

2020 – 2021 Student Handbook

Reese Elementary School

1800 W. Elm Street, Lodi, CA 95242

331-7424 (Lodi), 953-8424 (Stockton)

Fax (209) 331-7431

Office Hours: 7:00 am - 3:30 pm

<http://reese.lodiusd.net/>

Dear Parents and Students:

Welcome to Reese Elementary School! This handbook has been prepared so that we may bring about a better understanding between the school and parents/students. We hope the information will answer your questions and help you to know more about our school. We invite and encourage you to read and discuss each section of the handbook as a family. Be sure to save this handbook along with the District Calendar for reference throughout the year.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member of the Reese Parents' Club. We are very happy to have you and your child with us at Reese School!

Sincerely,

Gary Mohr

Principal

Reese School Vision Statement

Reese School will prepare educated, exemplary citizens to make a positive impact in our community.

We will accomplish our vision by doing the following:

- ❖ Enhancing student achievement by providing a quality education for all learners
- ❖ Maintaining a safe and positive learning environment for our students
- ❖ Fostering an open and collaborative learning community
- ❖ Welcoming parental involvement and communication
- ❖ Celebrating the diversity in our community

Lodi Unified School District

Mission Statement

Lodi Unified School District will ensure the best education for students to be successful in life.

Value Statement

We Value:

1. Every student
2. High student achievement and accomplishment
3. Parents as partners
4. Diversity
5. Contributions and commitments of teachers and all staff as educators
6. Trust, honesty, and respectful communication with each other

Vision Statement

In Lodi Unified School District:

1. Each student realizes his/her maximum potential
2. There is no achievement gap between groups of students
3. We have a diverse staff that is highly qualified and enjoys its work
4. Schools are inviting and responsive to parents, engaging them as partners in their children's education
5. We provide resources to support quality education and safe, attractive learning environments in all of our schools
6. We have a trusting, working relationship between the Board of Education, the school district, and the community

Goals

- A. Meet Program Improvement requirements as all groups of students improve their performance and make progress to eliminate the achievement gap.
- B. Improve the engagement of parents/guardians as partners in their children's education.
- C. Support an environment where diversity is valued.
- D. Maximize resources to improve the achievement of students in a safe and positive learning environment.
- E. Provide a comprehensive educational program that prepares students to be successful in higher education and the world of work.

Adopted by the Board of Education April 4, 2006; Goals revised: November 1, 2011

District School Board meetings are held at The James Areida Educational Support Center at 1305 E. Vine St., Lodi, CA 95240. Calendar posted at <http://www.lodiUSD.net> under "Board of Education" tab.

GENERAL INFORMATION

Absences

Student absences must be verified. Please call the school office on **each** day of your child's absence, or you may send a note with your child to the teacher when he/she returns to school (**we would prefer you to call before 9 am**). When you report your child's absence please state: child's name, teacher's name, date of absence, reason for absence, and signature of parent or guardian when sending a written note. Our attendance records cannot be adjusted after 10 days following an absence. Our district receives funds for each day of student's attendance and they are in their seats when the bell rings. We encourage you to try and schedule your child's doctor and dental appointments after school hours or during vacation time. Students who have early morning appointments are encouraged to come to class first and then be checked out of the office. Failure to follow this policy will result in the student being ineligible for a perfect attendance award.

If you are planning to be gone for more than 5 days, you need to make arrangements **one week in advance** with the child's teacher to put him/her on an Independent Study Contract. Credit will be given only if **all** of the student's work is completed and turned in on the day the student is supposed to return. Late or incomplete work will result in unexcused absences for the length of the contract. Independent studies can be arranged for family vacations, but it is always best to vacation **during** the breaks. Make-up work is the student's responsibility. The child should ask the teacher for it and complete it promptly.

Access to the Campus

Student safety is our primary concern at Reese, especially in light of recent incidents at schools. For that reason, Reese limits access to the campus during the school day. There are several components to our policy to keep students safe:

1. All gates for access to the school remain locked. Access is available only through the front gates. Visitors during the day must push the button by the gate to be granted access to the office to sign in.
2. Front gates will be opened from 7:40 to 8:15 to allow students access to the campus. All parents or visitors must remain behind the inner gates, checking in at the office for access to the campus at any time.
3. Visitors are not allowed to visit a classroom or teacher on campus without the prior permission of the teacher & checking-in at the office. This applies to all parents who are bringing items for students, seeking to meet with teachers, or to work in classrooms.
4. Parents or visitors are not allowed on campus before or after school without checking-in with the office. The inner gates are the boundary for visitors without checking-in and displaying a badge or sticker that indicates permission to be on campus.
5. Students may exit the campus at the end of the school day through the front gates or the bike rack gates only. Parents must meet them outside the inner gates of the school at those times.
6. Kindergarten parents will be allowed on campus to walk their children to their classrooms for the first week of the school year. After that, they must leave them at the inner gates to the campus or in the cafeteria before school.

