is school wide in nature, the parent should contact the school. The principal will be available for an appointment or a phone conference.

Special Support Programs for Students

Student Success Team Meetings

Occasionally a child will have difficulty at school with academic work or behavior. The teacher seeks input and support. The child's parents, school psychologist, resource teacher, and other support personnel are brought together to try to find the best way to support the student and the teacher. If you are invited to one of these meetings, please do all that you can to attend. It is very important that we work together to give your child the support that is needed.

Resource Program

This program provides help for students with identified learning disabilities. The program ranges from one to two hours of service per week identified academic, speech, and/or psychological services.

School Psychologist

A school psychologist is available on our site one to two days per week. She works with special education students and can provide a limited amount of counseling support for other students. The psychologist is not available for ongoing counseling needs. The psychologist is a member of Student Success Team meetings.

Media Assistant/Librarian

The school enjoys the services of our Media Assistant. She serves as the coordinator of the media services and is available to help teachers and students. Teachers arrange times for students to visit the media center for research or other media opportunities. Students may check out books and are expected to return them when they are due. No student may be in the media center without the Media Assistant or another adult supervisor.

Special Opportunities for Students

7th Gr. Advanced Math & Algebra

All 8th grade students will be placed in 8th Grade Math. The 7th graders in the Middle School multiage class will be enrolled in an Advanced Math class the first year of the multiage class. They will continue on an accelerated path and take Algebra I as 8th graders.

Student Leadership

The Student Leadership class is made up of select students in seventh and eighth grade. The students in this group meet during the week during. They are responsible for developing and promoting activities that enhance school achievement, pride and involvement. These students are involved in many community service projects in classrooms, the library, and the office. They provide exceptional service to our school.

School Field Trips

Each class will take one major field trip each school year. Only students with signed parent permission forms will be allowed to attend. Students must demonstrate consistent positive classroom and school behavior to participate in the field trip. These curriculum related activities are partially funded by the Parent Club. There may be some additional costs for students above the base amount supplied by the PTSA. If a parent is unable to pay this additional cost, the parent may request a Parent Club field trip scholarship.

Parents going on field trips must be cleared. Parents cannot transport their child or other children in personal vehicles. Students must travel to and from the destination on buses chartered by the school. Siblings of students are not allowed on field trips.

All Extra Curricular Activities & Sports

Students must be cleared for participation in all extracurricular activities. They must have a 2.0 GPA with no Fs on progress reports or report cards to try out for or continue participating with a production or a team. Periodic checks will be made to determine eligibility for continued participation.

Poet-Christian School Rules

It is the desire of the Poet-Christian staff to help students show **Respect & Responsibility** for their school and to make the school a safe environment for all. It is with this intent that the following rules have been formulated.

Expected Student Behavior

Because we believe that every student has the right to attend school free from fear and be able to learn in an environment conducive to teaching and learning, it is expected that all students will:

- follow directions the first time they are given.
- be kind and respectful to self and others.
- never put another student down.
- keep hands and feet and all objects to self.
- play safely.
- show pride and respect at all times.

General Rules

- Gum is not permitted at school at any time
- Toys, electronic games, cameras, or audio players are not permitted at school.
- Cell phones are permitted but must remain turned off and in backpacks at all times.
- Teasing and bullying are not showing respect. Students are to report directly to the principal if they feel harassed in any way.
- Bringing knives, guns, or fireworks of any kind will result in an automatic suspension and possible expulsion from school.
- Students with drugs, alcohol or tobacco on campus or under the influence of illegal substances will be suspended and possibly be recommended for expulsion. Look-alike substances will be treated equally seriously.

Cell Phones and Phone Use

- The office telephone is available to students for emergencies only. This does not include making after school arrangements with friends or parents.
- Parent messages for students should be kept to a minimum. The message must be received before 1:30 PM to be certain it will be delivered to the child before the school day is over.
- Phone calls to students will not be connected directly to the classroom.
- Students are allowed by law to bring cell phones to school but they may not be used during school hours. Cell phones must be kept off during school hours. Parents should not call students during the school day directly on their cell phone as the phone will be confiscated by the teacher or other staff members.

