

STUDENT HANDBOOK

2008-09

“John R. Williams School is a collaboration of families, educators, neighbors, and members of the business community dedicated to teaching students the necessary academic and social skills to become productive members of society.”

**John R. Williams School
2450 Meadow Ave
Stockton, CA 95207
953-8768**

**What JRW Is All About
JRW Rules,
Thinking, Values & Actions**

Kindness

Community Minded

Giving Compliments

Telling the truth

Being brave

Accepting responsibility

I have a positive future, and I do care about myself, my family and my school.

Agenda is good. It helps give all kids the power to speak up and do the right thing.

Positive actions speak louder than words.

All the kids at JRW have power to do positive things.

**Not Welcome At JRW
Street Rules
Thinking, Values & Actions**

Being Mean

Selfish Minded

Making Threats

Lying

Being scared

Blaming others

I have a negative future & I do not care about myself, my family, or my school.

Agenda is bad, because some kids get their way and they want to tell other kids what to do.

Say the right things but act negatively.

Just some kids have the power to do what they want.

John R. Williams School

PHILOSOPHY

TEAMWORK:

All members of the team must accept and fulfill their responsibilities.

EDUCATORS need...

- to create a positive environment.
- to assist students in developing thinking skills.
- to encourage exploration.
- to present academic materials.
- to be open-minded and respectful to others.
- to know each child as an individual.
- to clearly communicate and work with other team members.
- to be patient, understanding and respectful.

PARENTS need...

- to support their child.
- to encourage their child.
- to do his or her best.
- to be involved in the academics (i.e. go over homework, show an interest in special projects, etc.).
- to be open minded and respectful to others.
- to clearly communicate with other team members.
- to ask questions when information is unclear.
- to show interest in their child's school/education.
- to be patient, understanding and respectful.

STUDENTS need....

- to be willing to try.
- to ask any questions for which they want answers.
- to be open minded and show respect to others.
- to take on responsibilities.
- to take part and be involved.
- to clearly communicate with other team members.
- to be willing to take a risk.
- to be patient, understanding and respectful.

John R. Williams School

DAILY SCHEDULES

Kindergarten				
8:00 am	-	11:20 am	Morning Session	
11:20 am	-	11:40 am	Lunch	
10:55 am	-	2:15 pm	Afternoon Session	
10:30 am	-	10:55 am	Lunch	
Grades 1-2				
8:00 am			School Begins	
10:00 am	-	10:15 am	Recess	
11:30 am	-	12:15 pm	Lunch	
2:15 pm			Dismissal (1:15 pm on Mondays)	
Grade 3				
8:00 am			School Begins	
10:15 am	-	10:30 am	Recess	
11:55 am	-	12:40 pm	Lunch	
2:15 pm			Dismissal (1:15 pm on Mondays)	
Grade 4				
8:00 am			School Begins	
10:15 am	-	10:27 am	Recess	
11:55 am	-	12:40 pm	Lunch	
2:15 pm			Dismissal (1:15 pm on Mondays)	
Grade 5				
8:00 am			School Begins	
10:00 am	-	10:13 am	Recess	
12:20 pm	-	1:05 pm	Lunch	
2:15 pm			Dismissal (1:15 pm on Mondays)	
Grade 6				
8:00 am			School Begins	
10:33 am	-	10:45 am	Recess	
12:20 pm	-	1:05 pm	Lunch	
2:15 pm			Dismissal (1:15 pm on Mondays)	

John R. Williams School

PARENT-TEACHER-STUDENT ASSOCIATION

Supporting the Parent-Teacher Association, or PTSA, is a very important way to build understanding between home and school. PTSA is a national organization dedicated to schools and their communities. A strong PTSA membership can do "together" what each cannot do individually.

Please refer to our weekly school newsletter, and monthly PTSA letter for upcoming activities, dates of meetings, and areas for which your help may be needed. Meetings are held once a month and are open to all. Even if you don't have time to attend meetings, you may be able to help with one event, or make phone calls from home. Your children will love to see you involved in their school. At the very least, we hope to have all of you join PTSA. Your membership contribution alone will help tremendously.

PTSA BOARD/COMMITTEE CHAIRS 2008-09

President: Charlene Goodman

Vice President: Carol Look

Recording Secretary: Starr Goforth

Treasurer: Ruth Foreman

Hospitality: _____

Jaguar Journal: _____

Membership: _____

Reflections: Lisa Buffo

Room Parent/Volunteer Coordinator _____

Soup Labels/Box Tops: _____

Spirit Wear: Charlene Goodman

Teacher Representative: Debbie Kruger

John R. Williams School

SCHOOL SITE COUNCIL 2008-09

The School Site Council (SSC) is charged with the responsibility of developing, implementing, and evaluating the School-Based Coordinated Program Plan, which means making many important decisions about programs and funding. The SSC is composed of the principal, teachers, classified personnel, and parents. Each member serves a two-year term. Meetings are