After School Policies

For the sake of student safety, students must be picked up in front of the school and cannot remain at school or in front of the school unattended. **Parents must make arrangements for after school child care.** In the event that a student is not picked up by 3:15 PM, the City of Lodi Police Department may be contacted to take your child home. Students enrolled in the After School Recreation Program are to go directly to the program when dismissed. Bikes, skateboards, scooters and roller blades should never be ridden around the buildings. Signs are posted in accordance with Lodi Municipal Code regulations.

After School Recreation Program at Reese (City of Lodi)

Who: Grades K-6. To register, contact the After School Playground Program coordinator regarding available space. Registration will not be accepted at the school site. Registration location: 230 W. Elm St., Lodi, 95240, 333-6742 or leave a voice mail message at 333-6800 ext. 2452

What: After School Program to play sports, finish homework, create original works of art, and have fun with other kids their age.

When: From school dismissal time to 6:00 PM Monday through Friday excluding days that school is not in session or students are on break.

Where: In the Reese cafeteria and playground.

Cost: The Annual registration fee of \$50 per child will be waived this year through the month of December. The program fee is \$275 per month per child. Punch passes are available. VISA and MasterCard are accepted. Late fees are added if program fees are not paid by the 5th of the month. After hours pick up fee will be added if child is not picked up by 6:00 pm.

Arrival & Departure Information

Our play areas are supervised 15 minutes prior to the start of school (from 8:00-8:15 AM), during all recesses and at lunchtime. **Students are not to arrive on the school grounds before 7:40 AM and must remain in the cafeteria until a teacher is present on the playground at 8:00 AM.** Once children have arrived at school, they are **not permitted to leave the school grounds without being signed out at the office.** If it is necessary for you to take your child out of class early, you must come to the office **first** to sign your child out. **For your child's safety, your child will only be released to someone listed on his/her emergency card.**

Students are expected to go home directly after school at 2:20 PM. They are not to remain at school on the playground, quad area, or in the classrooms. Meetings, instruction and conferences are going on after school. Students, even with parents present, are not allowed to remain on campus, as it is a distraction for our remaining workday. There is no supervision after school. The staff is working and they are not day care providers. Parents are asked to wait outside the inner gates to meet their children after school.

Kindergarten classes will be dismissed at 12:05 on **all Minimum Days** throughout the year. Regular dismissal time will be at 1:15 each school day. Kindergarten students may be picked up at the front gates of the school or at the Elm Street door to Room K. Kindergarten parents may park in drive-through lanes of the Reese parking lot for only the time required to pick-up their child after Kindergarten dismissal. It is preferred that parents park on the street and walk up to the gates or Room 5 door to pick up your children when the teacher releases them to you.

Attendance/Tardy/Truancy Policy

All children are expected to be in attendance each day unless they are ill or a family emergency arises. It is important that students arrive at school on time. After the 8:15 AM bell, all students must report to the office for a late slip. Students entering late often cause an interruption for the entire class because of repetition of information and general disturbance of a late entry. Also, being 30 minutes or more late for school is considered truancy and the school does not receive any attendance funds from the state.

Truancy is an absence without consent of the school or notification from a guardian. The provisions of the California Education Code Section 48260 state: *Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three days or tardy in excess of 10 minutes for three days in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the school district.*

The State of California considers a student with 3 days or more days of unexcused absences as a habitual truant. Truancy may affect student grades and result in communications from the District's department of Child Welfare & Attendance (CWA).

Awards

Outstanding academic achievement will be recognized at Reese for Intermediate students:

Honors are earned by students who achieve all 3s or above on their report card for the quarter.

High Honors signify students who achieve all 3s, but additionally receive at least one (1) or more 4 in the subjects of math, reading, or writing, as well as one (1) or more four in any other subject area.

Bicycles

Following a police orientation at the beginning of third grade, students in grades 3-6 may ride their bicycles to school. Bicycles should be licensed and walked on the school grounds. Bicycles must be locked in the bike rack where they will remain locked during the school day.

Reminder: California Vehicle Code states that children up to age 18 **must wear helmets** when using skates, scooters or bikes. Please make sure your child wears a helmet riding to school.

Skateboards, roller blades, roller shoes, and scooters are prohibited on campus.

Birthdays/Classroom Parties

Birthday/holiday celebrations may be permitted in classrooms with prior approval of the teacher. In order to preserve instructional time, teachers or students do not distribute invitations to home parties while on school grounds. Due to confidentiality, school personnel cannot address, mail or give out any personal information about students. We also ask that students do not plan parties for teachers or other school staff. By state law, homemade food may not be served at school; all food items must be store bought.

Parents who wish to send treats to school must make prior arrangements with the classroom teacher. If you choose to send treats, we strongly recommend non-edible treats. Donating a book, board game, pencils, erasers, crayons, or color pencils to the classroom in honor of your child's birthday is an excellent alternative to treats and provides a permanent remembrance. Birthday balloons must be left in the school office until after school.