Classroom Behavior

- Students are to come prepared for class each day with the materials they need.
- Students are to raise their hand to speak. No blurting out.
- Students are to respect the teacher and the other members of the class and they are to follow all classroom rules.
- Students are to do their homework on time and completely.
- Students who do not follow classroom rules on a regular basis or who do not complete homework and classwork on a regular basis will be assigned lunch detention, community service, after school detention and possibly suspension.
- Students who continue to be a disruption in the classroom or who still do not complete assignments after being assigned community service, lunch detention or after school detention will be given suspension from the classroom or from school.

Academic Honesty

All work submitted by students should be a true reflection of their effort and ability. If it is not, the student has demonstrated unacceptable behavior. Students will receive a “zero” on the assignment and will be given after school detention. Continued cheating may result in a suspension. Cheating includes the following:

- Claiming credit for work that is not the product of one’s own honest effort.
- Turning in work done entirely or in part by another person.
- Providing unwarranted access to materials or information so that others may dishonestly claim credit.
- Giving test questions or answers to or getting test questions or answers from another student.
- Representation of another person’s words or ideas as your own and not properly citing the source and giving the author credit.
- Copying off the internet.
- Knowledge of and tolerating of cheating by another person.

Internet Use

In order to use computers with internet access, students and staff must sign the school district’s Technology Use Agreement. This document describes appropriate use of school computers, the internet and e-mail. The school district utilizes a filter to reduce access to objectionable web sites, but this filtering does not block all material that all parents might believe to be inappropriate. It is ultimately the responsibility of each student to use computers wisely. Any inappropriate use of a school computer as described by the Use Agreement, the school district’s Discipline Handbook, or classroom rules will result in disciplinary action.

Clothing

Parents are requested to make sure that their children are dressed for school and school activities such as dances and field trips in an appropriate manner. Clothing should not be too tight, too short, or too revealing. Underwear should not be visible. Logos and graphics that promote the use of drugs, tobacco, or alcohol, or display bad language or violent or sexual references will not be permitted. Here are some guidelines when considering clothing for school:

- Shorts should be hemmed and not be too short. Shorts must have at least a 3” inseam.
- Halter tops and half-shirts that show the midriff are not permitted.
- Tank tops may be worn, but the straps must be at least 1” wide. Girls’ undergarments must be covered at all times.
- All shoes and sandals must have back straps.
- Boy’s tank tops must have an undershirt beneath.

- Hats may be worn for sun protection outside. Caps must be worn with the bill facing forward. Hats are to be removed inside all buildings.
- Pants must be worn at the waist, not sagging.
- Shirts with inappropriate or suggestive sayings are not allowed.
- Tattoos are permitted but cannot be gang related or inappropriate.
- Clothing or any accessories that may be deemed dangerous such as chains, steel-toed boots, spikes or studs are not allowed.
- Physical education, dance and drama teachers may make special requirements for appropriate dress for their classes.
- A student not properly dressed for school will be sent to the office to be given alternate clothing or to call home and arrange for different clothes.
- A student who repeatedly comes to school with inappropriate clothing will be considered defiant and may face suspension from school.

Restrooms

- Students are to use the restroom that is assigned to their grade level
- Students are to leave as soon as they finish. Students may not play in the restrooms
- Students are to use the trash can for paper towels
- Students are to put only toilet paper in toilets
- Students are not to write on or deface walls or fixtures
- Students reported for misbehavior in the restroom will be directed to the Principal.

Cafeteria

- Students are to enter the east door and exit the west door.
- Students must walk in the lunchroom at all times. No running.
- Students are expected to stay in the lunchroom for a minimum of ten minutes to eat. The student is not to leave before being excused. Students should raise their hands to be excused. No food is to be taken out of the lunchroom.
- All students are to eat their lunches in the cafeteria. No food or drinks will be permitted on the playground during lunch.
- Students are to use quiet talking voices in the lunchroom.
- Students are to stay in line while waiting for lunch. Cutting in line is not permitted. Students who cut or allow cutting will be sent to the back of the line.
- Students are not to ask other students for their food.
- Students are to remain seated at assigned tables at lunchtime. They are not permitted to wander to other tables.
- Students are to clean their table area and floor space before they will be excused from the lunchroom.
- Balls must be stored in the ball box when students are in the lunchroom. They will be taken away if bounced.
- Students are not to pop bags or milk containers. This will result in a citation.

