

Parent-Student Handbook 2022-2023



"First Street School is dedicated to guiding students to become positively contributing citizens and life-long learners."

BEEP, BEEP!! Be Safe, Exercise Responsibility, Engage in Learning, and Practice Kindness

Office: (916) 645-6330

24 Hour Attendance Hotline: (916) 434-7240

Fax: (916) 645-6284

Website: <http://fss.wpusd.k12.org/>

Principal – Ms. Lyndsay Reynolds

Table of Contents

Attendance	3
- School Attendance Review Board (SARB)	3
AVID	4
Behavior-PBIS.....	5
- Behavior Matrix	5
- Non-Discrimination Policy	8
- Dress Code	8
- Cell Phones.....	9
Bell Schedule.....	9
Bicycle.....	10
Cafeteria	10
Changing a Student’s Teacher.....	10
Confidentiality.....	10
Contact Information.....	11
Drop-Off & Pick-Up Procedures.....	11
Emergency Procedures	11
Field Trips	12
Grade Reporting (Report Cards & Progress Reports).....	12
Health Services	12
Homework	13
Insurance Information	13
Items Dropped Off for Students	13
Library	13
Lost & Found Items.....	13
“CHAMPS” Parent-Teacher Club.....	14
Personal Property.....	14
Phone Messages to Students.....	14
Resolving Concerns.....	14
Site-Based Leadership Team.....	14
Student Success Team	15
Textbooks	15
Tobacco, Alcohol, and Drug Free School Site	15
Volunteers & Visitors.....	15
Roadrunner Pledge (<i>Please Review & Sign</i>).....	16

Attendance

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

When your child is absent, it is the parent's responsibility to notify the school. You may call the twenty-four hour attendance line (434-7240); utilize our school App; go to the school website and send an email to our attendance clerk; or send a note with your child on the day he/she returns to school. The note must indicate student's full name, dates of absences, specific reason for absence, and parent signature. It is encouraged that you also notify your student's teacher if possible.

Appointments

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

Travel Study

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

Withdrawals/Transfers

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

Students will follow their regular schedule on their last day of attendance and complete the withdrawal process. Final clearance must be made with the Attendance Clerk at the end of the school day. A forwarding address, with zip code, must be left with the clerk.

School Attendance Review Board (SARB)

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

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

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

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

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

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

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

AVID

AVID stands for Advancement Via Individual Determination and is a national program that is focused on giving students the skills and knowledge necessary for admission and success in college. The goal is to educate and expose students to the college/university experience and let them know the path necessary to gain admission. We are in year two of becoming a school-wide AVID school. Part of our program includes parent education around college admission, and 2nd-5th grade field trips to see various colleges in the area.

Behavior - PBIS

PBIS stands for **Positive Behavioral Intervention and Supports** and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community. The SWIS data management tool helps us identify trouble spots so we can better target areas that need attention. Positive behaviors are reinforced and rewarded. We have adopted the acronym **BEEP** which stands for **Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness**. Below is the Behavior Matrix which shows how our Roadrunners will **BEEP** on campus, at home, and in the community.

Behavior Matrix				
FIRST ST. SCHOOL RULES				
AREA/SETTING	BE SAFE	EXERCISE RESPONSIBILITY	ENGAGE IN LEARNING	PRACTICE KINDNESS
Assembly	-Stay with class -Hands to yourself	-Sit criss-cross; make room for others -Listening ears on	-Pay attention to speaker/ presentation	-Respect presenter/others (hats and hoods off).
Bathroom	-Walking feet	-Flush toilet -Wash hands -Throw away trash	-Be purposeful and quickly return to class	-Use facilities appropriately -Respect the privacy of others.
Play Area	-Run in the designated area -Keep hands and feet to self -Ask for help -Freeze when the bell rings	-Wait patiently for your turn -Pick up belongings -Use trash cans	-Share equipment -Play games responsibly	-Use kind words and actions -Use appropriate language -Include others
Field	-Ask for help -line up when the teacher blows the whistle -Walk to and from field	-Pick up equipment and belongings	-Share equipment -Play games responsibly	-Use kind words and actions -Use appropriate language -Include others
Cafeteria	-Walking feet -Hands to self -Eat your own food only	-Clean up after yourself -Listen to lunch supervisors	-Use an inside voice -Respect the "talk" light	-Use kind words and actions -Use appropriate language -Include others
Community	- Stay on sidewalks - Obey traffic laws - Be home before dark	- Respect neighbor's property	- Talk to parent or staff about community safety.	- Be polite - Use proper language and volume.
Drop Off/Pick Up Area	-Cross in the crosswalk -exit/enter cars in the drop off lane	- Walk directly to your destination - Watch for your ride - Pick up trash and belongings	- Read and obey all posted traffic and safety signs. - Listen to directions from crossing guards.	- Use manners - Help and lookout for others.