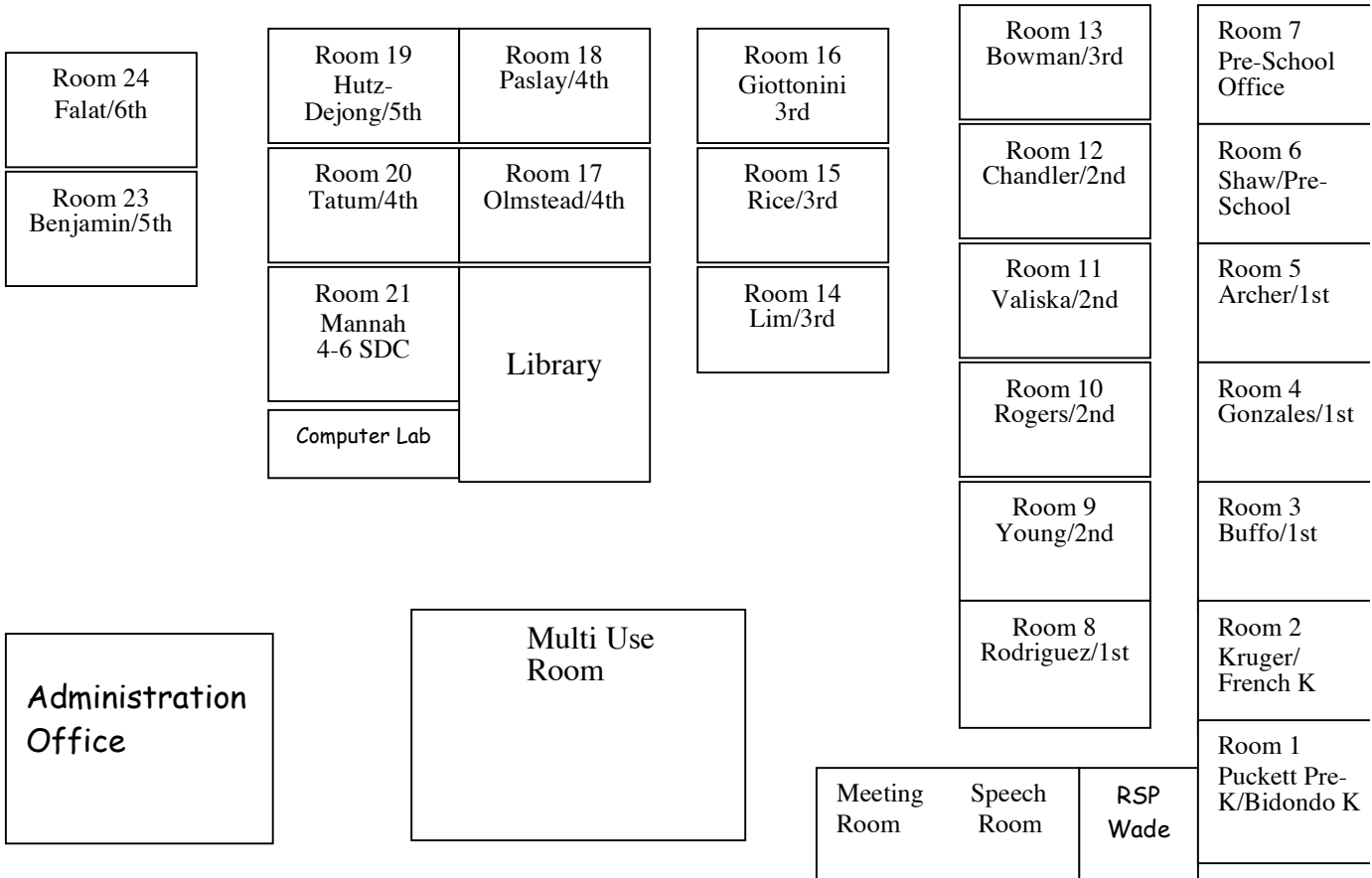
held once a month and are open to all. Please let us know if you are interested.

The following **3 GOALS** are used as guidelines and are followed when making decisions regarding the allocation of monies:

1. All students will learn in a safe and secure environment.
2. All students will reach their highest academic potential with a current emphasis on mathematics.
3. All student subgroups will achieve at the same high levels of proficiency with a current emphasis on closing the achievement gap.

JRW Map

Room 25 Horton/EL	Room 26 Nicholas Title I	Room 27 Turner/6th	Room 28 Farrah/6th
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MAIN ENTRANCE

P A R K I N G L O T

John R. Williams School GENERAL PROCEDURES

ABSENCES/REQUESTS FOR EARLY DISMISSAL

If your child is ill (has a fever or is vomiting), it is a benefit to your child to keep him/her home until he/she is well and ready to function properly in a school setting. Obviously, other students and adults in the room also benefit when you keep your child home due to illness. A parent whose child has a communicable disease should contact the school office or teacher immediately, so that parents may be informed in writing of the possibility of contagion. Examples of communicable diseases are chickenpox, measles, impetigo, head lice, and whooping cough.

