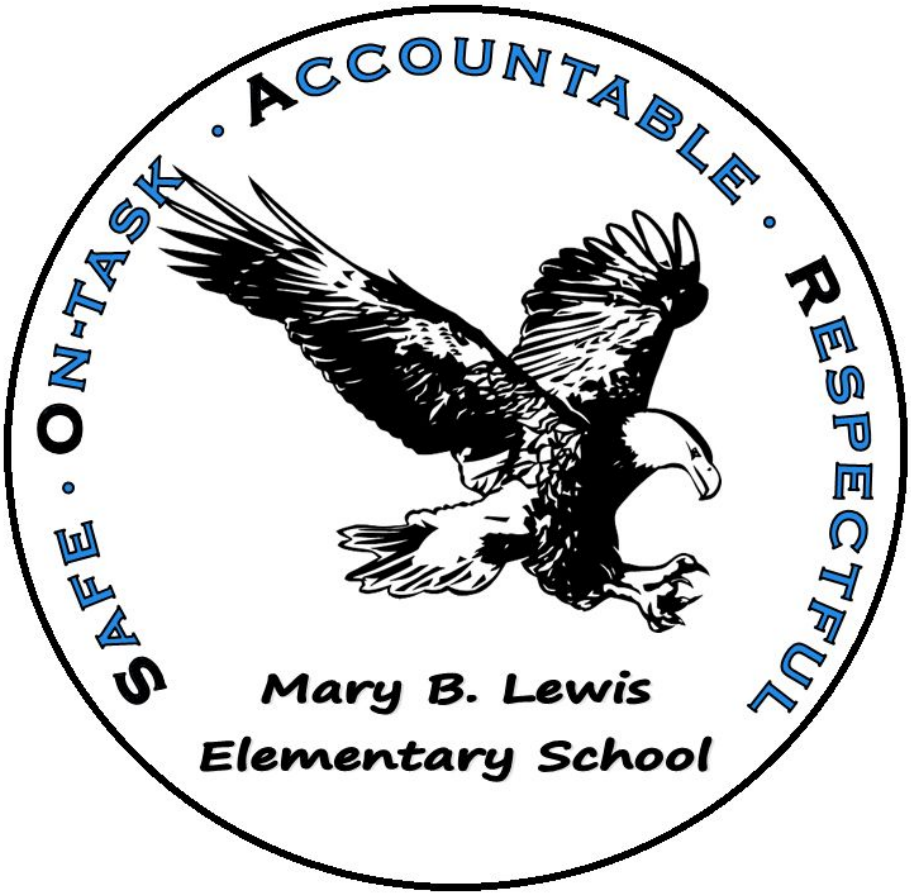
Mary B. Lewis Elementary School



2018-2019 Student/Parent Handbook

Mary B. Lewis Elementary

18040 San Bernardino Avenue · Bloomington, CA 92316
(909) 580-5025 FAX #: (909) 430-2832

Dr. Cathy Cervantes, Principal
Mrs. Ligia Puraci, Assistant Principal

Mary B. Lewis Elementary Mission Statement

The Mary B. Lewis School staff, community, and students are dedicated to providing and promoting a quality education so that all students may attain their fullest potential.

COLTON JOINT UNIFIED SCHOOL DISTRICT

Mr. Jerry Almendarez, Superintendent
Mrs. Ingrid Munsterman, Assistant Superintendent, Human Resources
Dr. Frank Miranda, Assistant Superintendent, Business Services
Dr. Tina Peterson, Assistant Superintendent, Administrative Services
Mrs. Amanda Corridan, Assistant Superintendent, Student Services

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Mr. Dan Flores

Stay Connected

This handbook and additional information is available on our school web page: www.colton.k12.ca.us/lewis

District updates are available from the CJUSD Blackboard app. You can download the app to your Smartphone from the App Store (iOs devices) and the Google Play store (Android devices.)
You can follow us on Twitter: @ LewisCJUSD and on Facebook: Mary B. Lewis Elementary School.

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THE HISTORY OF MARY B. LEWIS ELEMENTARY SCHOOL

Our Beginnings…..

Mary Beryl Lewis was born June 13, 1933, in Indianapolis, Indiana. She was the first of six children born to Vince and Beryl Lewis. In 1943, the Lewis family moved to California to the San Fernando Valley, and then settled in the Bloomington area in 1946. Mary attended 8th grade at Cedar Street School (now the Educational Services Center for the Colton Joint Unified School District) where she was an outstanding student.

