

Judson & Brown Elementary School

STUDENT/PARENT HANDBOOK

1401 E. Pennsylvania Ave. Redlands, California 92374

Phone: (909) 307-2430 Fax: (909) 307-2438

Welcome to the Judson & Brown Community!



Title I Academic Achievement Award School ERP Honor Roll School

School Colors: Brown & Gold

Office Staff

Robyn Rivera, Principal

Melody Cortese, Assistant Principal

Carrissa Brown, Office Manager

Debbie Crossland, Attendance Clerk

Judson & Brown is a PeaceBuilder School.
Our students and staff recite the
PeaceBuilder Pledge every day.



Staff and students demonstrate P.E.A.C.E. everyday!

MORNING ARRIVAL

Students may come on campus for breakfast at 7:30 AM and after 7:45 AM for those not eating breakfast at school. Please do not drop your child off or allow them to arrive at school any earlier. This is for the safety of your student as there is not adequate supervision.

AFTERNOON DISMISSAL

The school day ends at 2:05 PM. Please follow the traffic pattern established if driving by car. If walking, please use the crosswalks and cross when directed. The final minutes of school are very important, and it is important that parents do not interrupt. **Also, students must be picked up promptly after school and must be picked up no later than 2:25 PM.** Again, this is for the safety of your student.

STUDENT PICK UP

In order to ensure the safety of all of our students, we ask that you follow these guidelines:

- Do not park in bus loading zones.
- Do not park in the traffic lane or double park in the staff parking lot.
- Do not leave your car unattended in the traffic lane. (You may receive a ticket from the Redlands Police Department.)
- Do not jaywalk or wave your child across the parking lot. It is important to use the crosswalk.
- Obey the 25-mph limit on Judson St.



ATTENDANCE AND TARDIES

School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Redlands Unified School District (BP 5113).

Judson & Brown has the responsibility to enforce all attendance policies, which assure regular attendance and punctuality. In order for an absence to be cleared, **a parent/guardian must send a note or call the office within 72 hours to inform the school of the student's absence.** More than 10 absences is considered excessive by the state. According to the California Compulsory Attendance Law, an absence is excusable for the following reasons only:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or vision services rendered (Please bring a note from the doctor)
4. Attending funeral services of a member of the pupil's immediate family
5. Student attendance in court

When a student accumulates absences, whether excused or unexcused, under the district attendance procedure, the following interventions may occur:

1. **Three (3), six (6), or nine (9) unexcused absences** - Parent/Guardian receives written communication from the school.

2. **Ten (10) or more absences** - Parent/guardian receives additional written communication from the school. Other options may include but are not limited to:
- A scheduled conference with the School Attendance Review Team (SART).
 - Attend an Attendance Intervention Meeting (AIM)
 - Referral to the district's School Attendance Review Board (SARB).
 - Revoke of intra/inter district transfer.

SHORT TERM INDEPENDENT STUDY

An Independent Study contract *may* be approved for students who plan to miss between 5-20 consecutive days of school. Contact the Attendance office at least two (2) weeks in advance. All contracts must be approved by the principal or assistant principal.

TARDIES

- A student is tardy if s/he arrives at school after the bell rings at 8:00 am.
- Three (3) tardies in excess of thirty (30) minutes without a valid excuse will be counted as truancy.
- Tardies that result in truanancies may be referred to the SARB board for review.

EARLY RELEASE OF STUDENTS

For the safety of all our students, everyone must check in at the school office before picking up a child during school hours. Parents must come into the office to sign their student out for medical, dental, or other types of appointments that require them to leave school early. Office personnel will verify that you are authorized to pick up the child by checking your photo identification card and will call students up to the office for pick up. Please wait inside the office for your child. **We cannot call your child to the office to wait for you to arrive and sign**

them out due to supervision regulations. If possible, medical and dental appointments should be scheduled after school. Please remember, taking your student out of school early is disruptive to his/her education, as well as the rest of the class, and should be avoided, except in an emergency.

Please review your child's Aeries Parent Portal emergency contacts. Any person listed on your child's emergency contact list is authorized to check your child out of school. **If there is a custody issue, please notify the school office immediately and bring a copy of the most recent certified copy of court orders. If a court order is not on file, both parents are assumed to have equal rights.** If you need assistance with this, please come to the office and request help.

HEALTH OFFICE AND FIRST AID

In case of an accident or illness at school, the school will administer first aid. Parents and/or other person(s) listed on the emergency form will be contacted as soon as possible in most cases. Except for first aid at the time of an injury, school personnel cannot treat injuries. Medical treatment is the responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school.

Please do not send your child to school sick.

If a student requires medication at school, the following procedures must be followed:

- Medication must be delivered to the health office by a parent/guardian. Students shall not carry medication.
- The physician and parent/guardian must complete and sign a form available from the health office. This form authorizes appropriate school personnel to administer medication specified on the medication release form.