When a child returns to school after an absence, he/she must bring a written excuse or be preceded by a telephone call. These notes are absolutely critical for our attendance accounting and reporting to the state. Parents and teachers working together can ensure that all work missed during an absence is completed by the child. Parents should make an appointment with the child's teacher to pick up assignments and necessary books to keep the child current with work. However, parents should understand that make-up assignments are no substitute for the instruction received during regular classroom attendance.

While it is sometimes necessary to schedule a medical appointment during school hours, it is equally important that parents convey the importance of school attendance and make every effort to schedule medical and dental appointments outside of the school day. Bringing a child back to school after a medical appointment with a doctor's note, even for just one period, sends a clear message that education is important.

If a child is to be dismissed from class before the end of the school day, the student must bring a note from home to the teacher. Please do not call the school to request an early dismissal unless it is an emergency.

ASSEMBLIES

The times and types of assemblies will be announced prior to the assembly. Assemblies provide an excellent place to develop dramatic talent, to promote speaking and musical ability, to convey general information, and to build school spirit. Courtesy and appropriate conduct is mandatory at every assembly so that a program may be enjoyed by all.

The following are guidelines to appropriate assembly conduct:

- Students should enter the assembly quietly, in line, escorted, and directed by their teachers.
- Applause and appropriate hand signals are the only acceptable ways to show appreciation at an assembly.
- Students must be quiet, orderly, and attentive when others are speaking or performing and may "join in" when asked to participate.
- Students are to return quickly and quietly to their classroom when dismissed, following the directions of their teacher.

BACK-TO-SCHOOL NIGHT

This night is set aside in September for teachers to explain their direction and priorities for the school year. Its purpose is to help parents understand the expectations and curriculum design in their child's classroom. Your attendance helps send the message to your child that education is important and you want him/her to do his/her best.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

Students may ride their bicycles to school and park them in the bike rack area. If a student chooses to ride a bike, parents must realize that the bike area is unsupervised and that the school will not accept the responsibility for loss or damage to the bike.

Bikes, skateboards, and scooters are to be walked on campus at all times. Students who ride their bikes to school must have a helmet. Bicycle citations will be given to students who do not follow the rules. After a first warning is issued, the student will lose the privilege of riding his or her bicycle to school for a prescribed amount of time.

Skateboards, rollerblades, and/or scooters may **not** be ridden on campus.

BREAKFAST

A nutritionally well-balanced breakfast is served daily, beginning thirty minutes prior to the beginning of school in the cafeteria. The price of the meal is \$1.25. Students eligible for free and reduced lunch are also eligible for free or reduced breakfast. The reduced price is \$.30. The cafeteria rules listed under LUNCH apply during breakfast as well.

BUS RULES

When our students ride a school bus for any purpose, they are required to be familiar with and observe bus safety procedures. Violations of the bus safety procedures will be reported to the LUSD Transportation Department. Continued violation of the bus service safety procedures may result in the pupil's loss of bus transportation privileges. **RIDING THE BUS IS A PRIVILEGE.** With this in mind, pupils will adhere to the following:

- Listen attentively to the orientation given by the bus driver
- Remain in their seats at all times
- Keep all parts of their body and clothing inside the bus
- Use an appropriate indoor-level voice
- Refrain from any behavior that will cause the bus driver to divert his/her attention away from the road
- Follow any and all directions given by the bus driver

CANDY and TREATS

No gum or candy may be brought to school. In order for our children to maximize learning while at school, it is important that they eat breakfast. They may have a healthy snack at recess (please no soda or chips). Snacks may **not** be eaten on the blacktop or field. We ask that students eat in designated snack areas where they can dispose of their own trash. Students who do not clean up after themselves will lose this privilege. Parents are encouraged to provide healthy food in their student's snack and lunch. The high sugar content in candy makes it very difficult for students to stay focused on their work in the classroom.

If you and your child wish to bring treats for the other children in your child's class, according to the state nutrition law, the treats must be "store bought" and be in a sealed package. Treats cannot be

homemade. Also, treats may only be distributed the last half-hour of the school day.

CHANGE OF ADDRESS

Please notify the school office of any change in your address, telephone number, secondary contact, day care provider, or of your family health advisor. **It is critical that we have a current emergency number for every child.**

CHANGE IN YOUR SCHEDULE

If there is to be a change in your child's "Going Home Schedule" (such as being picked up instead of walking, etc.), please tell your child AND send a note to the teacher and/or office.

CLASSROOM MEETINGS

John R. Williams students will regularly participate in Classroom Meetings. The meetings use a student-created list (an agenda) of discussion ideas. The agenda may include items concerning special activities, curriculum, and problems relating to student behavior.

