

JUNIPERO SERRA FAMILY HANDBOOK



2019-2020 SCHOOL YEAR

TABLE OF CONTENTS

GENERAL SCHOOL INFORMATION

CONTACT INFORMATION	4
DAILY SCHEDULE	4
STUDENT ARRIVAL	5
TEACHER PLANNING DAYS	5
MINIMUM DAY SCHEDULE	5
CONFERENCES	5
SCHOOL YEAR SCHEDULE	5

ATTENDANCE

ABSENCES	6
LATE ARRIVAL	6
EARLY DEPARTURE	6

STUDENT HEALTH

MEDICATION	8
EMERGENCY FORM	8

SCHOOL VISITATION

VISITORS ON CAMPUS	9
CLOSED CAMPUS	9
BRINGING ITEMS TO STUDENTS	9

FIELD TRIPS

FIELD TRIP INFORMATION	10
WALKING FIELD TRIP AUTHORIZATION	10

STUDENT NUTRITION

NUTRITION SERVICES DEPARTMENT	11
PAYMENT	11
FREE AND REDUCED LUNCH	11
BRINGING LUNCH FROM HOME	11
CLASS PARTIES	
SNACKS FROM HOME	12

SCHOOL CLIMATE

SCHOOL-WIDE RULES	
-------------------	--



PLAYGROUND RULES	13
CAFETERIA RULES	14
CAFETERIA GUIDELINES FOR PARENTS	15
UNIFORM POLICY	15
SAFETY	16
TRAFFIC	17
CELL PHONE AND ELECTRONICS	17

POSITIVE BEHAVIOR

POSITIVE BEHAVIOR SCHOOL-WIDE PROCEDURES	18
ACKNOWLEDGEMENT SYSTEM	18
CONSEQUENCE SYSTEM	19
SPIRIT DAYS	20

PARENT INVOLVEMENT

PARENT VOLUNTEERS	21
SCHOOL VOLUNTEER REQUIREMENTS	21
SCHOOL VOLUNTEER PROCESS	23
SCHOOL VOLUNTEER CODE OF CONDUCT	24
PTA	25
SCHOOL SITE COUNCIL	25
ELAC/DELAC	25

COMMUNICATION

WEDNESDAY PINTO POCKET	26
WEBSITE	26
PHONE NUMBERS	26
IMPORTANT DATES	27
REPORT CARD TIMELINE	28



General School Information

Junipero Serra Elementary School

151 Victoria St.
Daly City, CA 94015
650-877-8853 (phone) 650-878-4743 (fax)
<https://junipero-ssfusd-ca.schoolloop.com/>

Principal: Teresa Sampayan Administrative Assistant: Mabel Ben	South San Francisco Unified School District Superintendent: Shawnterra Moore, Ed.D. 398 B Street South San Francisco, CA 94080 650-877-8700
---	---



First Day of School:
Wednesday, August 14, 2019

❖ Daily Schedule

School Bell Schedule 2019/20

Grade	School Hours*	Morning Recess	Lunch Recess	Early Release Wednesday
K	8:25 - 1:30	9:50 - 10:10	11:10 - 11:50	8:25 - 1:30
1	8:25 - 2:41	10:10 - 10:30	11:50 - 12:30	8:25 - 1:40
2	8:25 - 2:41	10:10 - 10:30	11:50 - 12:30	8:25 - 1:40
3	8:25 - 2:41	10:10 - 10:30	11:50 - 12:30	8:25 - 1:40
4	8:25 - 2:41	10:30 - 11:00	12:30 - 1:10	8:25 - 1:40
5	8:25 - 2:41	10:30 - 11:00	12:30 - 1:10	8:25 - 1:40

* Campus opens at 8:15. Instruction begins promptly at 8:25.



❖ Student Arrival

Arrival time at school is between 8:15-8:25 a.m. Instruction begins at 8:25 a.m.