- Prescription medication **MUST** be in the original bottle, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage to be taken and the time schedule.
- All medication is to be locked in the health office at all times.

CLOSED CAMPUS

In order to maximize student safety and minimize the amount of people on campus, we operate under a closed campus concept. Adults are allowed on campus if: they are approved volunteers and have been scheduled to help the teacher, have a meeting, or have permission to observe their student in class. All visitors must sign in through the Raptor system at the front desk.

CLASSROOM VISITORS AND VOLUNTEERS

Judson & Brown is proud of the educational programs being offered on a daily basis. It is a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

- Notify the school or teacher at least twenty-four (24) hours before coming to visit. This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Do not bring small children when visiting classrooms as they often distract students from their classroom work.
- If you wish to volunteer at Judson & Brown for any length of time, please fill out a district Volunteer Application. All volunteers need to be approved by the Board of Education

and must have a TB test, Megan's Law, Workman's Comp, and Professional Conduct Form turned in every year you wish to volunteer. A negative TB test is good for four years from the date read. Volunteers are required to fill out a volunteer application each year for Board approval.

HALLWAY POLICY

- All students who arrive late will be sent to class with a pass.
- Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times.
- All students **MUST** have a pass while walking in the hallway during instructional hours.
- All staff are responsible for reporting students who are outside of class without a school pass/lanyard during instruction time.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is composed of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review the school goals and budget.

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

Parents are invited to join our ELAC group in order to participate and provide support for our English Learner program. We will meet at least four times during the school year. The purpose of the ELAC is to advise the principal and school staff on programs and services for English Learners and the School Site Council on the development of the school site plan.

EXTRACURRICULAR ACTIVITIES

At Judson & Brown, we believe that our students' educational experience should include a balance of academic rigor and multiple opportunities for enrichment. We will be offering clubs and activities outside of the school day. Permission slips will be available for student participation as these clubs start (e.g. Joggers Club, Chorus, Chess, CSTEM, etc.)

BREAKFAST AND LUNCH

Breakfast and lunch are served daily. There is no cost to students. Breakfast is available for morning TK/Kindergarteners and 1st– 5th graders from 7:30 to 8:00 am. Second chance breakfast is offered during 1st recess. Morning TK lunch is from 11:00-11:20 am. Afternoon TK lunch is from 10:40-11:00 am. Kindergarten & 1st grade lunch is from 11:20 am-12:05 pm. 2nd & 3rd grade lunch is from 11:45 am-12:30 pm and 4th & 5th grade lunch is from 12:10-12:47 pm.

For the minimum day schedule please see the [Judson and Brown website](#).

LOST AND FOUND

Please label all your child's possessions. These items may include lunch boxes, water bottles, backpacks, coats, sweaters, and jackets. Please tell your child to check the classroom and the "Lost and Found" immediately after a personal item has been lost. All unclaimed articles are sent to the "Lost and Found" cart in the back of the MPR. Unclaimed items will be donated to Redlands Family Services Agency when Judson & Brown breaks for Winter, Spring and Summer.

BICYCLES

Students may ride bicycles directly to and from school providing they exercise safe and responsible behavior and follow the expectations set forth in the Motor Vehicle Code governing the use of bicycles:

- By law, **all bike riders must wear helmets.**
- Obey all traffic laws.
- Bikes are not to be ridden on school grounds at any time.
- Bikes must be locked securely with the student's lock to the bike rack and remain there during school hours.
- The school is not responsible for stolen or damaged bikes.
- Skateboards, Scooters, Heelys and roller blades are not allowed on campus.

SCHOOL BUSES

Students eligible for transportation must have their bus pass daily to ride the bus. For the safety of all passengers, students are expected to follow the expectations set forth by the Redlands Unified Transportation Department.

HOMEWORK POLICY

Per Board policy, homework is assigned by classroom teachers to reinforce or practice applications of a skill, which has been learned or is in the process of being learned.

Parent Responsibilities:

- Designate a place for your child to do his/her homework.
- Turn off the TV/electronics during homework time.
- Teach your child to set priorities and budget time.
- Ensure that your child completes homework on a regular basis. Ask him/her to see it. Don't just ask if they finished it.
- Talk to your child's teacher if you have questions.

Student Responsibilities:

- Ask for assignments missed due to absence.
- Practice setting priorities and budgeting time.
- Complete homework to the best of your ability.

REPORT CARDS

Report cards are issued three times per school year. Judson & Brown requires all teachers to meet with every parent for a report card conference after the completion of the first trimester. Additional conferences may be scheduled, as needed. Report cards can be accessed in the Aeries Parent Portal. Parents may request a meeting with the teacher at any time.