Outcomes for each item discussed could result in a simple discussion, a solution to prevent future incidents from happening, or even a consequence for a problem that has previously occurred. *Consequences for inappropriate actions are logical consequences.* These types of consequences must meet the four "R's" to be considered a viable solution to the problem.

The 4 "R's" are the following: **Related, Reasonable, Respectful, Responsible**

DRESS/CLOTHING POLICIES

People in the working world must dress appropriately for work. Similarly, students must dress appropriately for school. It is important that parents stress good grooming habits with their child(ren). The administration of JRW feels that school-appropriate dress for ALL students is **ABSOLUTELY** essential to the academic well-being of John R. Williams School. The following dress code will be strictly adhered to by JRW students:

All clothing must be appropriate for the school environment.

- Clothing which advertises drugs, alcohol, tobacco, or sex is inappropriate for school and is not permitted. Undergarments must **not** be visible.
- Midriff, halter/backless tops, spaghetti straps, tank tops, and low cut tops are inappropriate for school and are **not** permitted.
- Clothing or articles of clothing that are related to a group, gang, and/or promote violence are inappropriate for school and **not** permitted. This includes, but is not limited to, gloves, bandannas, do-rags, shoestrings, wristbands, belts, hats, jerseys, and jewelry.
- Clothing and accessories which, in the opinion of school staff, pose a disruption to the educational process or a threat to the physical well-being and safety of the student or others (e.g. chains, spiked collars, or wristbands) are **not** permitted.
- Clothing accessories, and backpacks/bags will not be altered except as to make the article more appropriate for the school environment. Shoes must be worn and must be either closed-toe or sandals with a back or back strap. No FLIP FLOPS or MULES!

All clothing must be within one size of the correct clothing size for the student, and must be worn according to its original design.

- Pants, jeans, shorts, and skirts must be worn at the waist (no "sagging").
- For safety reasons, pants must not touch or drag on the ground.
- Skirts and shorts must be long enough to reach mid-thigh.
- Belts must be the correct waist size with no belt length hanging.
- Articles of clothing may **not** display initials.
- Shoes that are designed to be laced must be worn laced.
- Socks are **not** to be stuffed into the shoes.

Students are **not** permitted to wear hats or other head coverings in class, assemblies, or at any indoor school function. Sunglasses are not to be worn in the classroom. Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in disciplinary action.

Violations of the JRW dress code are to be dealt with as reasonably as possible.

- In cases where the article may be appropriately turned inside-out to meet the requirements of the dress code, the student shall be required to do so for the remainder of the day. Repeat offenders will be assigned to lunch detention.
- In cases where it is not appropriate for an article of clothing to be turned inside-out, the school will attempt to loan the student an appropriate article of clothing for the day. If the school is not able to provide a substitute for the inappropriate clothing, then a phone call will be made to the parent/guardian requesting delivery of appropriate clothes. Lunch Detention will be assigned according to the amount of educational time that is wasted by the student in this process.
- Items that disrupt the educational process will be confiscated as inappropriate and will only be returned to the parent or guardian.
- If a student's clothing is not of an appropriate size and the student is unable to effectively correct the situation, the staff may, at its choice, provide a non-destructive means to resize the clothing. This may involve, but is not limited to, the use of safety pins, cable ties, or tape to resize the article of clothing.

Gang Apparel is Prohibited

Jewelry, accessories, or manner of grooming (including haircuts) which by virtue to its color, arrangement, trademark or any other attribute denotes membership in a gang or group is prohibited (not allowed). No clothing or articles of clothing (including but not limited to gloves, bandannas, do-rags, shoestrings, wristband, belts, jewelry) related to group or gang that may provoke others to acts of violence are prohibited. Belt buckles with initials of red, blue, or brown web belts, belts hanging out of pants, red, blue or other colored shoelaces, bandanas of any type of color, either worn in hair or displayed in clothing, gloves, towels, suspenders or other items hanging from rear pants pockets or from belt, excessive clothing items of predominately one color, old English style writing on clothing or notebooks are prohibited.

*****If a student is determined to have violated the dress code by wearing gang colors, he/she will be banned from wearing specific colors or any gang-related apparel. Repeat offenders will be assigned suspension.**

DROP-OFF and PICK-UP

- Pupils may NOT be on the JRW campus earlier than **7:30 AM**. This is for your child's safety. There is no supervision before that time.
- When pupils arrive at school in the morning, they are to line up at the multi-use gate and wait for entry. In the event of rain, all pupils are to report to the multi-use room or to go to the classroom if instructed to do so by campus supervisors.
- **It is extremely important that your child arrive to school on time.**
Students arriving after the tardy bell for any reason must report to the office for a tardy slip and will be assigned after school detention in the Library for 30 minutes (2:20-2:50).
- Students who ride the bus will be dropped off in the morning in front of the school and enter the campus through the front gate. After school, students will exit the campus at the front gate by the parking lot or the gate in the back which leads to Sumac.