- Students who arrive after 8:25 a.m. are considered tardy and must check in at the office before reporting to their classrooms.
- Please do not allow your child to arrive at school prior to 8:15 a.m. There is no adult supervision for children before this time.
- Between 8:15 a.m. and 8:25a.m. students are supervised in the MUR.

❖ Teacher Planning Day Schedule

Teachers meet every Wednesday for grade level collaboration and curriculum planning. Students will be dismissed every Wednesday at: 1:30 p.m. (Kindergarten only) and 1:40 p.m. (1st-5th grades) beginning September 2nd.

❖ Minimum Day Schedule

The following days are minimum days. Schoolwide dismissal is at **12:50 p.m.**

- October 5th, 6th, 7th, 8th, and 9th (fall conference week)
- December 20th
- March 2 - 6 (spring conference week)
- May 27th and 28th

❖ Conferences

For two weeks each year we schedule parent-teacher conferences.

- **Fall: October 5th-October 9th**
- **Spring: March 2 - 6**

Dismissal during conference week is at 12:50 p.m. each day. Conferences will be scheduled by the teacher. Prior to the meeting date you will receive a letter with a date and time for your conference. If the day and/or time are inconvenient, please inform the teacher so they can reschedule your meeting. Parent teacher conferences are an important part of your child's education.

*****If you need a translator, please make arrangements to bring a relative or friend who can translate for you.**

Attendance

❖ Absences

*****Please limit your students' absences and prioritize on-time arrival. It is very important to us at Junipero Serra that we optimize your child's instruction time!**

For student absences, please keep us informed of absences by reporting them as soon as possible. Call 650-877-8853. Please provide the following information:

- Student's full name
- Grade of student
- Teacher, Room Number
- Reason for student's absence
- Please send a doctor's note on day of return (if applicable)

If the school has not been notified of an absence, a call will be made to the families of absent children. Occasionally students may arrive after attendance has been sent to the office. In this case you may receive a call even though your child is at school. Please do not be alarmed. We try to avoid this kind of situation, but it does sometimes happen. We appreciate your understanding and cooperation.

❖ Late Arrival

Please make every effort to have your student arrive on time **consistently!**

Students who arrive after 8:25 a.m. are considered tardy and must report to the office upon arrival with their parent/guardian or a written excuse.

Excessive tardiness and tardies of greater than 30 minutes will trigger a district truancy letter outlining **California Education Code** related to timely school attendance.

❖ Early Departure

*****Please make every effort to schedule medical, dental and other appointments outside of school hours. We want our students in school for the full day!**

The following outlines what is needed when a child leaves school early:

- Unless it is an emergency, please do not call the school and request your child be dismissed early.
- To ensure the best education possible, students will not be called out of class until a parent/guardian is at school.
- To avoid delay, let the teacher know at the beginning of the school day that your child will be leaving early.



- Please be aware of recess and lunch times, as it is difficult to locate students during these times.

*****Children will only be released to adults listed on the emergency form or by written permission from the parent.**

- During school hours, when a child is to be picked up by a parent or another adult who is listed on the emergency card, that adult is required to come to the office, identify himself/herself, pick up the child at the office, and sign the log-in sheet.
- Students will not be dismissed from the classroom.

Extended Vacations

- Notify the office



Student Health

❖ Medication

Message from the Health Office

Attention Parents of Students Who Need Medication During The School Day

Medication letters **must** be on file in the health office each school year. Students who use medication **other than** inhalers and auto injectable epinephrine (EpiPen), must have the medication kept in the school office. **There is no exception.** Students found in possession of undocumented medications may be subject to disciplinary action.

If you have a student who will need to use medication at school, you must have the papers on file. Medication letters are valid for the current school year, not for one year from the date it was written. We need new letters every year. Please be sure and have a new form dated **after** May 1, 2019, for the 2019-2020 school year.

If your student will require medication at school, please contact the school office for a "Hold Harmless/Medication Letter" that will need to be completed by both the parent and the doctor. You may pick up the form at the school office.