On the morning of January 10, 1947, Mary, her brother, and a little neighbor girl waited for their school bus at the corner of Valley Boulevard and Alder. The younger girl dashed into the street in front of traffic. Mary ran after, to push her to safety. The little girl was injured but survived. Mary, however, was struck by a large truck and died at the scene. Because of her act of bravery and her excellent scholastic record, members of the school board approached Mr. and Mrs. Lewis and asked if they could name a new school that was being built in honor of Mary.[1]

Mary B. Lewis Elementary School opened in September 1948. The school was founded under the then Bloomington School District and was dedicated October 24, 1952 by the Native Sons of the Golden West. In 1966, the school joined the Colton Joint Unified School District.

[1] Historical information regarding Mary B. Lewis provided by Mrs. Kay Gaumond, Mary B. Lewis' sister.

FREQUENTLY ASKED QUESTIONS

★ ***When does the 2018-2019 school year begin and end?***
- Begins, Wednesday, August 8, 2018 and ends Tuesday, June 4, 2019 (minimum day).

★ ***When is breakfast?***
- Breakfast is served from 8:40 a.m. to 9:10 a.m.

★ ***What time does school begins?***
- 9:15 a.m.

★ ***What time is school dismissal?***
- TK and Kindergarten lets out at 1:30 p.m. every day.
- 1st through 6th at 3:30 p.m. Monday, Tuesday, Thursday, Friday
- 1st through 6th at 2:05 p.m. every Wednesday and all minimum days.

★ ***When are Fall, Winter and Spring breaks?***
- Fall Break: November 19 to November 23 (School resumes Monday, November 26, 2018)
- Winter Break: December 19 to January 4 (School resumes Tuesday, January 8, 2019)
- Spring Break: March 18 to March 29 (School resumes Monday, April 1, 2019)

★ ***Aside from the breaks, what additional Non-School days and/or Holidays will there be in 2017-2018?***
- September 3-Labor Day
- November 12-Veterans' Day
- January 21-Martin Luther King Jr. Day
- February 11 and 18 Presidents' Day
- May 27- Memorial Day

★ ***Does Mary B. Lewis offer tutoring at school?***
- Students are targeted based on assessments. Different students have different needs so intervention groups are targeted at different times. Some students receive intervention during the day.

★ ***My student is struggling, I have a concern and (or) I want to know how my child is doing?***
- You can start by making an appointment to speak with the teacher to share your concerns. They can then make suggestions.

★ ***I would like to speak to the teacher, but she doesn't speak Spanish; what can I do?***

- Make a request at the front desk to make an appointment with the teacher and notify them that a translator is needed. The teacher will be notified and arrange for a translator.

★ ***How do I enroll my child?***

- Please visit the front desk to pick up an enrollment packet. The office staff will provide instructions and answer any questions.

★ ***I have questions about the Think Together program.***

- You may call or come to the school and speak with our Think Together Coordinator.

★ ***Can I volunteer in my child's classroom?***

- We encourage parents to volunteer. However, district policy requires all volunteers to:
  - Complete a Volunteer application form with proof of valid government issued photo identification card, e.g. California Driver's License or I.D. card.
  - Provide a copy of a negative Tuberculosis (TB) clearance taken within sixty (60) days of initial service.
  - Obtain fingerprint clearance through the State of California's Department of Justice (DOJ).
  - Obtain approval from our Board of Education.
- You can obtain a Volunteer packet with complete information from the front office. ***Fingerprinting is provided free of charge to volunteers by the school district.***

Appointments/Early Pick-up

To pick students up early, parents and guardians must come into the office to sign their student(s) out. Current government-issued identification is a must! Others listed on the emergency card may be designated by the parents ONLY WITH PRIOR NOTICE TO THE OFFICE (preferably in writing.) . If possible, medical and dental appointments should be scheduled for after school.

Arrival and Departures

Our instructional hours are 9:15 a.m. to 3:30 p.m. for grades 1-6. TK/ Kindergarten hours are 9:15 a.m. to 1:30 p.m. We begin serving breakfast at 8:40 a.m. Students should not be on campus until 9:00 a.m. unless they participate in the breakfast program.

Bus riders will arrive and depart in the bus turnaround area. All other arrivals and departures will be in the front of the school or the gates at the rear of the school. If you chose to park across the street from the school PLEASE walk your student on to campus. NO STUDENT IS TO BE CROSSING San Bernardino Ave. except at the designated crosswalks.

Every Wednesday is a minimum day. All Transitional Kindergarten and Kindergarten classes will attend school on Wednesday according to their regular daily schedule. Students in grades 1-6 will attend school from 9:15 a.m. to 2:05 p.m. on Wednesday minimum days.