Playground rules

- Drinking and eating at snack time is acceptable. All trash must be put in the trash cans. Littering is not acceptable.
- No eating or drinking on the playground during lunch.
- Any hitting, kicking, pushing or wrestling will result in a citation or referral.
- Teasing that does not stop and becomes harassment will result in a citation or referral.
- Name-calling will result in time out and a warning notice.
- Students are not to stand or crawl on top of equipment.
- Students are not to play on the stage area, stairs area, or planters near the stage.
- Use two hands on the bars at all times. No cradle on the bars.
- No jumping off equipment including the swings.
- Students are to go down the slide only. No standing on top of the slide.
- No playing tag on the equipment.
- No chasing students who do not want to be chased.
- Bathrooms are not to be used as home base for tag or to keep warm on cold days.
- No pulling or hanging on trees or plants
- No throwing of dirt, rocks, or other articles on the playground.
- You must have a pass from a teacher or yard supervisor to go to the office.
- If you are injured, report to the first aide station before going to the office. The yard supervisor at the station will determine if you need to go to the office.
- At the end of each lunch period students are to stop playing and go immediately to line or class. Students should use the restroom and get drinks during lunch rather than waiting for the bell.

Media Center

- The media center is open after school for student use. Students are to obey media center rules and follow the directions of the Media Specialist. If these rules are not followed, the student will not be allowed to return to the media center.
- Students must have a pass to be in the media center before school or during school hours.
- Eating and running are not permitted in the media center
- Soft voices are to be used at all times in the media center.

Bicycle Rules

- Students must walk their bikes and scooters on campus at all times.
- Students are not to sit or ride another student's bike without that student's permission.
- Students must lock their bikes in the bike rack area.
- Bikes should never be left overnight in the rack.
- Students violating the bike rules are subject to school discipline and may not be permitted to ride their bike to school in the future.
- Students damaging bicycles will be suspended and reported to the police.

Skates, Skateboards, and Scooters

- Skating, skateboarding, or riding a scooter on school grounds is never permitted.
- Students may skate, skateboard, or ride a scooter to school but they must take their skates off before entering school grounds and walk skateboards/scooters when on the school campus.
- The law requires that all students wear helmets when riding bikes, scooters, skates, or skateboards.
- Scooters and skateboards may be placed in the gated area by the entrance to Room 1 during the school day.
- Students may also lock scooters in the bike rack area.
- Students wearing shoes with wheels in the soles must remove the wheels while on school grounds.
- Students repeatedly violating skateboard/scooter rules are subject to school discipline and may have their skateboard/scooter confiscated. Students may not be permitted to bring their skateboard or scooter to school in the future.

School rules apply to all students while on any school campus, during any school activity, and/or while going to and from school and school activities.

Consequences for Inappropriate Behavior

Each classroom teacher will send home information regarding their own classroom rules and consequences and will review those rules with parents during Back to School Night. Students who choose not to follow school rules outside of the classroom will receive a citation or referral and parents will be notified. Consequences for inappropriate behavior will be determined by the severity of the offense and previous conduct of the student. Examples of consequences include sitting on the bench at recess or lunch time, lunch time or after school detention, alternative placement to complete school assignments, community service, Friday school, and suspension.

Causing, attempting to cause, or threatening to cause physical injury to another student or staff member may result in suspension as a first consequence. Continuous harassment will be considered as serious as a physical fight and will result in suspension.

Community Service

Students may be assigned to work with a staff member on a project that can include cleaning school grounds, working in a garden, or helping in the library or a classroom.

Parents are expected to review all rules with their children.