Office	- Walk - Get permission from an adult to come to the office	- Bring office pass	-Use an inside voice. - Use time wisely	-Speak with respect -Wait patiently
Walkways	-Walk on the right -Hands and feet to self -eyes forward	-If necessary, speak quietly -Remain on the designated walkway	-Listen for instructions from staff or mentors.	-Hold yourself accountable for your actions -Set an example for others.
Computer Lab	-Walk -Hands and feet to self	-Treat equipment with care (as if it were your very own).	-Follow instructions. -Challenge yourself to learn and do more.	-Set an example for others. -Hold yourself accountable for your actions. -Ask for help if needed.
Home	- Follow home rules - Be home before dark - Talk only to adults you know	- Complete assignments - Put school work in backpack when finished - Put backpack in designated spot	- Ask for help - Use your resources	- Do your own work - Offer to help parents and siblings
Outdoor Tables	- Sit while eating - Walk	- Clean up after yourself	- Seek to understand others	- Use appropriate language -use kind words and actions -practice good table manners
After School Programs	- Stay in designated program area	- Follow Program rules	- Always give your best effort	- Use manners - Encourage others - Be helpful
Library	Keep hands and feet to yourself	Follow Library rules	Listen attentively	Handle books/materials with care
Classroom	- Use supplies appropriately - Walk in the classroom	- Be prepared - Clean up after yourself	- Always give your best effort - Pay attention - Stay on task	- Use manners - Encourage others - Be helpful

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

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

Bully Prevention (in PBIS)

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

Playground Procedures

- ✓ Stay in designated areas. Do not go onto the outdoor amphitheater during recesses or cross through other students’ games.
- ✓ Keep school grounds clean. Snacks are only to be eaten at the tables under the shade structure.
- ✓ Use the restroom and get a drink before the bell rings.
- ✓ “FREEZE”, take a knee, and hold all equipment when the bell rings. Walk to your class line when the whistle blows.
- ✓ Play soccer, tag, catch with footballs, etc. on the field only, not on the blacktop. (Sharks & Minnows can be played on the gridded area behind the office).
- ✓ Report any problems to the playground supervisors on duty.

Play Structure Procedures

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

Student Recognition

❖ **Roadrunner Cards**

- ✓ Awarded to students by any staff member for being **Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness**.
- ✓ Can be used in the student store for prizes. The more cards a student has to trade in, the greater the prize. **Cards given out by teachers are worth one, cards given out by classified staff or other school personnel are worth double!**
- ✓ Redeemed cards are placed in a box in the office for a weekly drawing for additional prizes.
- ✓ Cards that aren’t drawn then go in a jug; if the jug is half-filled by winter break, the whole school will receive a TBD treat. If it is filled by the end of the year, they will receive an ice cream treat during carnival.

❖ **Attendance Awards**

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

- ✓ **Year-long Perfect Attendance** for the entire calendar school year: No absences or unexcused tardies all year. No more than three excused late arrivals or early dismissals total for the entire year. Additional recognition includes an attendance medal presented at the end of year awards assembly.

❖ **End of Semester Student Recognition Assembly**

- ✓ Nominated by classroom teachers
- ✓ Recognizing students who excel in various areas
- ✓ Earns a prize voucher to a local restaurant or eating establishment along with a certificate of recognition.

❖ **Year-long Grade-level Competition**

- ✓ The winning grade-level earns a special end of the year field trip on the last week of school.
- ✓ The categories in which monthly points are awarded are as follows: overall grade-level attendance, overall grade-level disciplinary referrals, cafeteria behavior and cleanliness, school spirit, and i-Ready usage.