With the exception of students involved in after school programs, students must leave campus by 3:45 p.m. On minimum days all students should be off campus by 2:20 p.m.

Attendance Improves Learning

Regular Attendance is one of the most important requirements for a successful school year. According to Education Code 48200-Compulsory Education, school attendance is required for all children age six through eighteen.

California law states that absences are excused only if the child is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons (Note required), is also unexcused. If your child has three unexcused absences and/or tardies in excess of 30 minutes on each of more than three days in one school year, he or she will be considered truant. After three or more unexcused absences or tardies, you will receive a letter notifying you of your child being classified as a truant as per Education Code 48260. If your child has excessive absences or tardies, notes from an authorized person such as doctor or dentist will be required.

Many parents are unaware that going out of town with their children during school is an unexcused absence as are family emergencies. Planning ahead can avoid unexcused absences.

If you must go out of town and it is more than 10 days, your child will be dropped from our roll, and you will have to re-enroll your child on his/her return. There is no guarantee that your child will be put back in the same class.

It is our hope that you have planned and organized so that school is a number-one priority in your family. Make carpooling arrangements, plan trips for holidays and vacations, and have a back-up person available to take your child to school if you are ill or otherwise unable to do so.

It is important to note that when a student is going to be absent, no matter what the reason, his or her parent should call the school as soon as possible. Parents are responsible for notifying the school of an absence. Please call (909) 580-5025.

Balloons and Parties

Due to our school's focus on academics, we want to limit the amount of interruptions during the school day. Balloons are only acceptable at 6th grade promotion. Parties with food provided by parents are limited to no more than three per year. The time and dates of any parties are determined by the teacher and are typically limited to major holidays. Should you want to celebrate your child's birthday at school, speak to your child's teacher about their classroom policy. One suggestion is to provide "goodie bags" filled with items like pencils and small toys.

BEFORE school and AFTER school entry points

Before school there are two entry points -- front of school (San Bernardino Ave.) and the back of the school (Manzanita Ave.) At the end of the school day, students may exit from these two locations as well as Locust Ave. Any students not picked up after 10 minutes will be brought to the office. Please be aware that the area in front of the school is a three-minute drop-off/pick-up zone.

Behavior Expectations -SOAR

Mary B. Lewis School participates in the Positive Behavior Interventions and Supports (PBIS) program. Clear expectations for all areas of campus have been developed by teachers and staff and communicated to students. Our expectations are summed up in our motto, SOAR: Safe, On-Task, Accountable and Respectful. More information on PBIS is included in a brochure sent to all homes and on our school webpage. A copy of Lewis' PBIS Matrix of desired behaviors is located in this handbook, displayed throughout the school, and will be reviewed in class. Please refer to the back cover of this handbook for the English and Spanish version of Lewis' PBIS Matrix of desired behaviors. We strongly encourage you to review our matrix with your student(s). Mary B. Lewis School also enforces the Education Code. More information on Education Code is available on the Colton School District webpage (www.colton.k12.ca.us) under the Students Services section.

MINOR / MAJOR BEHAVIOR CHART

Problem Behavior	**Minor: Classroom Managed** ***Documentation/intervention should be logged in on MINOR behavior log; at least 3 violations on the same offense will then be considered a major.***	**Major: Office Managed** ***Write major on a DDR and submit report (not student) to office. In case of emergency (unsafe classroom environment), call the office.***
AGGRESSION/PHYSICAL CONTACT	● Single/isolated verbal threat ● Horseplay, pushing with no intent to harm ● Forcibly taking something from someone (book/equipment) ● An incident of directed foul language	● Physical contact with injury ● Throwing objects with intent to hurt ● Verbal threat with bodily contact ● Fighting ● Stealing ● Inappropriate touching ● Foul language continued ● Victim's perception of threat

DISRUPTION/INTERRUPTION OF LEARNING	● Talking when the teacher is talking
	● Passing notes
	● Playing with objects
	● Off-Task
	  ○ making noises
	  ○ walking around
	  ○ standing up
	● disregard for directions
	● distracting others
	●
		● Throwing Objects
		● Refusing to do work-Defiance
		● Laying on the floor
		● Threatening bodily harm
		● Multiple disruptions

INAPPROPRIATE LANGUAGE	● Rude comments ● Put downs ● Name calling ● Impulsive profanity	● Intentional profanity ● Sexual harassment ● Racial slurs