Breakfast and Lunch Program

Included in the first-day packet, your child will bring home information about how to apply for free and reduced lunches. A new application must be filled out each year. New students, including kindergarteners, are considered to be full price status until an application is approved. Applications can be picked up at the Reese School office or completed on-line at

The Reese School cafeteria is open each school day to serve a hot lunch (milk included) to pupils in grades K-6 for \$2.75 (with a reduced lunch price of \$.40 per lunch). A breakfast is provided to all students at no cost each school day. In case a child wishes to purchase milk only, the cost is \$.50. Students are encouraged to set up prepaid meal accounts to help the lines go faster. There are three options for prepayment: On-line, check, or cash. On-line accounts or payments can be made at www.myschoolbucks.com. Parents may also go on-line at the LUSD web site, www.lodiusd.net, to put money on their child's lunch account or to apply for free and reduced priced meals. Only one application is needed per household.

Students will be given an opportunity each day to eat a healthy snack that has been brought from home. Healthy snacks include crackers, cheese, fruit, and nuts. Please do not send cookies, pastries, soda, or any other unhealthy foods. No food sharing will be permitted. Primary grades will eat in the designated snack area near Room 5. The Intermediate grades eat on the benches on the West End of the intermediate building. No snacks are to be taken onto the field or black top areas.

Cell Phones or Electronic Devices

Cell phone use is prohibited on campus including classrooms, restrooms and on the playground. All cell phones must be off when students are on campus. If a cell phone is turned on or used on campus, the phone will be

taken away. A parent must come to the office during office hours to retrieve the phone. Reese School is not responsible for any cell phones that are lost or stolen. No staff time will be spent investigating instances of missing cell phones.

Students are not allowed to use electronic devices with messaging or internet capabilities during class time, on field trips, and/or on buses. As with cell phones, they will be confiscated and returned only to a parent. The only electronic devices permitted at Reese are the district-assigned chrome books.

A signed form acknowledging student acceptance of the Reese Electronic Devices policy is to be returned by each student at the beginning of the school year.

Changes of Address, Telephone or Employment

Please notify the office if you change your address (**Lodi Utility bill is required**), telephone number or employment so that we can keep our records current. Local emergency contact phone numbers are REQUIRED.

Chrome Books

Each LUSD student is assigned a chrome book at the beginning of their tenure in LUSD that follows them until they leave the district. This 1:1 program is for all students in grades K-12 in the LUSD. The device is assigned to the student as a textbook, and it will be the student's responsibility to be accountable for their own device. If any student's device is damaged or lost, it will be the responsibility of the student / parent to pay for the repair or replacement of the device. The devices may be taken home if parents sign their permission. Insurance is available through the district for \$25 per year. More information is available on the LUSD website regarding the policy and potential costs involved.

Common Planning/Assessment Collaboration/Minimum Days

Students will be on the Minimum Day schedule on designated Wednesdays, as well as on the Tuesday through Friday of Parent Conference week in September. These days provide our staff with essential time to plan and collaborate. Middle schools and high schools may not have the same minimum day schedule as the elementary schools. Common Planning, Assessment Collaboration, and other minimum days are designated on the District Calendar available to be viewed on the LUSD website. Reese students will be dismissed at the following times on the Minimum Day schedule:

Kindergarteners 12:05 PM

1st – 6th Graders 12:20 PM

Classroom Deliveries

Deliveries to the classroom are not allowed as they interrupt valuable instruction time. If you are dropping off a lunch, money, supplies, instruments, homework, birthday balloons, *etc.*, you will need to leave items in the office. The teacher/student will be notified that the item(s) are in the front office. We are asking for all parents/guardians assistance and cooperation. School policy does not allow a student to enter the classroom when a teacher is not present.

Discipline

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of good behavior and a good attitude while at school. We will not tolerate fighting, bullying, disrespect towards others, obscene language, or destruction of school property. Students may be disciplined, suspended or expelled if the conduct is related to school attendance or any school-related activity. Ed Code jurisdiction for disciplining

misconduct, which may occur at any time, includes, but is not limited to:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period on or off the campus, or while going to or coming from lunch off campus.
4. During or while going to or coming from a school sponsored activity.

Students of the Lodi Unified School District are expected to follow and comply with school and District conduct rules. If a student chooses to break the rules, he/she will be subject to various consequences that may be assigned by any school official designated for such responsibility. Some of the possible consequences are listed below, and the level of discipline imposed will depend on various factors including the frequency and the seriousness of the violation:

1. **Warning**
2. **Parent Conference**
3. **Detention**
4. **Referral to the Office**
5. **Writing Reflections or apologies**
6. **Social Probation:** student is prohibited from attending or participating in school extra curricular activities.
7. **Community service on school grounds.**
8. **Behavior contract**
9. **On-Campus Intervention**
10. **At-home suspension**
11. **Expulsion from all schools in the District.**
12. **Notice to law enforcement**

Disciplinary actions/interventions shall be applied progressively based on the nature and frequency of the violations.

Dress Code

Title 5, Section 302, of the California Administrative Code provides:

“A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering.”

Dress codes are enforced for safety purposes, and to help students focus on academics rather than the clothing worn at school. Students are expected to always **DRESS FOR SUCCESS!**

Students must comply with the Dress Code Policies set forth by the Lodi Unified School District and Reese Elementary School on every school day. These policies maintain that all students wear athletic shoes and well-fitted clothes, void of gang insignia, pro-sport team logos, obscenities, alcohol or substance abuse messages or other inappropriate messages, including slogans, advertisements, or endorsements.