Character Education

This year, as part of our Fun Run partnership with Boosterthon, we have access to a great character education program which is built in collaboration with [Character Counts](#) and their [“Four Wheels of Success”](#).

Reinforcement & Consequences

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

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

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability. Intimidation or harassment of any student by any employee, student or other person in the district is prohibited. Staff shall be alert and immediately responsive to student conduct that may interfere with another student’s ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the principal or designee.

Dress Code

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

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

Cell Phones

While we discourage student possession of cell phones on campus, we understand that parents may wish for their children to carry a cell phone to be used going to/from school. Students who bring a cell phone to school must keep the phone in the OFF position while on campus and put in their backpack. Any cell phone found to be out and/or on while a student is on campus will be taken from the student and returned only to the parent. ***The school is not responsible for any lost or stolen electronics.***

Bell Schedule

Regular Day Schedule

7:55-8:10	Supervision
8:10-8:15	Line-Up
8:15	School Begins
9:50-10:05	Recess: Grades 1-3
10:15-10:30	Recess: Grades 4-5
10:30-11:10	Kindergarten
10:50-11:30	Lunch: Grade 1
11:10-11:50	Lunch: Grade 2
11:30-12:10	Lunch: Grade 3
11:50-12:30	Lunch: Grade 4
12:10-12:50	Lunch: Grade 5
1:40-1:55	Recess: Grades 1-3
2:40	Dismissal

Early Release Day Schedule

7:55-8:10	Supervision
8:10-8:15	Line-Up
8:15	School Begins
9:50-10:05	Recess: Grades 1-3
10:15-10:30	Recess: Grades 4-5
10:30-11:10	Kindergarten
10:50-11:30	Lunch: Grade 1
11:10-11:50	Lunch: Grade 2
11:30-12:10	Lunch: Grade 3
11:50-12:30	Lunch: Grade 4
12:10-12:50	Lunch: Grade 5
1:40	Dismissal

Bicycles

Students are encouraged to ride bicycles to school if they can be ridden safely according to the vehicle code, the student wears a bike helmet, and bikes are locked in the on-campus bicycle racks during the day. No motorized scooters are allowed to be ridden to or from school by students. When crossing a street or moving within the school site, students must WALK their bikes. Helmets must be worn when riding to and from school since this is a California State law. Students observed not wearing helmets will not be allowed to ride their bikes home.

Cafeteria

Breakfast - Students may purchase a breakfast (includes milk) for \$1.75 (30 cents if student qualifies for reduced breakfast) from 7:30 – 8:05 AM.

Lunch - Students may purchase a lunch that includes milk for \$3.00. Milk can be purchased separately for 50 cents. Students eligible for reduced lunch pay 40 cents.

Payment Online - Online payments are a simple, safe and secure way to make payments to your student's account 24 hours a day at your convenience. Learn all about online prepayments to your student's meal accounts. Instructions are available in [English](#) and [Spanish](#).

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

To find out more about our district's [Food and Nutrition Services](#), please go to the [district website](#).

Changing a Student's Teacher

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

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

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds from the US Department of Education. The law also allows parents the right to inspect and review their child's educational records and to request copies (schools can charge a copy fee) of all or parts of the record. The request to review and/or copy the records needs to be made in writing and shall take place in the presence of an administrator or his designee. School employees cannot provide people (other than the student's parents/guardians) information or educational records about a student that is under 18 years of age unless the parent has provided written consent that approve the release of such records.

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

Contact Information

Office Phone Number: (916) 645-6330
Office Fax Number: (916) 645-6284
24 Hour Attendance Hotline: (916) 434-5210
School Web Site: <http://fss.wpusd.k12.org/>

Drop-Off and Pick-Up Procedures

Students may be dropped off in front of the school along the yellow curb area which is for drop-off/pick-up only; ***drivers must remain in their vehicles in these areas.*** On 1st St., there is a white curb area for 15 minute passenger loading ***where you may exit your car to drop-off or pick-up your student.*** If you are walking your student to school, we ask that you say goodbye to your child at one of our gates. If it is necessary to speak with a staff member, stop by the office and our school secretary will see if he or she is available.