PLEASE REMEMBER TO PICK UP ANY UNUSED MEDICATION FROM THE SCHOOL OFFICE ON THE LAST DAY OF SCHOOL. MEDICATIONS NOT PICKED UP WILL BE DISPOSED.

If you have any questions or concerns regarding the medication policy, please do not hesitate to contact Bonnie White (District Nurse) or the Health Technician at the school site.

❖ Emergency Form

A blue emergency form will be sent home in the first Hip Pocket on the first day of school. Please complete the emergency form in its entirety and have your child return it to his/her teacher on the next day of school.

- Parents are required to inform the office of any change in address or telephone number during the school year.
- List the names of at least two people who live nearby, who we may contact in case of an emergency.
- If your child should become ill at school we will phone you so you can come to school to pick him/her up. No child may be dismissed from school unless accompanied by an adult (18 years or older) listed on the emergency form.



School Visitation

❖ Visitors on Campus

All visitors must register at the office and receive a pass for all school visitations.

***Please refer to the Parent Involvement section for requirements on volunteer information.

If your child has forgotten something, please bring it to the office. We will call the student's teacher to notify them. For the safety of our students, we do not want people walking around the campus during the school day.

❖ Closed Campus

Junipero Serra Elementary has a closed campus policy. Students are not permitted to leave school grounds during school hours unless a parent/guardian comes to the office to sign the child out.

❖ Messages to Students

It is very disruptive to the learning process to interrupt the teacher and students to relay a message or bring a lunchbox. If you need to relay a message or give an item to your child, please bring the note or item to the office and we will relay it to your child.



Field Trips

❖ Field Trips

Field Trips are funded in part through grants teachers seek and donations. The classroom teacher will notify you when field trips are planned. Good student behavior is expected at all times. When classroom and playground behaviors indicate the need for additional support, the teacher may request an adult family member's presence on the trip to ensure positive behavior.

Under the provisions of the California State School Law, teachers may take students on field trips in order to enrich their educational experiences. Field trips are taken only under the direct supervision of the classroom teacher who informs the parents/guardians of such plans in writing. The teacher takes all precautions to ensure the safety of every child. Safety also requires students to demonstrate responsible behavior and adherence to rules at school in order to participate on field trips.

***If the field trip requires parents to be alone with students for periods of time without the classroom teacher present, then the parents would have to complete Level IV requirements (refer to Parent Involvement section). This requires a complete volunteer application, a recent negative TB test, and a valid photo ID.

❖ Walking Field Trip Authorization

For each field trip taken by bus, BART, or car, your child will bring home a separate permission slip that must be signed by you in order to participate.

For field trips that involve walking from school to neighboring businesses, libraries, or parks, you must sign the permission form. Children unable to participate on a field trip will be provided appropriate academic instruction in an alternative classroom here at Junipero Serra.



Student Nutrition

Junipero Serra Cafeteria Manager: Ms. Terri Chiu

Cafeteria lunches will be available beginning **August 14th**.

Contact Information

For all questions related to lunch account balances or Free/Reduced Lunch applications, please contact:

Nutrition Services: 650-877-8716

❖ Payment

The full cost of lunch is \$2.50, including milk. The price of lunch is **subject to change**.

- You may prepay in the office using cash only.
- You may use a credit card to prepay for lunches using the **mymealtime.com** website, which can be found on Junipero Serra's website.
- If your student(s) had a positive or negative balance on their lunch account from the 2014-15 school year, it carried over to this year. Please remember to pay your student's negative balance from last year.
- Your child will not be able to participate in Play Day at the end of the school year if they have a negative balance on their account.

❖ Free/Reduced Lunch

Free and reduced lunch prices will be given to students who qualify.

- Families may apply for free or reduced lunch for their student(s) online or using the paper application.
- The online Meal Plan Applications can be found at the district website: www.ssfsd.org. The front office has a parent computer you can use to apply online.