To comply with Reese School Dress Code, students must observe the following guidelines:

Shoes

- Shoes will be athletic or tennis type with **rubber-soled** tread and must **fit securely**.
- Socks must be worn at all times.
- No boots, sandals, ballet slippers, Crocks, or Uggs-style shoes are allowed.
- No open-toed or open-heeled shoes are allowed.
- No roller shoes are allowed on campus.
- Students who are not wearing athletic shoes will not be allowed to participate in recess or PE for safety reasons.

Clothes

- Crop tops, tank tops, spaghetti straps, halter tops, bathing suit tops, backless shirts, see-through shirts and shirts with plunging necklines are not allowed at school.
- Shirts/blouses should be approximately hip length. When the child’s arms are raised above the head, the midriff should not be exposed.
- Students may not wear pajamas to school unless it is for a school-sponsored event.
- All underwear must be covered at all times (no bra straps, boxers, etc. showing).
- Shorts and skirts must be long enough so that the **fingertips touch the hem** of the shorts/skirt when arms are fully extended at sides.
- Students should wear properly fitted clothing. Baggy pants or excessively large shirts are not acceptable. Loose fitting armholes may not be worn without a shirt beneath. Belts must be worn if pants do not fit properly on the waist.
- Pants, shorts and skirts must be hemmed and should not have large holes or drag on the ground. Pants are to be solid colored only when worn to Reese.
- Leggings, yoga pants, & tights are allowed only if worn under appropriate skirts or shorts. Leggings must be solid-colored.
- Nothing may hang from belts or pants (rags, bandanas, chains, etc.).
- Any type of sports jerseys (basketball, baseball, football, etc.) may not be worn to Reese, except for school-sponsored events.
- Tight, form-fitting clothing that exposes the body is not allowed.
- All clothing with explicit language or graphics will not be allowed. This includes, but is not limited to, messages related to alcohol, tobacco, drugs, violence, skull designs, violent or inappropriate figures, or gang-related activities.

Hats

- Hats and visors may be worn on the playground only, and only as protection from extreme cold or sun. (California Ed Code 35183.5)
- Only logo free hats or hats with approved Reese symbols are allowed.
- Bills on caps must be worn facing forward.
- Hats will not be worn inside any school building.

Accessories

- Earrings must be the post type. Hoop earrings and earrings that hang below the ear lobe are not permitted for the health and safety of the student.
- Make-up (mascara, lipstick, eye color, glitter, etc.) is not to be worn in elementary school.
- Perfume, cologne, hair spray and other spray or aerosol products are not permitted at school.
- Temporary tattoos cannot be visible at school.

Consequences

Violation of the dress code guidelines will result in the following:

1. A verbal warning may be issued.
2. A written warning may be sent home.
3. Parents may be called to bring appropriate clothing to school.
4. A child may borrow a uniform from the clothes closet, if available.
5. Continual defiance of the dress code will result in a required parent conference.

Emergency Information/Sick or Injured Child

Each student must have emergency information on file with the school office. **It is imperative that the school is able to reach you in case your child is sick or injured.** In addition to the home phone number, it is important that several different numbers be listed in case of an emergency, including any cell phone number that you may have. ****Your child will only be released to someone listed in that child's emergency information.** Instructions on how each parent submits the information for their child is included in the first day packet or from the school office. Please remember, for everyone's well-being, do not send your children to school when they are ill. Students should be free of fever and/or not vomiting for 24 hours before returning to school. We cannot keep seriously ill children at school. Our office staff members are not trained medical personnel.

Field Trips

Study trips or reward trips are planned and held at the discretion of individual classroom teachers. Board policy neither mandates nor prohibits these activities. Study trips support curriculum and enhance understanding through first-hand experiences that can't be provided in school settings. Reward trips are offered as incentives for behavior or work accomplished.

The majority of the funding needed for field trips is paid for from money earned by the students and Parent Club fundraisers. **At times it may be necessary to ask for a donation for field trip costs. Money will NOT be refunded if a student is unable to attend a field trip. Individual costs have been determined prior to field trips and fees or transportation pre-paid.** Completed travel releases must be on file for any field trip students plan to attend.

Verbal permission and/or written permission other than the field trip permission form (LUSD form 50260) will not be accepted. Parents may be needed to assist with groups of students on field trips. Since parents will have assigned students and duties to perform, **SIBLINGS/CHAPERONES UNDER AGE 18 are NOT allowed on trips. Volunteer Fingerprint Clearance Forms and/or Driver Certification Forms must be on file for any parent / guardian who is a “Designated Volunteer” or transports students.** Parents may be required to attend a study trip if their child has a history of concerning behavior or certain medical conditions. If deadlines are not met, students and parents will not be able to attend.

All students are required to use district-provided transportation to the destination and stay with the class throughout the field trip. Parents who wish to assume responsibility for their child for the trip home must provide written permission to the school office prior to the trip per District Policy 3541.6. Forms are available in the office.