EMERGENCY PROCEDURES

In the case of any emergency, staff will remain with their students and wait for instructions from the principal or principal designee. The principal or principal designee will appropriately follow the site's Crisis and Safety Plan. You may view a copy of the crisis and safety plan in the main office.

FIELDTRIPS

For the safety of all children, all parents chaperoning, attending and/or driving for a field trip must have their fingerprints on file with the LUSD's Human Resource Office prior to going on any trip. Field trips requiring transportation will most often involve district-provided bus transportation. Students must have a signed permission slip from their parent or guardian before being allowed to participate. Parents will always be notified prior to the trip.

In the event that no district transportation is available, parents may be asked to drive their own vehicle to help provide transportation. The transportation of school children from one location to another by a private automobile presents some unique problems, however. Drivers and owners of vehicles used for these purposes should understand and be willing to accept certain responsibilities and liabilities.

Parents driving automobiles for school-sponsored activities and events must be at least twenty-five years of age, provide a copy of his/her driver's license and current insurance information, and sign a Volunteer Waiver form. This will insure parents, children, and the school district that you are willing to accept the legal responsibilities and liabilities involved. Should there be any claim resulting from an accident, injury, or death involving transportation by a parent, that parent's insurance would apply.

HOMEWORK

John R. Williams School is dedicated to providing students with the best possible educational program. Homework is an integral part of this process and is designated to meet one or more of the following purposes:

- Provides preparatory experience for upcoming classroom instruction.
- Provides reinforcement or applications of skills and concepts previously taught.
- Provides the opportunity for individual enrichment and/or research activities.

We are asking for your support and assistance in seeing to it that your child completes his/her homework as assigned by the teacher in a timely manner.

INJURIES, ILLNESS, MEDICATION AT SCHOOL

First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. Our office staff has been trained to handle minor emergencies. In the case of an accident requiring the services of a doctor every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason, we request that parent(s) keep us informed of a change in address or telephone number.

If a child is too ill to continue through the school day, the child should report to his teacher who will send him/her to the office. Office staff will call parents, guardians, or other contacts listed on the emergency information card in an attempt to reach someone to pick up the child.

No medication may be given to your child during school hours without prior authorization from your child's physician. A current signed doctor's statement must be on file. Medications are kept in the school office and administered by office staff only.

LIBRARY AND COMPUTER LAB

The John R. Williams library has an extensive selection of books, although our library plan includes a long list of materials we'd like to add. The library is staffed by Ms. Coplin, our library aide. Parent volunteers are always needed and appreciated. Teachers schedule their classes for library periods during the week. Children are allowed to check out books for reading at home. Books are to be returned in one week. Our computer lab is adjacent to the Library. JRW also has two mobile computer labs that are used in various classrooms.

Library Procedures

- Books may be checked out for one week and may be renewed.
- We encourage students to return books on time so that they will be available to other students.
- No book is to be taken from the library without being properly checked out.
- Lost or damaged books must be paid for and final report cards may be withheld until such books are replaced or paid for. Also, students will lose the privilege of participating in the "end of the year" events if outstanding balances are **not** paid.

LOST AND FOUND

The lost and found box is located in the multi-use room. Parents are strongly encouraged to write their child's name on lunch pails, backpacks, and clothing, especially sweatshirts, sweaters, and jackets.

LUNCH

Students may buy lunch at school or bring one from home. A nutritionally well-balanced lunch is served in our cafeteria each day. A free and reduced lunch program is available for families with qualifying incomes. Application forms are available in the school office.

The price of each meal is \$2.00. The reduced price is \$.40. We prefer that you prepay to your account during morning hours. Milk is \$.40. After lunch, is served, a la carte items will also be sold for \$.50 and \$1.00.

FOOD MUST BE EATEN AT SCHOOL BY THE STUDENT FOR WHOM IT WAS PURCHASED! Food may not be taken home or shared with siblings, parents, or friends. Siblings or students who do not attend JRW may NOT be fed with school food. This is a Federal law.

Cafeteria Rules

- Wait patiently, quietly, and safely in line
- Follow the directions of the Cafeteria Supervisors
- Remain seated at your designated table until excused
- Talk quietly (If the noise level gets too high, the supervisor will give a warning. If the high level of noise continues, students will be required to eat in silence.)
- Eat your own lunch
- Clean up after yourself

NEWSLETTER

This is our most consistent form of communication with the families of our students. A school newsletter will be sent home **EVERY WEDNESDAY** during the school year. Information about important school events, PTA activities, meetings, Little League sign-ups, etc., as well as tips for helping your child(ren) with homework and preparing for conferences is included. Please get in the habit of asking your child for the newsletter. It will help you keep on top of all the events that are going on at JRW. If you don't get one, we always keep extras on hand in the office.