❖ Bringing Lunch from Home

- Milk will be available for those who bring lunch from home for 55 cents.
- Students are not permitted to bring canned carbonated drinks (soda) for lunch.
- Please do not send any beverages in glass bottles with your child.
- Due to allergy concerns, students are not allowed to share food with one another during morning recess or in the cafeteria.



◆ **Celebrations**

Birthdays and celebrations are a special and important part of growing up. Class celebrations will held at the discretion of your child's teacher. Please contact them.

Please note that your child's classroom teacher may have their own special tradition for how to acknowledge student birthdays such as wearing a special sticker or crown, picking a new pencil, etc. Your child's teacher will inform you of their own tradition or you are welcome to ask.



School Climate

❖ Playground Rules

Junipero Serra Pintos are...	Playground
Responsible	*know the playground zones *be aware of the playground zones while playing *follow playground rules *freeze when bell rings and sit or kneel *drink water and use the bathroom during recess
Safe	*follow adult directions immediately *report unsafe behavior to an adult *use quiet feet and quiet voices in the hallways when getting water and using the bathrooms
Respectful	*respect other's property *respect equipment when using it and when putting it away *demonstrate positive sportsmanship *share equipment *share playground zone *take turns and help others



Please review our playground expectations with your child.

❖ Cafeteria Rules for Students

Junipero Serra Pintos are...	Cafeteria 
Responsible <i>Please review our cafeteria expectations with your child.</i>	*keep your area clean * help clean around you *take food off your tray *stack trays neatly in the middle of the table *stand quietly and face forward in line *tell your name or lunch number *select a balanced meal
Safe	*keep hands, feet, and objects to yourself *walk calmly
Respectful	*use quiet inside voice and quiet feet *say "please" and "thank you" *use your words *raise your hand for help *lend a helping hand - share table space

❖ Cafeteria Guidelines for Parents

Please remember that no parents are permitted in the cafeteria during breakfast or lunch time. This is a crucial rule to comply with federal lunch program regulations. If you are volunteering in your child's classroom before or after a cafeteria time, please do not accompany your child to the cafeteria.

❖ Uniform Policy

JUNIPERO SERRA ELEMENTARY SCHOOL STUDENT UNIFORM & DRESS CODE

Junipero Serra Elementary School has a strict, color-specific dress code.

*** STUDENTS ARE REQUIRED TO WEAR A COMPLETE AND CLEAN UNIFORM TO SCHOOL EVERY DAY. WRITE YOUR CHILD'S NAME ON THE INSIDE OF ALL GARMENTS. 📌

✓ ACCEPTABLE SCHOOL UNIFORM

- ✓ **Junipero Serra Spirit Wear:** Junipero Serra Logo sweatshirt or T-shirt, sold by PTA only.
- ✓ **Polo Shirts/Blouses/Turtlenecks:** plain solid white or navy blue with collar. Shirts and blouses may have long or short sleeves. **Only Junipero Serra Logo allowed on shirts.**
- ✓ **Pants:** Plain solid navy blue that fit at the waist. **Must be hemmed buttoned & zipped.**
- ✓ **Jumper/Skirts/Shorts/Dresses:** plain, solid navy blue or Junipero Serra plaid. **Must be hemmed, buttoned and zipped and fall to the knee.** Please make sure skirts are an appropriate length if they're not being worn with leggings.
- ✓ **Belts:** plain, solid black or brown only. **Must be proper size fitted to waist.**
- ✓ **Footwear/Boots:** plain, solid black, brown, beige or white, must be flat-heeled and closed-toe or have heel straps. Shoes with laces must be tied properly.
- ✓ **Socks/Tights:** plain, solid white or navy
- ✓ **Leggings:** plain, solid white or navy. **Must be worn with skirt, pants or shorts.**
- ✓ **Sweaters:** plain, solid navy blue or white.
- ✓ **Sweatshirts/Hooded Sweatshirts:** plain, solid navy blue. **Only Junipero Serra logo allowed on sweatshirts. **Note: plain, solid navy blue hooded sweatshirts are part of the school uniform and considered different from outerwear and jackets.**
- ✓ **Outerwear Jackets:** Navy blue preferred. **No logos or writing of any kind.**

No Sport Team jackets allowed.