Students unable to attend their class field trip are still required to attend school as usual. They will be assigned to another classroom for that time.

Fire Drills and Emergency Procedures

Fire drills and emergency procedures are essential for the safety of students and staff. Fire drills are held monthly; lockdown and earthquake drills are held 4 times each during the school year. Everyone on campus should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information for drills is posted in each classroom.

Head Lice (Pediculosis)

The occurrence of head lice is a common problem in all schools today. Parents can help by routinely checking their own children. Students found with active, adult head lice will be excluded from attendance. District rule 5141.33 does not allow students to be readmitted to school until the student is treated at home, and checked by the school nurse or designee. Any student sent home with pediculosis will be considered unexcused and truant unless they are brought in daily for a head check and clearance for class.

Holidays/Modified Traditional Breaks

Students do not attend school on the following days due to designated holidays or breaks:

September 7, 2020 – Labor Day

October 5 – 16, 2020 – Fall Break

November 11, 2020 – Veteran’s Day

November 25-27, 2020 – Thanksgiving Holidays

December 21, 2020 - January 1, 2021 – Winter

January 18, 2021 – Martin Luther King Day

February 5, 2021 – Lincoln’s Day

February 15, 2021 – Washington’s Day

March 15 – 26, 2021 – Spring Break

May 31, 2021 – Memorial Day

June 4 – July 31, 2021 – Summer Break

Homework Policy

The Lodi Unified School District Homework Policy will be followed at Reese School. The policy states:

“Students should be expected to spend an average of thirty (30) minutes on homework at the primary level (grades 1-3) and an average of forty-five (45) minutes at the intermediate level (grades 4-6) four days a week. Classwork not completed in school may be considered an addition to homework. In addition, students may be required to engage in independent reading, 20-30 minutes nightly depending on the grade level.”

Additionally, the policy states: “Students may be required to complete classwork not completed at school in addition to the specific homework assignments.”

Intermediate classes (grades 4-6) have a “No Late Assignments” policy. Exceptions are for excused absences only and at the teacher’s discretion.

House System

Reese School has adopted the “House System” of integrating students into collaborative groups across grade levels. Each new student is placed randomly into a “house” along with a cross-section of other Reese students and staff in order to provide for a school-wide connection between all students and staff. The houses create opportunity for comradery across the campus, and allow students of various ages to get to know other Roadrunners. Each “house” has unique colors, mascots, and symbols which are worn to house meetings and rallies. New students will be issued a colored shirt and bracelet representing their house on their first day of school. Additional shirts may be purchased on line, if desired.

Injuries

If your child is injured at school, we will make him/her comfortable and call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact an emergency number that you listed on the above-mentioned emergency card. For this reason, we request that parents inform us IMMEDIATELY IF THERE IS A CHANGE IN ADDRESS OR PHONE NUMBER. In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian before the child is taken to the doctor. 9-1-1 will be called immediately for any serious accident or illness.

We must have a note from a doctor detailing an injury and necessary restrictions of all students with breaks, fractures or sprains. Our office staff is not trained medical personnel.

Insurance

School District insurance will not cover a student who might suffer an injury while at school. For this reason, we encourage parents to provide their own student accident insurance. Information about one such plan, a district approved low-cost policy, will be sent home at the beginning of the school year.

Kindergarten/Transitional K Registration

A child who will be five years of age **prior to September 1, 2014** is eligible to enter Kindergarten in the 2020/2021 school year. Kindergarten registration dates will be posted on the school marquee and in the newspaper. To enroll a child during Kindergarten registration time, parents should come to the Reese office with proof of birth, (certified birth certificate only), proof of up-to-date immunizations, dental examination, social security number, and proof of current residence, i.e.: Lodi Utility bill. You must register at your area home school. Registration papers may not be picked up prior to the first day of registration.

Information for Transitional Kindergarten for children turning five from September 2 - December 2 will be distributed at Kindergarten registration.

Library

All K-6 students have an opportunity to check out books at the Reese School Library with their class for a regularly scheduled library time. Grades K & 1 may check out one book and Grades 2-6 may have two books if there are no overdue books for that student. **Students will be billed for lost or damaged books. The fees for all paperback books are \$5.00 per book. The fees for all hard-covered books are \$20.00 per book.** Per LUSD Board Policy 5125.2, students with unreturned/unpaid fees for library books will not be given their report cards. Students who are unable to pay library fees may perform community service tasks provided by the librarian and/or classroom teacher.

If a student transfers from another LUSD school and owes books to that school, Reese is not allowed to give the student privileges in our

Library until the books have been returned to the prior school. Library checkout privileges are suspended until all books are either returned or paid.

Lost and Found

All items of clothing such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a Lost & Found barrel in the cafeteria where children or parents may claim items. At the end of the quarter, unclaimed items are donated to charities. Small items such as jewelry or money may be claimed in the Office after two weeks.