NONDISCRIMINATION AND EDUCATIONAL EQUITY

It is the policy of the Lincoln Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age, or mental or physical disability in the educational programs or activities in which it operates. *Lincoln Unified School District Board Policy #2429*

OBSERVING CLASSROOMS

Parents are welcome in our school. When coming to John R. Williams School to observe, please make arrangements in advance with the teacher or the principal through the office staff. For the safety of all students, you must check in at the office and wear a visitor's badge. We do appreciate your interest and participation in our educational program.

PLAYGROUND

Recess is a really important time for students to take a break, get a drink, go to the bathroom, get some fresh air, and have fun. It is also a time when many students get hurt and get bullied. Therefore, the John R. Williams School staff is very committed to holding all children accountable for their behavior towards one another. We teach and reinforce skills to help children solve conflicts in an appropriate manner. We need parents' help in reinforcing at home what we teach and model at school.

Playground Procedures to assure good use of time & a safe return to class:

- When the bell rings, students freeze, and when the whistle is blown, students quietly and quickly line up at their designated area.

RELEASE DURING CLASS HOURS/CLOSED CAMPUS

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it becomes necessary for you or someone else to pick up your child during the school day, send a note to the office. You, or the person wishing to pick up the child, must meet the child and sign him/her out of the office. Only persons listed on the child's emergency card will be allowed to sign out a child unless the parent provides written permission.

REPORTING OF STUDENT PROGRESS

John R. Williams School reports student progress to parents through report cards sent home three times a year and through parent-teacher conferences. Parents, teachers, and students will conference twice per school year. In addition, conferences may be scheduled on an as-needed basis.

SEXUAL HARRASSMENT

The Lincoln Unified School District Board of Trustees is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices and harassment in any form.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1992, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210-214, inclusive. Therefore, Lincoln Unified School District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, or environmental, by any student, employee, or other personal at school or any school-related activity. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any Lincoln Unified employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. Sexual harassment may also be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel that they are being harassed. Within one working day, staff shall report complaints of sexual harassment to the school Principal, Principal's Designee, the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent of Human Resource Services. Staff shall similarly report any such incident(s) they observe, even if the harassed student has not complained.

The school Principal, Principal's Designee, the Lincoln Unified Director of Child Welfare and Attendance, or the Associate Superintendent of Human Resource Services shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, the administrator shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected

to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Superintendent or Superintendent's Designee in accordance with the district's uniform complaint procedures.

Lincoln Unified prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

The Title IX coordinator for the Lincoln Unified School District shall be the Associate Superintendent of Human Resource Services; 2010 West Swain Road; Stockton, CA 95207 (209) 953-8733. *Lincoln Unified School District Board Policy #5145.7*

SUSPENSION/EXPULSION

As stated in California Education Code 48900, a student may be suspended from school or recommended for expulsion when the superintendent or the principal determines that the student has committed any of the offenses listed below as (a) through (o) plus §48900.2, .3, and .4 at, going to, or leaving from any school activity on or off campus.

- a. Caused, attempted to cause, or threatened to cause physical injury to another person;
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object, unless in the case of possession of such an object, the student has obtained written permission from a certificated school employee;
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another

- liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stole or attempted to steal school property or private property.
 - h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - l. Knowingly received stolen school property or private property.
 - m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - n. Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
 - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

§48900.2

In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in §212.5. For the purposes of this chapter, the conduct described in §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or

offensive educational environment. *This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.*

§48900.3

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of §33032.5.

§48900.4

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

TARDIES

In partnership with parents, the JRW staff will keep a close watch on student attendance and tardiness. Student tardiness is a disruption of classroom learning. Those arriving late do not have the opportunity to get settled into the day's routines and may not be mentally prepared for the day's instruction. Additionally, a student's tardiness interrupts the learning of others in the class.

Students arriving after the tardy bell for any reason must report to the office for a tardy slip and will be assigned after school detention in the Library for 30 minutes (2:20-2:50).

TELEPHONE/MESSAGES

The school phone is for business purposes ONLY. Students will be permitted to use the office counter phone only in the event of illness, injury, or to serve detention after school. Permission to use the phone must be

received from a staff member in advance. **Students may not use the phone to retrieve forgotten papers, homework, etc. or to make nonessential calls such as after-school arrangements with friends.**

In an effort to reduce classroom interruptions that interfere with teaching and learning, messages to children of a non-emergency nature will be written down to be delivered via the teacher. Likewise, forgotten lunches, instruments, etc., can be left in the office, and we will be happy to deliver them to your child in a timely manner without disrupting their class.