- ✓ **Grooming:** Students must be clean and neatly groomed with shirts tucked in. No exaggerated or distracting hairstyles or hair color. 🙅

○ UNACCEPTABLE

- Hats and caps of any kind are not allowed in the classrooms. Students will be allowed to wear hats when outside for warmth or protection from the sun. Students will not be allowed to wear hats in the buildings.
- No patterns, prints or colors other than blue, white and official Junipero Serra plaid.
- No Jeans/No Leggings
- No oversized clothing allowed (no sagging).
- No ragged or torn clothing of any kind is permitted.
- No spandex fabric for pants or shorts is allowed.
- No short shorts, short skirts, short dresses, low necklines or backless, bare midriffs, mesh-type garments, or tank tops are permitted.



- o No high heel shoes or sandals.
- o No make-up, lipstick, or nail polish.
- o No jewelry can be seen except for very small stud earrings. No hoops or dangles. No rings. No bracelets.
- o No emblems, sports logos, lettering of any kind, symbols, signs, or designs may be worn on clothing except for Junipero Serra Elementary School logos.
- o ***Gang attire is considered a threat to student safety and general welfare.**

Please note: Students not in compliance with the uniform policy will receive a Uniform Citation. Please sign this form and return it to school the next school day.

If you have questions regarding non-compliance concerns please contact the office.

❖ Safety

- All children are to go directly home after school is dismissed unless they go to AYRP, DeDap, Chess Club, After school intervention, Music Club, Mad Science, Play Practice or any afterschool enrichment.
 - Students are subject to school rules at school, as well as, on the way to and from school.
- Students are not to play on the playground or play structure before or after school hours.
 - This rule is in place for the protection of your children. When there is NO school staff supervision, it is not safe for our students to be using the equipment.
- Dangerous objects are not allowed on school grounds. Possession of lighters, fireworks, BB guns, imitation toy guns, knife, or tools with sharp blades will result in discipline. This is outlined by California Education Code which can include suspension or expulsion.

*****Please wait off campus until the dismissal bell rings for student pick up at 2:41 p.m. for grades 1-5 and 1:30 p.m. for Kinder (1:40 p.m. on Wednesdays for all students).** We urge you to wait for the dismissal bell in the Parent Patio. This rule is in place for the safety of all our students.

❖ Traffic Safety

The traffic in the morning and afternoon can get very congested with our large student population. Please observe the following guidelines when dropping off and picking up children to help ease congestion.

1. The parking lots are reserved for STAFF ONLY. Please do not block the entrance/exit.
2. Please do not drop off your student(s) in the parking lot.
3. Please do not double park or make illegal U-turns.
4. If you drive to school, please park on the street and walk your child onto the campus.



5. Please use the crosswalk with the crosswalk guard. The crosswalk guard is in place to protect our students.
6. Please do not block our neighbors' driveways and obey all posted signs.
7. Junipero Serra's Special Education staff will meet their students in the parking lot.

We really appreciate you respecting these guidelines to help keep our traffic moving and our students safe.

❖ **Cell Phones and Electronics**

Students may carry cell phones with them at school, but they are to be turned off and put away at all times.

- If there is an emergency, please contact the office.

The possession of iPods, tablets, electronics, toys, trading cards or any kind of play equipment from home is not permitted on campus. Please remind your student(s) that there is no trading of items at school.