Lunch Cards

Payment for school lunches is on a computerized card system, accessible only to Food Service staff. On-line prepaid meal accounts are encouraged and can best be set up at www.schoolbucks.com. Accounts can be viewed 24/7, funds deposited at no charge, purchases viewed to track spending, and reminders set to notify parents each time the balance is low. Students and their parents / guardians will be notified whenever their account has reached a negative balance by letter, phone, and/or notices sent home. Students who pay for their lunch will be allowed a maximum of three lunch charges and then may be offered a courtesy meal with a choice of fruit, vegetable, and milk. The Food Service Department is not obligated to provide a free lunch to any student unless the student qualifies for the free/reduced meal program.

Please indicate your child's first and last name either by note or directly on the check when sending money for lunches. Free / reduced lunch applications are available in the office or online at <http://www.lodiUSD.net>. This form is sent to the Food Services Department for verification and a letter will be sent to the parent/guardian pending qualification. This form must be renewed each year.

Medication

It is illegal for over the counter medications to be carried by students at any time. We cannot administer any medicine until a signed medical form is on file. This includes over-the-counter items like aspirin or cough drops. Students who need to take prescribed medication during school hours must have the "Medication Dispensed in Schools of San Joaquin County" form (available in the office) signed by the physician and parent before the medication can be brought to school. The medication and form are to be left in the office. Because of safety concerns, all medications must be brought to and taken from school by the PARENT, not the student. Students may not carry medications in their backpack EXCEPT if there is a medication form on file authorizing the student to carry this medication. Medication needs to be picked up in the office by the parent at the end of the school year. Please remember that our office staff members are not trained in the medical field. They do not diagnose illness or give medical advice.

Parent Assistants/Volunteers

Parent volunteers are encouraged to help in the classrooms and library. **Parents are not allowed to bring siblings when they are helping in their child's classroom or chaperoning a field trip.** Additional children increase the number to be monitored and often take the parent's attention away from their responsibilities. Chaperones must be at least 18 years of age. According to Board Rule 1240, any person volunteering to work directly with students ONE OR MORE DAYS A WEEK, or LIKELY TO BE ALONE WITH ONE OR MORE STUDENTS is required to have a fingerprint clearance. Parents will not be allowed to volunteer weekly until the office has received a fingerprint clearance.

Volunteer Fingerprint Request and Clearance forms are available in the office. Volunteering

parents must make an appointment at the District Office and take a form signed by an administrator to the District Office Personnel Department. There is a \$25 fee payable to Lodi Unified School District by money order only. Yearly renewals are not necessary after a clearance has been approved.

Parent Club

The Reese Parents' Club is an organization made up of parents and staff members who work together for the benefit of the children at Reese. Parents are encouraged to join the Parents' Club and support its activities by attending the monthly meetings (generally on the second Thursday of each month at 7:00 PM) and events throughout the year. The Parents' Club sponsors fundraising events and the T-shirt sales. Money from the Parents' Club has been spent to assist in paying for programs for the computer lab, books for the library, classroom materials, playground equipment, computers and special assemblies or events. We invite you to become a member and support the Reese Parents' Club!

Parent Conferences

Communication is an essential part of the education program and we feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Although the teacher schedules conferences at the end of the first report card period, parents are encouraged to contact the teacher at any time during the school year. Teachers often have meetings and/or tutor students before or after school. For this reason, it is important that you request a conference in advance so we may arrange a time that is convenient for all (before or after school, during teacher planning periods, etc.).

Parking Lot/Bus Loading Areas

The Reese Parking Lot is first and foremost a staff parking area. As a courtesy, please do not park in the lot before school time so that the staff may park and make their way onto campus for their work.

Buses use the cut-away north of the office and Kindergarten wing. **Please do not park in this area.** There is also **no parking in the white-curbed loading zone in the front of the school.** The City of Lodi Police Department may ticket unoccupied cars parking in these two loading zones.

The two lanes of the drive-through near the cafeteria are for pick-up and drop-off only. They are **NOT** parking places. PLEASE DO NOT LEAVE YOUR CAR UNATTENDED IN THESE LANES. At dismissal time, on-duty staff will escort your child to you while you remain in your car. We would appreciate your refraining from being engaged in cell phone conversations during pick-up time. Our parking lot is frequently congested and your full attention will help ensure the safety of our children.

Rainy Days

When inclement weather prevails, children become confused as to transportation arrangements and the school office encounters significant student traffic. When possible, make transportation arrangements before your child departs for school. Students are to report directly to the cafeteria on rainy days and wait until their teacher picks them up and walks them to class. Students are NOT to wait outside their classrooms.

Report Cards

Report cards will be issued to students four times throughout the year and will contain information about academic progress and effort. Teachers will schedule parent

conferences prior to the first reporting period. Conferences for students will be held September 29 - October 2. Report Card dates are: December 17, 2020, March 11, 2021, and June 2, 2021.

Additionally the AERIES grade book is also accessible for intermediate parents from home to provide information on their students' progress throughout each quarter.

Safety Patrol

A safety patrol program is be established early in the school year. Teachers will send information and permission slips home with 5th & 6th grade students. Serving on safety patrol is a privilege. Students may be removed from service for inappropriate or unsafe conduct.