MISUSE OF TECHNOLOGY	● Not staying on task (being on a non-designated website)
	● Using any technology at a time that is not approved by the teacher
	● Changing settings on devices
		● Looking at inappropriate sites (actively navigating to get there)
		● Cyberbullying
		● Hacking into other students' accounts
		● Sabotaging/damaging any device
		  ○ cracking screen
		  ○ pulling off keys
		● Cheating

OFF-TASK	● Talking off topic ● Inappropriate sounds ● Uncooperative ● Playing with objects	● Out of seat (wandering/talking) ● Throwing objects ● Offensive Language/Hurtful ● Refusal to complete a task
PROPERTY DAMAGE	● Accidentally ripping a book	● Damage to school property

	• Destruction of everyday items
	  ○ crayons
	  ○ pencils
	  ○ erasers
	
	• Accidentally breaking computers/i-pads
	• Accidentally breaking playground equipment
		(inside or outside)
		  ○ carving
		  ○ graffiti
		• Purposely breaking/destroying school property
		• Flooding bathrooms
		  ○ bathroom sinks
		  ○ toilets
		  ○ drinking fountains
		• Throwing paper wads

Bicycles and Skateboards

For the safety of all students, the following rules apply to bicycle riders:

1. Bicycles may not be ridden on any part of the campus at anytime.
2. When arriving at school, walk bicycles directly to the bicycle rack.
3. By law, students must wear a helmet when riding a bicycle.
4. Students must lock bicycles to the bicycle support stand with their own personal lock.
5. No motorized bikes, or skate shoes are allowed on campus.

Students may ride skateboards with administration approval. Skateboards will be stored in the office during the school day. Students may not ride the skateboards at any time on the campus.

Bullying

Bullying is intentional, repetitive, aggressive and hurtful. Bullying can happen anywhere at any time -- at school, on the bus, walking to school AND in social media. Bullying is a violation of Education Code and can result in serious consequences for perpetrators. Students that are victims of bullying need to seek out a responsible adult -- teacher, staff member, administrator, parent, etc. -- as soon as possible to get help. Any pupil who feels he or she has been subject to Bullying may file a formal complaint by completing a Bullying/Harassment Complaint Form at the school site. Investigation will take place and a letter with the findings of the investigation will be mailed within 10 days.

Buses

For the safety of all passengers, students are expected to follow the rules and to conduct themselves appropriately while riding the bus. Bus transportation to and from school is a privilege, not a right, and therefore can be taken away. Students receiving a referral (a written form of disciplinary action), may temporarily lose their bus privilege. Continued violations may result in permanent loss of the privilege. Students may not change buses without a parent note and administrative approval. A note must be brought to the school office at the beginning of the day for verification and approval.

Cafeteria Information

Mary B. Lewis Elementary School provides a breakfast and lunch program. Meals are planned by the District Food Service Coordinator. Menus for breakfast and lunch are sent home and are available online from the school website.

Breakfast begins at 8:40 a.m. in the school cafeteria. Full price for breakfast is $1.00 and is free for students that qualify for the free program. Students need to arrive in the cafeteria no later than 9:00 a.m. in order to have sufficient time to eat their breakfast and get to class on time at 9:15 a.m.

Lunch for TK and Kinder students is 11:15 a.m.
Lunch for 1st grade students is 11:25 a.m. – 11:55 a.m.
Lunch for 2nd grade students is 11:40 a.m. – 12:10 p.m.
Lunch for 3rd grade students is 11:55 a.m. – 12:25 p.m.
Lunch for 4th grade students is 12:10 p.m. – 12:40 p.m.
Lunch for 5th grade students is 12:25 p.m. – 12:55 p.m.
Lunch for 6th grade students is 12:40 p.m. - 1:10 p.m.

If you pack a lunch for your child, we emphasize nutritious foods. Health concerns prohibit sharing/exchanging of food items. No food is to be taken from the cafeteria. In addition, no parent or adult is allowed to eat food from a student's cafeteria tray. Full price for lunch is $1.90 and free for students that qualify for the free program. Milk is $0.50 for those students who have brought lunch from home and wish to purchase milk.

Any students who were on the free or reduced program because of eligibility under the AFDC/Food Stamp Program will automatically be renewed without the necessity of submitting another application for the new school year unless there is a change in your status. ***All other returning students who were on the free or reduced lunch program last year must submit a new application each year.*** There is a grace period designated by the District. If your application is not submitted during that grace period, your student will automatically be placed on a paid status. In addition, please be advised that returning students with outstanding charges from the previous school year will not be permitted to charge in the new school year until all charges have been paid.

If you received a lunch application for the new school year during the summer and you wish to apply, please return the application either to our District office at the Nutrition Services Department, the school cafeteria, or turn it into the school office. Please be sure to list all household members on the application. You can also apply online at **https://coltonjusd.rocketscanapps.com**.