Positive Behavior Intervention Support

❖ Positive Behavior School-Wide Procedures

1. **Define Behavior Expectations.** At Junipero Serra Elementary School our expectations are for all students to be: **Safe, Respectful, and Responsible**. These rules are posted throughout the school.
2. **Teach Behavior Expectations.** The behavioral expectations are taught to all students in the school, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula.
3. **Acknowledge Appropriate Behaviors.** Junipero Serra has developed a formal system that rewards positive behavior. "Cougar Cash" are tickets used at the discretion of individual staff members, as a tool of encouragement and a student motivator. Any staff member can award "Cougar Cash" to students, whether they teach them or not.
4. **Proactively Correct Behavior Errors.** When students violate the behavioral expectations they are informed that their behavior was unacceptable. Clear procedures are used to redirect students to appropriate behavior.

❖ Acknowledgement System

- On a daily basis, a student can earn "**Pinto Praise**" when they are caught being Safe, Respectful, Kind, and/or Responsible by a staff member. There will be many instances when a student will receive verbal praise instead of a "Pinto Praise" ticket. The staff member may choose to give a Pinto Praise so as to have greater impact.
- All staff members have the opportunity to hand out Pinto Praise whether they teach that particular student or not. This is a school-wide effort to positively reinforce student behavior and create a more welcoming environment for students to learn.
- Once a week on Fridays, teachers pull Pinto Praise tickets. The students earn a chance at sitting at the VIP table or earning a special prize in the office from the principal.

❖ Consequence System

When students violate the behavioral expectations, staff must intervene in order to inform the student of the problem behavior, teach the appropriate behavior for the



particular situation, and administer appropriate disciplinary action. Junipero Serra has a 3 tiered consequence system.

Level 1:

- For minor offenses, a staff member will give a verbal redirection and reminder.
- The student should recognize the rule they broke and demonstrate they understand the appropriate expectation.
- Level 1 behaviors usually include but are not limited to: play fighting, littering, chewing gum, lying, failure to follow school rules, uncooperative behavior, etc.

Level 2:

- For minor offenses that become chronic.
- The teacher has responded to the misbehavior and the offenses continue.
- There will be communication with a parent/guardian by the teacher.
- Level 2 behaviors usually include but are not limited to: chronic Level 1 offenses, cheating, teasing, disrespect to adults, inappropriate physical behavior, etc.

Level 3:

- Serious student offenses will be handled by the principal.
- Such offenses will also merit parent communication and will likely result in some disciplinary action.
- Any illegal activity will also be referred to the office immediately.
- The corrective action will be designed to assist the student to improve his/her behavior.
- Level 3 behaviors include but are not limited to: chronic Level 2 behaviors, vandalism, theft, fighting, harassment, threat of violence, arson, extreme abusive language, drugs, weapons, etc.

❖ **Spirit Days at Junipero Serra**

Day	Attire
August 28 th	Cougar Gear Spirit Day
September 25 th	Color Day (by grade levels)
October 30 th	White Sports Team

mber 20 th	ge Spirit Day
mber 18 th	na Day
ary 29 th	wards Day
ary 26 th	Day
h 25 th	r Hair Day
29 th	er Day
20 th	a Day

Parental Involvement

❖ Parent Volunteers

The following outlines the volunteer requirements, process, and code of conduct to volunteer at Junipero Serra. We highly encourage you to go through the volunteer process. These requirements are in place to keep our students safe. If you have any questions or concerns, please direct your questions to the office.

In order to avoid disruption to regular routines and, thus, the structured learning environment, parents/guardians are welcome to volunteer during school hours outside of the classroom: in the library, in the front office, or in a classroom other than their own child's.

Parents/guardians are not allowed on the recess yard during school hours for the safety of all of our students.

❖ School Volunteer Requirements

There are four levels of volunteers at our school sites in the South San Francisco School District. (Please refer to the SSFUSD website.)

VOLUNTEERS CANNOT WORK WITH STUDENTS UNTIL THEY HAVE BEEN CLEARED.

The following information applies to all volunteers at a school site.