SAFETY DRILLS AND EMERGENCIES

Monthly safety drills are conducted according to the Redlands Unified School District's safety plans. It is important that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. **Each student must have updated information on file so that the school has the necessary information to make the proper contacts.** In the event of an emergency, only the person(s) listed on the emergency card will be allowed to take students from campus. **Please login to Aeries Parent Portal to complete and update emergency cards.** If Aeries Parent Portal doesn't allow you to make changes, please contact the front office.

AERIES CHANGE OF ADDRESS, TELEPHONE NUMBER, AND CONTACTS

Parents/guardians who change telephone numbers should login to Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Clerk as soon as possible. For

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emergency reasons, it is important to keep this information up to date and accurate. Please list at least two current phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. **Copies of any court orders need to be on file in the school office. It is the policy of Judson & Brown Elementary School that your child will not be released to an individual not listed as an emergency contact without parental permission.**

FIELD TRIPS

Properly supervised and planned field trips are an important part of the instructional program. Permission from a parent or guardian is required for all trips off campus. **All parent volunteers, including field trip chaperones, must be volunteer approved and fingerprint approved prior to volunteering for the field trip.** This procedure takes time, requires fingerprinting, TB test, and complete volunteer packet approval and must be completed in advance of any field trip.

BIRTHDAY CELEBRATIONS

We realize that a child's birthday is an important milestone. Our school will acknowledge each child's birthday. Teachers will let you know if and how they will acknowledge individual student birthdays. Per the RUSD Wellness Policy, further celebrations, such as balloons, cupcakes, cakes, donuts, ice cream, etc. need to be done at home. However, you may bring "birthday goodie bags" with fun school supplies and trinkets. Just refrain from adding any sweets or food items in these bags.

LIBRARY

Classes visit the library weekly. Students are responsible for the book(s) they borrow from school. Parents/guardians will be charged for damaged or lost books.

SPECIAL EDUCATION (SAI, SPEECH)

At Judson & Brown, we have four Specialized Academic Instruction (SAI) teachers who service students with identified learning needs who have an Individualized Education Plan (IEP). We also have a Speech and Language Pathologist to assist students with speech and language needs identified in an IEP.

PeaceBuilders PEACE Keeper Matrix:

	Classroom/ Library/ TinkerSpace	Playground	Bathroom	Lunch Tables	Walkways	Multipurpose Room
Voice Level						
P Perseverance	-Take risks to learn -Try & try again	-Use strategies to solve conflict -Report instead of tattlet	-Use before school or during breaks	-Wait patiently, quietly & calmly in line	-Use walking feet -Carry equipment	-Wait patiently, quietly & calmly
E Empathy	-Be considerate of others -Use quiet voices	-Show good sportsmanship -Praise others -Help Others	-Be prompt -Clean up after yourself	-Clean up after yourself	-Be quiet near classrooms -Stay on the sidewalk	-Be considerate of others -Use kind words -Apologize appropriately
A Accountability	-Be prompt -Take care of materials -Make wise choices	-Follow rules -Right wrongs -Seek Wise People -Use appropriate language	-Honor privacy -Value property	-Pick up & throw away trash -Food must be eaten at lunch area -Eat at the tables	-Keep hands to yourself -Watch where you are going -Keep walkway clean	-Be prompt -Use quiet voices -Keep hands & feet to yourself
C Cooperation	-Take Turns -Give Up Put Downs -Help Others	-Take turns -Share equipment & space -Give Up Put Downs -Help Others	-Use your manners	-Say please & thank you -Help others -Give Up Put Downs	-Stay in your place in line -Hold the door for others	-Listen respectfully -Take turns
E Excellence	-Use walking feet -Do your best work -Praise People -Leave space better than you found it	-Follow directions of adults -Keep campus clean -Praise People	-Use space appropriately -Leave space better than you found it	-Separate your trash/recycle -Use walking feet	-Walk with purpose -Travel directly & safely to your destination -Smile at others	-Use space appropriately -Leave space better than you found it -Praise People

Staff and students demonstrate P.E.A.C.E. everyday!

PLAYGROUND EXPECTATIONS

Students are expected to follow all school-wide behavior expectations. In addition, students should:

- Freeze when the bell rings. When the whistle is blown, students return equipment and walk to their line-up area.
- Students must follow all instructions of the playground supervisors and staff.

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CONSEQUENCES

Students who do not meet behavior expectations at school may receive one of the following consequences:

- Verbal Warning
- Restorative Practices
- Alternative Recess
- Parent contact or conference
- Loss of privilege
- Other consequences determined by school staff

RESTORATIVE PRACTICES

Students who do not meet behavior expectations at school may receive restorative practices through participating in restorative circles, conversations, and restoring the community that had been broken. Students will also participate in community service activities to learn and grow from the expectations that had been broken.