TRANSFERRING FROM JOHN R. WILLIAMS SCHOOL

1. **Inter-district:** Students transferring to a *school outside of the Lincoln Unified School District* should advise the school office immediately. We need to correctly record your child's last day of attendance at JRW, and to provide you with copies of information your child's new school will need in order for you to enroll them.
2. **Intra-district:** If you are intending to *transfer to a school within the Lincoln Unified School District*, please contact our office first. Intra-district transfers are handled between the two principals involved on a space-available basis. Arrangements will be made for you after speaking with our principal.

TOYS

No toys may be brought to school. This includes all toys, electronic games and audio equipment, tools such as screwdrivers, implements such as nail clippers, and especially dangerous and illegal items such as pocketknives. Carrying such an item is an automatic suspension and possible expulsion. Please be sure your child understands this. You can help by monitoring what is in your child's backpack as you check their homework each night and help them get organized for school each morning. The only items they should carry are those that they need for learning such as homework folders, papers, and pencils. The teacher will monitor items brought to the primary classroom for sharing.

John R. Williams School

EXPECTATIONS FOR STUDENT BEHAVIOR

Respect for the rights of others is expected.

Fair play and courtesy is encouraged throughout the school. All persons at John R. Williams have the following rights:

- the right to learn
- the right to be safe and feel safe
- the right to be respected as a person
- the right to be treated with kindness and courtesy

In order to maintain a school climate in which the rights listed above can be attained for all persons, it is vital that all students assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on provisions of the various California Government Codes.

While the expectations are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome school climate. These expectations shall apply to all students.

It is important that all students and parents read this section carefully and have a clear understanding of the expectations. Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of these rules or have questions about them after your teacher has covered the material in class, you should speak with the principal.

Students will be held accountable for their conduct to and from school as well as during school hours and school-sponsored events. Students will also be held accountable for their behavior during non-school hours which affects their school attendance or the school attendance of other students. Any student who has been suspended from school may not participate in or observe any extra curricular activities during the period of suspension.

Consequences

The staff and principal of John R. Williams School are committed to working with each student as an individual. Expectations for behavior must be imposed consistently for all students by all staff, yet the selection of consequences must be made according to that which the individual student needs to help correct the behavior. Consequences that may be imposed are:

- classroom meeting held with classroom agenda
- teacher conference with student
- principal conference with student
- phone call to parents for reinforcement of the expectations at home
- conference with student, teacher, parent
- conference with student, teacher, parent and principal
- classroom suspension by teacher
- removal from play by sitting along the wall
- campus cleanup
- removal from playground for time-out in the office
- After School Detention
- suspension, in the event that a student's misbehavior is habitual, physically aggressive or violent

Student Responsibilities/Academic Growth

- be in class on time
- be prepared for class with appropriate materials
- participate in class activities
- follow classroom procedures
- complete all assignments, including assigned homework on time
- work hard at learning
- progress toward attainment of grade-level standards

Attendance

- be in school every day
- never be absent from school unless ill
- be prompt to school and to class
- never leave a classroom without teacher permission
- never leave campus without school permission

Appropriate Behavior

- demonstrate cooperation and responsible behavior in the classroom and at school activities
- show respect for staff members, adult supervisors, classified employees, guest speakers, substitute teachers, and other students
- know and carry out the rules and regulations prescribed in this handbook
- use proper behavior and channels of communication to resolve conflicts
- do not display rudeness, defiance, or disrespect through words or gestures
- respect the property of others
- be honest
- use acceptable language
- show concern for the welfare of the school and student body
- demonstrate pride in your work and the work of others
- protect your school environment
- keep the campus clean and free from litter
- keep the shrubs, trees, flowers as landscaped
- keep the restrooms clean
- keep the walls of your campus free from writing, carvings, or slogans
- keep all equipment, tables, chairs, desks, and books free from being defaced or damaged
- keep loiterers away by reporting them to the proper authorities
- use school property only when permission is granted
- follow check-out procedures for school equipment
- take care of and use school equipment properly
- return school equipment promptly and in good condition
- report all acts of vandalism you witness

Assist With Administrative Procedures

- take home all information, newsletters, and printed material
- return all requested forms to school
- post or distribute informational materials with school permission only
- ask visitors to report to the school office
- neither give false identification nor practice forgery
- do not violate rules and regulations prescribed in the student handbook
- dress and groom appropriately

Unacceptable Behavior

- acts of racial prejudice or use of racial or sexual slurs

- any act which interferes with another student's learning activities
- assault/battery
- bicycling, skateboarding, riding a scooter or roller blading on campus
- chewing gum
- defiance of authority
- extortion - intimidation
- fighting
- gambling
- hazing - initiation rites
- horseplay - slugging, punching, shoving, kicking, slapping, pushing, or tripping others
- involvement in any gang-related activities
- leaving the school campus without the permission of school authorities
- lighting of any fires or possession of matches/lighters
- possession of electronic devices on campus, i.e., Gameboys, etc., cell phones, radios, CD players, iPods, or digital cameras
- possession of laser pointers
- possession or use of firecrackers or other explosives
- possession of or use of a weapon, i.e. knives, guns, or use of an object for the purpose of injuring or intimidating another person
- possession, sale, or use of alcohol
- possession, sale, or use of any tobacco product
- possession, sale, or use of illegal drugs and paraphernalia
- profanity
- refusing to or falsely identifying yourself
- running on the blacktop or in the hallways at any time
- setting false fire alarms
- sexual harassment
- spitting
- spreading rumors and/or teasing
- theft
- threats to others
- throwing food or liquids
- throwing or shooting objects to cause harm, nuisance, or damage
- vandalism
- verbal abuse