- o Sign-In/Sign Out: For safety reasons, it is necessary that the office know who is on the school premises at all times. Each school is required to have a procedure in the main office for registering volunteers who are on campus. Volunteers should sign-in when they arrive and sign-out when they leave.
- o Accidents: Registered volunteers are covered by Workers' Compensation in the event of an accident. All accidents should be reported using the Workers' Compensation procedures.
- o Name Tags: Each volunteer should be given a temporary name tag that includes his/her full name and the fact that he/she is a volunteer. If possible, the location of the event should be included (For example, the room number).

❖ **School Volunteer Code of Conduct**

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students unless I have been authorized to do so by SSFUSD.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug, violence, or weapons related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to abide by the JS Volunteer policy as stated in the JS Family Handbook.



❖ **PTA**

Junipero Serra's Parent Teacher Association is made up of a hard working group of parents, teachers, and administrators who work together to help the school in many worthwhile activities. The PTA at Junipero Serra holds community events, like dances and movie nights, throughout the school year for little cost to families. Additionally, the PTA organizes fundraisers that support the school in a number of important ways, like keeping Playworks at Junipero Serra. We urge more family members to join the PTA and help run community events.

❖ **School Site Council**

Parents work with school personnel to advise the school on issues related to State and Federal project funds and programs that serve student groups.

❖ **English Language Advisory Committee (ELAC)**

Parents of English Language Learners are encouraged to attend and participate in meetings of the English Learner Advisory Committee. This group meets to discuss issues related to the English Language Development Program and school concerns in general.

Communication Home

❖ Wednesday PINTO POCKET

On the first day of school you will receive forms in the Hip Pocket folder. Please sign and return all of these forms to your student's teacher. Hip Pocket mail, including important reminders and flyers, will be sent home on Tuesdays. Please return the Hip Pocket folder the following day.

❖ Website

The school website is <https://junipero-ssfusd-ca.schoolloop.com/> The school website includes upcoming events at Junipero Serra, school calendars, the Common Core State Standards link, and a list of important dates.

❖ Phone Numbers

Location	Phone Numbers
Junipero Serra Main Office	650-877-8853
Junipero Serra Fax	650-878-4743
South San Francisco Unified School District	650-877-8700
SSFUSD Fax	650-583-4717
SSFUSD Nutrition Services	650-877-8716
SSFUSD Student Services, Ryan Sebers	650-877-8744
Special Education Services/Pupil Personnel	650-877-8720

❖ Important Dates

	ne
st 12 th	nesday 1st Day!
st 27 th	day Back to School Night 6pm
mber 7 th	DAY CHOOL on Monday



ber 5 th -9 th	FERENCES ss 12:50 p.m.
ber 12 th	DEVELOPMENT CHOOL on Monday
mber 11 th	DAY CHOOL on Wednesday
mber 25 th -27 th	DAY - Fri NO SCHOOL
mber 21 st -January 1 st	ER BREAK NO SCHOOL
ary 18 th	DAY CHOOL on Monday
ary 21 st	day Family Math Night
ary 12 th and 15 th	DAY on NO SCHOOL
ary 26 th	HER ONLY WORK DAY CHOOL on Friday
h 7 th -11 th	FERENCES ss 12:50 p.m.
h 25 th - April 1 st	G BREAK NO SCHOOL
21 st	day Open House 6pm
24 th and 25 th	MUM DAYS ss 12:50 p.m.
25 th	ade Promotion at 9:30 a.m. nesday- Last day of School ssal 12:50p.m.

◆ Report Card Timeline

	Report Card Information
September 25 th	End of Progress Report Period
September 5 th -9 th	Submit Progress Reports
September 6 th	End of 1 st Trimester
September 13 th	Report Card Distribution
January 8 th	End of Progress Report Period
January 15 th	Submit Progress Reports
January 25 th	End of 2 nd Trimester
January 7 th -11 th	Report Card Distribution
March 15 th	End of Progress Report Period
March 22 nd	Submit Progress Reports
March 25 th	End of 3 rd Trimester
March 25 th	Report Card Distribution