Teachers and staff members are on supervision duty beginning at 7:55 AM. **Students choosing so will be allowed onto campus at 7:30 to eat breakfast in the multipurpose.** At 7:55 the main gate will open and students are to head out to the play area until the morning bell rings at 8:10. Backpacks can be dropped off at their classrooms but then students must head directly to the blacktop. Since there is no supervision around the classrooms, students need to stay on the play area prior to the start of school. At the end of the day, we ask parents to refrain from entering the campus prior to 2:40.

Traffic only flows one way in the parking lots in front of school. ***Please drive carefully and slowly down our neighboring streets out of consideration and safety for our neighbors and children!***

The area in front of the multipurpose room is a green curb for short-term parking/student loading & unloading. ***Please DO NOT leave your vehicles unattended in the green loading zone in front of the multi during the hours of 7:45-8:15 AM and 2:30-3:00 PM.*** This is our peak traffic time, and we need to keep cars moving forward. If seen exiting your car during those times, you will be respectfully asked to return to your vehicle. The green loading zone remains open for short-term parking during all other times.

Emergency Procedures

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

Evacuation

In the event that an emergency requires evacuation prior to the end of the school day, all students, staff and visitors will be notified and will evacuate to the primary location (blacktop area) or a secondary location on or off campus if necessary. The principal/designee will work with the classroom teachers to account for all students, staff and visitors. Bus riders will be transported home if safe to do so with families notified of the evacuation. All other students will be dismissed to their parents from a designated pick-up area. Information regarding the evacuation will be announced by the district office by way of email blast and automated phone call. ***A school-wide evacuation drill will take place once a year.***

Shelter-In-Place/Lockdown

In the event that an emergency requires students to remain in their classrooms with the classroom doors locked, the students, staff and visitors will be notified over the PA system. Students on the playground will be directed by staff on duty to line up where they will be taken to the nearest classroom or to the multipurpose room. Students already in the multipurpose room will remain in the multipurpose room. The principal, custodian and office personnel will ensure doors are locked. Staff will take attendance in all school locations, noting student's name and their teacher, so that all students can be accounted for by office personnel. When it is safe to do so, the "all clear" signal will be given and normal student activities will resume. ***School-wide shelter-in-place/lockdown drills will be conducted every other month.***

Fire Drills

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

Field Trips

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



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

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

Grade Reporting (Report Cards & Conferences)

Our district elementary schools are on trimester grading periods. As such, final report cards are issued at the end of each trimester: Nov. 4th, Feb. 24th, & June 9th. The final report card may be withheld by the school if a student has any outstanding debts or materials. Conferences with all parents will be made available the week of Nov. 14th-18th. ***Parents/guardians can also request a conference with their student's teacher at any point in the year. We will begin using a grading program called *Jupiter Ed* in 3rd-5th grades which will provide detailed information on your child's progress. K-2nd grade will be using...*** Guidelines for accessing your child's grading program will be sent home by your child's teacher.

Health Services

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

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

Homework

While homework is important for providing extra practice of essential skills and creating a strong home-school connection, it should not come at the expense of family time, practice or play time, or be in anyway causing stress in the home. In theory, homework should only involve a few practice math problems to review and reinforce the day's lesson and the rest should be time spent for leisure, independent reading. The exception to this rule is if students are not using time wisely at school or on the rare occasion that they are finishing a larger project. The following are **general guidelines** for each grade level regarding the amount of time that should be spent doing homework each night and can vary slightly from teacher to teacher:

- Kindergarten: 15 minutes of reading independently or with a family member
- First Grade: 10 minutes of work plus 15 minutes of reading
- Second Grade: 15 minutes of work plus 20 minutes of reading
- Third Grade: 20 minutes of work plus 25 minutes of reading
- Fourth Grade: 20 minutes of work plus 30 minutes of reading

Fifth Grade: 30 minutes of work plus 30 minutes of reading
Again, the above are simply guidelines, however, if your K-2nd student is regularly doing more than 40 minutes of combined HW & reading or your 3rd-5th grade student is doing more than 60 minutes, please let your teacher know.

Insurance Information

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

Items Dropped Off for Students

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

Library

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

Lost & Found Items

Clothing items, money, or other found items at school are turned in to the front office. Please check with our office staff if something is missing or found. To help ensure that your child's jackets and sweatshirts get returned, please be sure to write your child's name on them. Items not claimed will be donated!