POSITIVE BEHAVIOR REWARDS

Some school wide positive rewards include: Academic and Behavior (Perseverance, Empathy, Accountability, Cooperation, Excellence) Award Assemblies, Trimester Accelerated Reader Reward, PeaceBuilder playground slips, Fun Friday Recess, and a Positive Office Referral.

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should **never** be brought to school.

DRESS CODE

A student must dress appropriately and not distract from desired social/or academic growth. The following guidelines shall apply to all school activities:

- Shoes must be worn with toes and heels covered.
- Conceal undergarments and your midriff covered.
- Clothing, jewelry and personal items with words or pictures showing the use of drugs, alcohol or any other illegal student activity is not allowed.

The school reserves the right to require immediate change of clothing if deemed inappropriate by the school officials.

BULLYING

Redlands Unified School District/Judson and Brown is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from bullying. If you feel your child is a victim of bullying please contact the teacher, counselor, or school administration immediately. There is also a bullying form available in the school office.

CELL PHONES/MESSAGING DEVICES

Cell phones and other messaging devices can become a major distraction and problem on school campuses. Children are discouraged from bringing cellphones/messaging devices to school. However, if you feel that your child must have one for the hours before or after school, the following rules will be strictly applied:

- The moment the student arrives at school phones/messaging devices must be turned off or silenced.
- Students may not make or receive phone calls or texts while on campus. They are to come to the office to either use the school's phone or get permission from the teacher or administrator to use their phone.

- Students may not use the camera feature on their phone.
- Cell phones/messaging devices are brought to school at the student's risk. The school is not responsible for lost or stolen phones/devices, nor will staff assist in hunting down lost or stolen phones/devices.
- If any of the above rules are violated, phones/devices will be taken away and placed in the office. Phones/devices will be returned to parents only when they come to school to retrieve them. Phones/devices will not be returned to students.

INSTRUCTIONAL SUPPORT TEAM

If you feel that your child is struggling with academics, behavior, or socially, please contact your child's teacher with your concerns so that they may share with you the many resources that Judson & Brown has to offer. At Judson & Brown, we also have an Instructional Support Team (IST) that can help put a plan into place for your child if further interventions are needed.

SEXUAL HARASSMENT/DISCRIMINATION

Judson & Brown does not tolerate Sexual Harassment/Discrimination of any kind. [RUSD's Board Policy 5145.3](#) and [5145.7](#) and [Administrative Regulation 5145.3](#) and [5145.7](#) support Judson & Brown's efforts to prohibit sexual harassment on our campus. [RUSD's Non Discrimination Statement](#) supports Judson & Brown's efforts to prohibit discrimination on our campus.

PRIOR PARENTAL PERMISSION LETTER

While the district strives to keep parents involved and informed, it is sometimes necessary and appropriate for school officials and law enforcement officers to speak to students without first notifying their parents. The district does not and is not required to obtain parental permission prior to speaking to students regarding school or district issues during school time.

Inherent in the district's obligation to operate schools and supervise students, as well as its legal obligations to respond to and remedy allegations against students or staff, is the ability to speak to students as part of an investigation. This authority has been recognized by the California Supreme Court. In *Re Randy G.* (2001) 26 Cal. 4th 556, the Supreme Court held that "special needs" exist in the public school context in light of the high governmental interest in education and the need to maintain order in schools, and in light of the minimal intrusion on a minor student who is questioned.

Accordingly, we cannot guarantee your child will never be questioned or spoken to by a school official, as such contact is well within the legal authority of those officials. As a parent, you will be informed if a situation arises that requires our consent or participation.

The district does not have the authority to prevent a law enforcement officer from questioning or speaking to a student in the course of the law enforcement officer's duties. If you are concerned about contacts between your child and law enforcement officers, we suggest you address your concerns to the local law enforcement agency.

STAY CONNECTED!

Keep connected to Judson and Brown through our many social media.

- School website: [Judson and Brown](#)
- Instagram: [@judsonbrown_rusd](#)
- Follow us on Twitter: [@judsonandbrown](#)
- Download the RUSD app (Redlands USD)
- Follow Judson and Brown Elementary PTA
 - Instagram: [@jandbpta](#)
 - Twitter: [@jandbpta](#)

THANK YOU for reviewing these important practices and procedures.

**At Judson & Brown, we take pride in operating a safe, secure learning environment.
We're looking forward to a positive and productive year!**

“THE JAGUAR PRIDE SONG”

**Oh we’re the Jaguars, we stand proud
We represent Judson & Brown
We seek to learn from all we do
‘Cause learning lasts your whole life through**

**We stand for truth and loyalty
You know you’ve got a friend in me
Beneath the hills in orange groves
We say, “Jaguars, go!”**