Cell phones/office telephone use

By Board Policy, students are allowed to have cell phones at school. However, they must be turned off and stowed in their backpack. Students may not use the phone for any reason while at school. If an urgent situation requires the student to contact his or her parents, students are required to ask permission from their teacher for an office pass. Phone calls to parents are not allowed for the

purpose of tutoring, detentions, forgetting lunch money or homework. School-related activities are announced in advance and classroom assignments are the responsibility of the student.

Change of Address and Telephone

Students who move or change telephone numbers should inform the school office as quickly as possible. For emergency reasons, it is important to keep this information up to date and accurate. Please have at least two usable phone numbers (home and work, or a neighbor) listed. List only those adults that have a legal right and your permission to pick up your child. If there are any custody situations, please note that at the top of the student's emergency card. Copies of the current court orders need to be on file in the school office. **PLEASE NOTE: For someone other than parent/guardian to pick up a student during the school day requires that the person be listed on the emergency AND to have written or verbal (phone) permission from the parent/guardian.**

Conferences

There are two parent-teacher conference weeks each year. During the first conference, *Oct. 8 to 12*, teachers will attempt to conference will all their students' parents. During the second conference week, *March 12 to 14*, teachers will conference with students achieving below grade level. During other times, parents and guardians can request conferences with teachers or other support staff members. A conference will be scheduled at a mutually, convenient time.

Education Code

The Staff and Administration of Mary B. Lewis Elementary School fully enforce the California Education Code. Although all sections of California Education code 48900 through 48951 are enforced, we have included information below on some of the key codes. Our goal is to ensure the safety of our student and staff at all times. More information on behavior is included under the Positive Behavior and Intervention section.

48900(a)(1)
Children are not permitted to cause, try to cause, or threaten to cause harm to another person. This includes all students, staff, and all people.

48900 (b)
Children may not bring knives or other dangerous objects to school.

48900 (c) , (d) , & (h)
Children may not have, provide, or be under the influence of controlled substances, look-a-likes, or nicotine.

48900 (f)
Children may not cause or try to cause damage to school or private property. This includes vandalism and graffiti.

48900 (g)

Children may not steal or try to steal school or private property.

48900 (i)
Children may not use profanity or vulgarity in any form toward anyone, including all students, staff, and all people.

48900 (k)
Children may not be defiant towards school staff, disrupt school activities, or disturb instruction.

Emergencies (Emergency Cards)

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. **Each student must have an emergency card on file** so that the school has the necessary information to make the proper contacts. The policy is that only the persons listed on the emergency card will be allowed to take students from campus. Please complete and update emergency cards and return them to Mary B. Lewis Elementary School as soon as possible.

English Language Learners

The purpose of the English Language program is to serve students with limited or non-English speaking skills. Students are identified by the Language Assessment Center when they register.

Field Trips / Chaperones

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form a parent or guardian is required for all field trips. Children without a permission form will not be allowed to participate in the field trip. Parent volunteers for field trips are encouraged and should be discussed with your student's teacher prior to the day of the field trip. All Parent volunteers will be screened according to current District policy. Please refer to Volunteers section for more details.

GATE

Gifted and Talented Education (GATE) student needs are addressed through differentiated instruction within the classrooms at Lewis. Students are identified by RAVEN test scores and teacher recommendation. Students must score two years above grade level for two consecutive years in reading, math and language.

Grading Policy and Report Cards

The following grading system is used in the Colton Joint Unified School District.

Level	Description	Grading Scale
4/+	Thorough Understanding & Ability to Apply the Grade level Standards	90% +
3/√	Adequate Understanding & Ability to Apply the Grade level Standards	73% - 89%
2/√	Partial Understanding & Ability to Apply the Grade level Standards	60% - 72%
1/-	Minimal Understanding & Ability to Apply the Grade level Standards	< 60%
*	Modifications/Modified Curriculum RSP Students with IEP Goals on the subject* Structured English Immersion (level 1 and 2 students)**	

Report Cards reflect current grades for the amount and quality of work produced in class, as well as citizenship and work habit behaviors. Progress Reports are issued at the conclusion of each quarter, and Report Cards are issued at the conclusion of each semester.

HOMEWORK POLICY

Each teacher will provide families with a letter at the start of the school year that will define homework policies and expectations. We encourage families to contact their child's teacher with any questions. Required time allotments for homework are defined below:

Kindergarten	20 minutes
1st	30 minutes
2nd & 3rd	45 minutes
4th – 6th	60 minutes

Insurance

Parents have the opportunity to purchase school accident insurance for their children. Information explaining the program will be sent home in the beginning of the year packets or can be obtained through the school office.