CHAMPS Parent Teacher Club (PTC)

The CHAMPS (*Committed to Honoring And Motivating Parents & Students*) Parent Teacher Club (PTC) is a non-profit volunteer group that works to supplement and support First St.'s school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas helps us provide these benefits. The PTC identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible. How can you help the PTC? Sign up to help with an event or volunteer in the classroom. Shop for supplies. Donate items for upcoming events. Take photographs for the yearbook. We'd love to have your assistance. Call us with your ideas as well! Attend a CHAMPS meeting – see dates and times listed on the school web calendar.

Personal Property

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

Phone Messages to Students

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

Resolving Concerns

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

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

School Site Council (SSC)/English Learner Advisory Committee (ELAC)

The SSC/ELAC is created in order to assist the school in developing a school improvement plan and monitoring the progress and spending toward those stated goals. Advisory in nature, the SSC/ELAC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, to oversee the development and expenditures of the program improvement budget, and make sure we are not overlooking the needs of our English Language Learners (ELL) . SSC/ELAC membership consists of teachers, parents, classified staff and community members.

Student Success Teams (SST)

First St. School recognizes the various academic or social needs of students. In an attempt to maximize learning outcomes while supporting students' overall academic, behavioral, and socio-emotional growth, Student Success Teams (SST) are formed. When necessary, these teams plan for alternative social and instructional strategies for students. The Student Success Teams consist of an administrator, one or more teachers, support staff members, and parents. Recommendations may include one of the following:

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

Textbooks

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



Tobacco, Alcohol, and Drug-Free School Site

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

Volunteers and Visitors

Parents are encouraged to volunteer in our school. They must sign the visitor sheet in the office and wear the “VISITOR” identification sticker while on campus. All volunteers are required to have a current T.B. test on file in the school office. A Live-Scan fingerprint check is also required for all volunteers who will be working with students on an on-going basis or if they will not be under the direct supervision of a certificated staff member. There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student’s academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students should not be discussed with anyone other than the appropriate school officials.



Roadrunner Pledge

The *Roadrunner Pledge* on the next page is a signed agreement between the student, parents, classroom teacher, and school administration to uphold the conditions laid out in this handbook as well other home/school learning and behavioral expectations. Please sign it ASAP and return it to your student’s teacher. A separate pledge must be signed yearly for each child in your household that attends FSS.

ROADRUNNER PLEDGE – 2022-23 School Year

We pledge to be ***Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness***. As a team, we will work together to create a positive learning environment and continually strive towards academic achievement. Students and parents please read this handbook and sign and date on the lines below. An electronic version can be found on our school website (<http://fses.wpusd.org/>) or you can request a hard copy from our office.

Student Pledge

- Read and agree to the expectations, policies, and procedures detailed in this handbook.
- Arrive to all classes on time and attend school regularly.
- Demonstrate respect by knowing and obeying classroom and school rules.
- Ask for help when needed.
- Complete assignments on time with high quality and accuracy.
- Share new learning and experiences with parents.

Student Signature: _____ **Date:** _____

Parent/Guardian Pledge

- Ensure my child arrives to school early and attends school regularly.
- Support the school in its efforts to maintain a safe and positive learning environment for all students.
- Encourage good study habits by establishing a regular schedule and study time at home.
- Attend scheduled conferences, review student work, and monitor progress reports.
- Respond to communications sent home in a timely manner.

Parent/Guardian Signature: _____ **Date:** _____

Teacher Pledge

- Use a variety of instructional techniques and materials in order to meet the learning needs of all students.
- Assist students in mastery of essential standards by focusing on learning and measuring academic growth.
- Respond to student/parent questions or concerns in a timely manner.
- Maintain a positive, safe learning environment through consistent application of behavior expectations.
- Communicate regularly with parents and students regarding learning progress.

Classroom Teacher Signature: _____ **Date:** _____

Principal Pledge

- Create a welcoming and safe environment for students and parents.
- Communicate the school's mission and goals to students and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members.
- Maintain and foster high standards of academic achievement and behavior.

Principal – Ms. Lyndsay Reynolds