School Facilities

Our facilities may be used by local organizations. Proof of insurance must be provided. Annual Facilities Use applications are required and available in the School Office.

Student Activities

Pupils at Reese School have an opportunity to participate in various extra-curricular activities:

Safety Patrol, cafeteria helpers, tutors, Student Council, flag salute leaders, flag monitors, fund raising, assembly helpers, Math Olympiad, and Running Club.

Telephone Use

All students will need a phone pass from their teacher before coming to the office to use the phone, except in case of an emergency. In case of EMERGENCY, parents may leave a message with one of our secretaries and they will be glad to forward it to your child. **Students may not be called from class to take telephone calls.**

Students **will not be allowed** to call home regarding forgotten items. Students learn to be responsible by “living without” items they forget. We will support you in this endeavor to increase your child’s responsibility skills.

Please make arrangements for picking up your child on rainy or minimum days before your child leaves for school so that there is no confusion as to what your child is to do after school. Children should also make plans prior to school about visiting friends after school. Children are allowed to use the telephone in case of an EMERGENCY only.

Please do not call teachers on the phones in their classrooms. This is very disruptive to the student's instructional time. Room phones are primarily for teachers to call out in emergency situations.

Tobacco and Alcohol

Students shall not be allowed to possess or use tobacco, nicotine products or alcoholic beverages on school premises, in school buses or at school sponsored events. Students violating this policy will be subject to disciplinary procedures that may result in suspension from school. (See Student Conduct Code and the Tobacco statement at the end of this document)

Toys / Personal Items

Students are **NOT** to bring toys, balloons, balls, sports equipment, electronic games or devices, stuffed animals, Pokemon or other collector cards, *etc.* to school. In rare cases, the child's teacher may give special permission for such an item to be brought to school for a class project. Students may bring baseball mitts to school, if properly labeled with his/her name. **UNDER NO CIRCUMSTANCES MAY ANY CHILD BRING ANY TYPE OF KNIFE, WEAPON, OR TOY WEAPON TO SCHOOL.** Staff is required by law and Board of

Education policy to take serious action. (See Student Conduct Code)

In addition, students may not bring any item that causes a disruption to the educational process; such items do not belong in the school environment and will not be tolerated.

Please assist your child and make certain that only appropriate items come to school in their backpacks and pockets. No staff time will be taken to investigate contraband items that are missing.

Transfers

If you are moving and are withdrawing your child from school, please call or come by the office a few days prior. This will give ample time to complete the necessary paperwork. Be sure to return all textbooks. Unused lunch money will be refunded. Your cooperation is always greatly appreciated by our Reese School staff!

Uniform Policy

Reese Elementary is a uniform school. Reese parents requested and have consistently voted every three years to maintain a Uniform program. Students should wear the designated uniform, Monday through Friday of each week. Students may occasionally be given the opportunity to wear an outfit of choice, as determined by the staff and as appropriate for certain school events.

Please consider the benefits to your children of participating in the uniform program:

* A school uniform makes it easier for school authorities to recognize students belonging to our school.

* A uniform saves students from putting their fashion tastes before their learning needs.

* Wearing the same type of dress reduces social and peer pressure in the educational setting.

* A school uniform can instill a sense of discipline and a feeling of community.

* Uniforms also help us to maintain the Reese School identity, with all of our Roadrunners showing their “Blue and Gold” Reese school spirit.

Families who elect not to participate in the uniform program **must complete a waiver in the school office.** All students must abide by the Reese Elementary School Dress Code, regardless of participation in the uniform program (LUSD Board Policy 5132.E). See Dress Code for requirements.

A clothing closet of gently used uniforms is maintained by Parents’ Club for those who would like to participate in the uniform

program but are unable to do so for financial reasons.

To comply with Reese School Uniform Policy, students may wear a combination of the following:

Shoes

- Athletic or tennis type shoes with rubber-soled tread must **fit securely**; no specific color or brand required.
- Socks or tights that are visible above the tip of the shoe, in white, gold/yellow, blue or beige.

Clothes

- Pants or shorts, properly hemmed, in navy blue, beige/tan, or plain denim (blue jeans with no embroidery or embellishment)
- Reese School T-shirts or sweatshirts, including Reese Distinguished School shirts (Special Reese 6th grade T-shirts may be worn by 6th graders only)
- Polo shirts, crewneck shirts, turtlenecks, dress shirts, blouses with a basic collar, whether long or short sleeve (not sleeveless) in solid white, gold/yellow, or blue (sky/royal/navy) or Reese Wear shirts.
- Sweatshirts or sweaters may be worn over uniform shirts in **solid** white, yellow, blue, or gray
- Jackets or coats may be worn over uniform if they comply with the Reese Dress Code. No specific style or color is required, but all clothing should be free of logos and inappropriate messages or graphics
- All clothing should be free of the following: contrasting trim or border, stripes, patterns, designs, logos or insignia, brand names or any written messages.