Library Books and Textbooks

Classes regularly visit the library. Students are encouraged to check out books. Library books must be returned at the following visit, and always before a holiday break. Please make a note of which day your child visits the library, and help them remember to take their books that day. Students and parents are responsible for textbooks, materials and library books they check out. Payment for damaged or lost books will be required by the Colton Joint Unified School District.

Lost and Found

If your child has lost an article of clothing, please check the lost and found container in the cafeteria. Other lost possessions can be inquired about in the school office.

Medications

If it becomes necessary for a child to take prescribed medications during school hours, it must be kept in the health office with the appropriate signed forms. Over the counter medications (unless prescribed by a doctor) are not allowed at school.

Noon Aides

The noon aides are an important part of Mary B. Lewis Elementary School staff. Their job is to supervise students during breakfast and lunch. Students are expected to respect and follow the directions of the noon aides.

Parking

The fenced parking lots on the east, west, and north sides of the school are for District employees, delivery vehicles, and emergency vehicles only. Parents may not park in or use the lots for dropping off students. Students may not walk through the parking lots.

Personal Property

Any items not needed during the school day *should not* be brought to school.

Photos and Videos of Students (use by school and district)

District policy allows photos and videos of students to be used in district-produced materials (printed and online). The school may use photos of videos of students in learning management systems, district website and social media (Facebook, Twitter, Class Dojo and others). Student work may also be posted.

The complete district policy regarding the use of student photos, videos and work is sent home at the beginning of the school year. A copy of the policy is available from the school office. *A form for parents and guardians to request to restrict use of photos, videos and/or student work is also available in the school office.*

Positive Behavior Intervention and Supports (PBIS)

Mary B. Lewis' PBIS approach to student discipline is accomplished in the following ways:

- Teach, model, and expect the students to display the following behaviors: Be Safe, On-Task, Accountable, and Respectful Citizens. (SOAR).
- Treat students in a positive and respectful manner.
- Maintain effective supervision of students at all times.
- Expect students to follow all established routines and procedures. School-Wide Behavior Matrices and Grade-Level Matrices are posted throughout the school.

Mary B. Lewis Elementary School School-Wide Matrix

School-Wide Behavior Expectations	Hallway	Restroom	Playground	Cafeteria	Library	Computer Labs	Front and Back of School after Dismissal
Safe	1. Walk 2. Face the direction you are going. 3.Hold objects in front of you.	1. Walk 2. Keep water in sinks. 3. Keep equipment on the playground. 4. Use designated restrooms.	1. Walk on the blacktop. 2. Slide down on your bottom, one at a time. 3. Walk on playground equipment. 4. Stay in designated areas.	1. Walk 2. Finish your food before leaving your seat.	1. Walk 2. Use stepstool to reach the top shelf only.	1. Walk 2. Stay in your seat.	1.Walk 2. Cross at a crosswalk or with an adult.
On-Task	1. Walk on the yellow line.	1. Do your business and return promptly. 2. Wait in line patiently.	1. Freeze when the bell rings. 2. Walk directly to class line.	1. Stay in ABC order and get your food quickly. 2. Speak name loudly and clearly. 3. Sit at assigned area. 4. Eat your food.	1. Speak clearly and politely. 2. Find books quickly.	1.Work on assigned task.	1.Make your way directly to the front, back, or side of the school.
Accountable	1. Keep line straight and single-file. 2. Walk quietly. 3. Reach your destination promptly.	1. Flush toilet 2. Wash hands 3. Throw trash in trash can. 4. Toilet paper goes in toilet only.	1. Keep the wood chips on the ground. 2.Report injuries or problems to adults. 3. Keep food in the cafeteria or classroom.	1. Use quiet, inside voices. 2. Clean-up after yourself.	1. Whisper 2. Use shelf markers to mark place on shelf ONLY.	1. Use quiet, inside voices. 2. Push in chairs. 3. Put headphones on the towers.	1.Check in with office if you do not have a ride after 10 minutes.
Respectful	1. Keep self to self 2. Treat school property appropriately.	1. Keep self to self 2. Be considerate others' privacy. 3. Use a quiet voice.	1. Keep self to self 2. Be considerate of classrooms. 3. Use appropriate language.	1. Keep self to self 2. Raise your hand to be dismissed. 3. Be considerate of others.	1. Keep self to self 2. Treat books and magazines appropriately.	1. Only touch your computer. 2. Raise your hand if you have a question. 3.Be considerate of the next person to use your computer	1. Wait patiently for your ride.