John R. Williams School
SPECIAL PROGRAMS AND SERVICES FOR
STUDENTS

ENGLISH LANGUAGE SUPPORT

English language support is a program provided to enrich the language skills of our English language learners. Services are delivered by Mrs. Horton and her staff of instructional aides during school.

GIFTED AND TALENTED EDUCATION (GATE)

The *GATE* program strives to ensure that the regular classroom is structured in such a way that any student who demonstrates extraordinary talent or ability in intellectual ability, creativity, a specific academic area, leadership, and/or the visual and performing arts is given the opportunity to pursue that gift during the instructional day. Strategies that honor the theory of multiple intelligences, open-ended challenges that require a student to think divergently to solve a problem, challenges that require task commitment, creativity, and a growing knowledge base, along with the expectation that each student will work at a level commensurate with their ability - not with that of the other students - provide the foundation of the program. *GATE* students are clustered at each grade span in order to give them the opportunity to work daily with other students who will challenge and stimulate them.

LANGUAGE SPEECH AND HEARING PROGRAM (LSH)

Each year all children entering kindergarten are screened for speech and language problems. If a child is identified as needing a speech therapy program, a specific remedial program will be developed for that child through the Individual Education Program (IEP) process, provided by Ms. Thongsamouth.

MUSIC

Lincoln Unified School District is proud of its comprehensive K-12 music program. All students in grades K-6 receive general music instruction twice a week from a qualified specialist. Chorus is offered twice a week for 4th-6th graders. Instrumental music is a pullout program, with string instruction beginning in 4th grade and band in 5th. Intermediate students who wish to

become a part of this program will have the opportunity to sign up at an informational performance assembly by district music teachers in the fall.

OUTREACH WORKER/COUNSELING

Counseling services are provided by Mrs. Polack, along with outreach worker, Mr. Tony White, in collaboration with teachers and staff. Parent conferences (SST's) are held as needed. Teachers/parents may request additional services for students, or students may seek counseling on their own.

PSYCHOLOGIST

John R. Williams School has a psychologist on site at least once a week. Mrs. Josie Malik administers intellectual development and achievement tests to help determine the need for an Individual Educational Plan (IEP).

RESOURCE SPECIALIST PROGRAM (RSP)

The Resource Specialist Program provides individualized, prescriptive instruction for children who require aid beyond regular classroom instruction and to integrate such prescriptions into the regular classroom learning activities. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of this testing is shared through the Individual Education Program (IEP) process. All decisions regarding a student's placement and participation in the program are made with the IEP team, which includes the student's parents, teachers, administrator and support staff involved in the testing process.

STUDENT COUNCIL

Each trimester, one student per classroom, grades 3-6, is elected by their peers to represent them at bimonthly student council meetings. There are also student council positions that John R. Williams students, grades 4 through 6, may "run for" and are elected by peers. The positions are the following: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, and ASB Commissioner of Spirit. If an elected officer does not meet the minimum requirements of good behavior and 3's and 4's on the academic rubric, each trimester for holding an office, he/she will relinquish the title.

TITLE ONE

Title One is a federally funded program to assist students who need extra academic support. Services are delivered by our Title One teacher, Mrs. Nicholas, and her staff of instructional aides during school .

**TOP TEN WAYS FAMILIES CAN IMPROVE THEIR CHILDREN'S
EDUCATION AND HELP THEM LEARN**

- Read together
- Use the TV wisely
- Establish a daily family routine
- Schedule daily homework times
- Monitor out-of-school activities
- Talk with children about the importance of their school
- Communicate positive behaviors, values and character traits
- Expect high achievement and offer praise
- Demand challenging course work for middle and secondary students
- Keep in touch and support the school and teachers

Source: US Department of Education

*****Please tear out and post on your refrigerator*****

John R. Williams Elementary
FAMILY CONTRACT 2008-09

PARENT/GUARDIAN

I have read the John R. Williams Handbook. I understand the procedures and expectations and will support them and my child. I also understand the importance of my role in helping my child to achieve.

Signature

STUDENT

I have read the John R. Williams School Handbook. I understand the procedures and expectations and will do my best become the best student I can be.

Signature

****** Please TEAR OUT, SIGN, and RETURN TO YOUR TEACHER***