Hats and Accessories

- Baseball caps may be worn, brim forward, in solid blue or gold, on the playground only

- Accessories of personal preference may be worn if they comply with the Reese

Dress Code

STUDENT EXPECTATIONS

Students will...

1. Attend school daily and arrive in class on time, ready to learn.
2. Respect the personal rights and property of their classmates and others.
3. Respond quickly and in positively to the direction or request of all staff members or adults.
4. Speak politely to everyone, using appropriate language at all times.
5. Exhibit orderly behavior and good sportsmanship in class and around the school.
6. Accept responsibility for the proper use and care of materials and equipment.
7. Help keep the school neat, safe and attractive.

PLAYGROUND EXPECTATIONS

1. Play fair, be honest, and take turns.
2. Use restrooms and drinking fountains appropriately - BEFORE the bell rings to return to class.
3. Respect adult supervisors and follow their directions.
4. Use appropriate language at all times - NO profanity or name-calling is allowed.
5. Play safely...rough play is not allowed. (No tackling, wrestling, play fighting, pushing, etc.).
6. Play safely on and with all playground equipment:
 - Climb on slides/swing on bars in one direction only (use hands; do not swing by knees).
 - Climb only on bars intended for that purpose (no climbing on trees, backstops, etc.)
 - Do not sit or stand on top of bars. No jumping from playground equipment.
 - No throwing of sand or bark; No balls, jump ropes, or running in the sandbox
7. Do not climb on the planters, picnic tables or bleachers or in the trees and bushes.
8. Stay in the designated playground area. (Do not leave the area for any reason without permission)
9. Use school equipment only. (Personal items from home are **not** allowed.)
10. Play running games and ball activities on the grass only. (i.e.: football, kickball, etc., unless requiring marked lines.) Students must walk in all other areas of the campus.
11. Stop all playing when the recess bell rings and line up in your appointed place.
12. Fighting is always unacceptable. "Play fighting" is considered fighting.
13. No gum in allowed on campus; no candy or food on the playground.

14. All bikes and other wheeled forms of transportation must be walked on campus.
15. Students must have a pass to go to the office.

RECESS LINE-UP PROCEDURES

1. When bell rings, run from the grass areas and walk silently across the blacktop to your class line.
2. Carry any playground equipment in your hands and place them in the appropriate container.
3. Face forward in line; no talking, and ready to follow your teacher's directions.

CAFETERIA EXPECTATIONS

1. Walk and talk quietly and politely.
2. Respect the Noon Duty Supervisors and listen to them.
3. Sit orderly in assigned area until dismissed.
4. Clean area before leaving.
5. Pick up all trash and deposit in garbage cans.
6. Please encourage your child to bring a healthy drink such as juice or milk, **not soda or energy drinks** to drink with lunch at school. We are working to teach the children healthy eating habits, and we need your support in not allowing them to drink soda at school.
7. When we eat lunch outside, the same rules apply as when we are in the cafeteria.

Statement on Tobacco

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502) Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

TABACO

Fumar presenta un riesgo para la salud que puede tener graves consecuencias tanto para el fumador como para el no fumador. No se permitirá a los estudiantes fumar, masticar o poseer productos de tabaco o nicotina en la propiedad escolar o mientras asisten a actividades patrocinadas por la escuela, o mientras estén bajo la supervisión y control de los empleados del distrito. Los estudiantes que violen esta política estarán sujetos a procedimientos disciplinarios que pueden resultar en la suspensión de la escuela. (Education Code 48900) (Código de Educación 48900) El Distrito proporcionará instrucción sobre los efectos que el fumar causan en el cuerpo humano y tomará las medidas necesarias para disuadir a los estudiantes de que practiquen fumar. (Education Code 48901, 51502) (Código de Educación 48901, 51502) Fumar significa inhalar, exhalar, quemar o llevar cualquier cigarro, cigarrillo, pipa, tabaco o

producto de planta encendido o calentado destinado a la inhalación, ya sea natural o sintético, de cualquier manera o forma, e incluye el uso de un dispositivo electrónico para fumar, que crea aerosoles o vapores o de cualquier dispositivo para fumar oral con el fin de eludir la prohibición de fumar. Los productos de tabaco incluyen: (1) Un producto que contiene, está elaborado o derivado de tabaco o nicotina que está destinado al consumo humano, ya sea fumado, calentado, masticado, absorbido, disuelto, inhalado, inhalado, inhalado o ingerido por cualquier otro medio, incluido , pero no limitado a, cigarrillos, puros, puritos, tabaco de mascar, tabaco de pipa o el tabaco en polvo. (2) Un dispositivo electrónico que suministra nicotina u otros líquidos vaporizados a la persona que inhala del dispositivo, incluidos, entre otros, un cigarrillo electrónico, un puro, una pipa o una pipa de agua. (3) Cualquier componente, parte o accesorio de un producto de tabaco, se venda o no por separado. Estas prohibiciones no se aplican a la posesión o uso de un estudiante de sus propios productos recetados. Sin embargo, la posesión o el uso de productos recetados por parte de los estudiantes en la escuela estarán sujetos a la política y regulación del distrito para abordar la administración de medicamentos en la escuela.