MARY B. LEWIS ELEMENTARY

Behavior Management Flowchart

Observe Problem Behavior

What type of problem behavior is being observed?

MINOR

Step 1: Redirect.

Step 2: Reteach appropriate behavior to meet SOAR expectations.

Step 3: Utilize intervention strategies.

Step 4: Contact colleagues, support staff or admin. for additional interventions or suggestions. Implement interventions or suggestions.

Step 5: Write a citation for data tracking. Submit copy to **the office.**

Step 6: At least 3 or more of incidents of the same behavior, write major report and refer to major.

Teacher Best Practices	***Administrator Best Practices***
• **Seat change** • **Recognition/incentive/ reward of expected behavior** • **5-1 positive verbal feedback** • **Multiple opportunities to practice expected behavior** • **Modify assignments and/or activity** • **Parent phone call** • **Peer/buddy assistance** • **Proximity** • **Private conversations/counseling** • **Nonverbal/visual cues** • **Break/Think Time** • **Think Sheet**	• **Discuss SOAR** • **Student Reflection** • **Student Role Play** • **Loss of Privilege** • **Conference with parents** • **In-house suspension** • **Outside suspension** • **Expulsion** • **Contact authority** • **Tier 2 interventions**

Procedures for Responding to Social Learning Errors

- Use a calm teaching voice and professional demeanor.
- Respond the same way each time a social learning error takes place.
- Respond quickly and disengage to get back to learning.
- Respond immediately after the misbehavior takes place.
- Be respectful by avoiding sarcasm or threats of future consequences.
- Have a private conversation.

**The response to the misbehavior must focus on re-teaching the student(s): helping them know what we want them to do instead: Be Safe, On-task, Accountable and Responsible Citizens.*

MAJOR

Step 1: Write Discipline Data Referral and submit report (not student) to office. In case of an emergency, call the office.

Step 2: Administrator or designee determines action.

Step 3: Administration follows through on action with student.

Step 4: Administration provides family contact and teacher feedback.

Step 5: Tier 2 interventions.

Saturday School

Children in first through sixth grade who miss a day of school can make up that day on select Saturdays. Saturday School is held from 8:00 a.m. through 12:15 p.m., and children who attend a full Saturday session make up a full absence. If all absences are made up and a child has no other attendance marks, they still qualify for Perfect Attendance.

Sexual Harassment

It is unlawful for pupils to engage in sexual harassment, which is defined as:

- Aggressive unwanted attention, explicit or sexual language, and inappropriate touching, all my be considered sexual harassment.
- It's considered sexual harassment if someone of the same gender agrees that the conduct was severe or pervasive enough to hurt someone's academic performance or cause that person to become fearful or nervous.

Any pupil who feels he or she has been subject to Sexual Harassment may file a formal complaint by completing a Bullying/Harassment Complaint Form at the school site. Investigation will take place and a letter with the findings of the investigation will be mailed within 10 days.

Tardies

Students are expected to be with their teacher when the second bell rings. Students who are late must report directly to the office to receive a pass to class. Excessive tardies will result in interventions, including a Student Attendance Review Team meeting.

Title I Program

The Title I Program is a federally funded program that provides specialized support to help students achieve academic success.

Some of the programs at Lewis School funded by Title I are:

- Extended learning time
- Literacy and math training
- Supplemental materials, literature, guided reading books, manipulative, computers and visual aids
- Parent training and communication

With the help of the Title I Program Lewis School will continue to utilize the funds to achieve the District's goal of improving student performance. We feel confident that with our excellent staff and continued parent involvement the upcoming school year will bring even greater student achievement.

VOLUNTEERS

Lewis School and the Colton Joint Unified School District value our volunteers. In order to protect our students, the school board instituted a new policy this past year that requires the screening of all volunteers. Complete details are contained in a volunteer booklet available at the front office

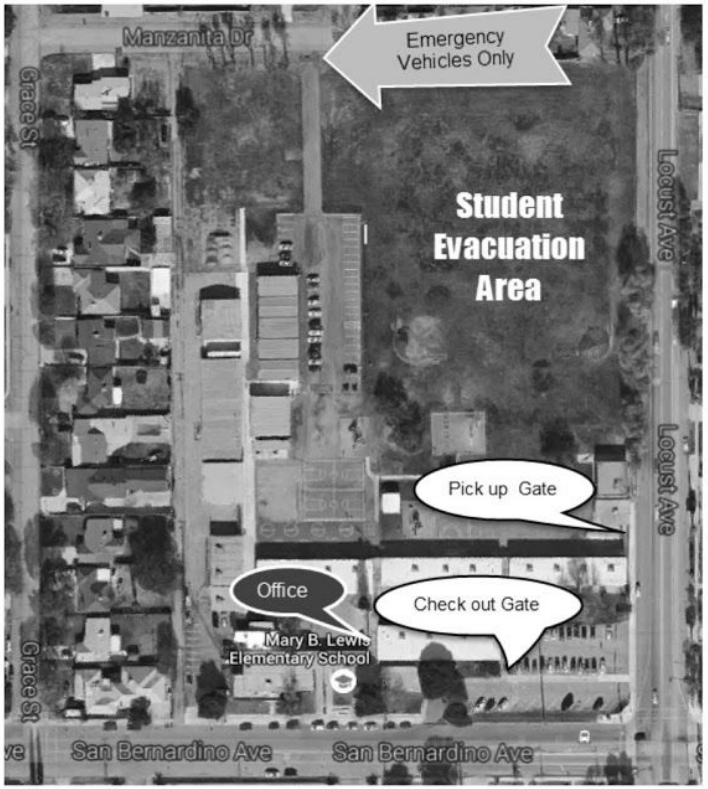
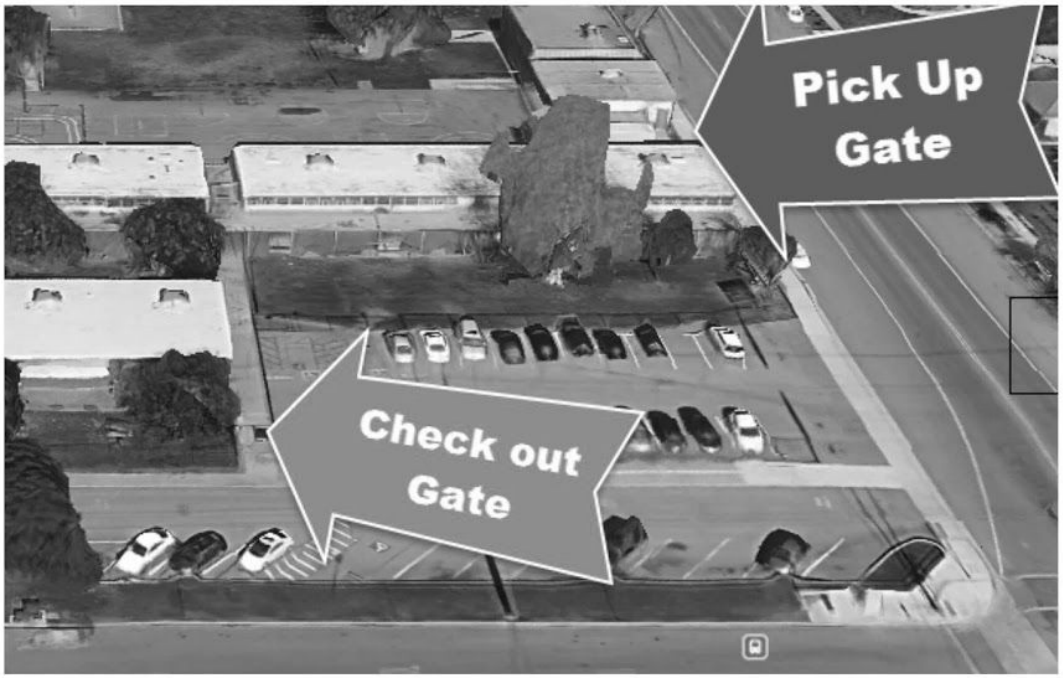
All volunteers are required to:

- Complete Volunteer application form with proof of valid government issued photo identification card, e.g. California Driver's License or I.D. card.
- Provide a copy of a negative Tuberculosis (TB) clearance taken within sixty (60) days of initial service.
- Obtain fingerprint clearance through the State of California's Department of Justice (DOJ).
- Obtain approval from our Board of Education.

Once completing this process, volunteers only need to submit an Intent to Volunteer statement annually.

Emergency Procedure:

Picking up your students when an emergency requires evacuating buildings.



- During an evacuation, classes report to designated areas in the Student Evacuation Area.
- With the office unavailable, office staff will set up just inside from the bus loading zone.
- Parents arriving to pick up their children report to the Check Out Gate. Office staff will check identification and Emergency Cards. Once confirmed, the parent will be given a slip approving pick up of the student.
- Parents now report to the Pick Up Gate. The slip is presented to the adult in charge, and student runners are sent to get the student.
- When the student arrives, he/she is released to the parent.