

Southern Humboldt Unified School District

Agnes J. Johnson
Elementary School
Parent Handbook
2008-2009



Agnes J. Johnson Elementary School
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Weott, California

(707) 946-2347

Agnes J. Johnson Employees

2008-2009

PRINCIPAL

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Agnes J. Johnson
Parent/Student Handbook

A warm welcome to our students and parents!

This will be a great year at Agnes J. Johnson Elementary. Our staff is outstanding, and as a unit parents and teachers will work together to provide a wonderful education for our terrific boys and girls.

This handbook is intended to answer your questions. Please call the school office for additional information.

1. The Office

a) Hours

- The office hours are from 8:15-9:15 in the mornings, 12:00-12:40 and 2:00-3:00 in the afternoon. Students should not be on campus before 8:15 a.m., and they are to leave school as soon as they are dismissed, unless enrolled in an after school activity that begins immediately. Students should take care of office business before 8:30.

b) Tardies

- Students are to check in and out of school if they are late or are to leave early. Tardies are considered extended if they are over 30 minutes. Continual excessive tardies are considered truancy and will be reviewed by the School Attendance Review Board.

c) Emergency Information

- It is important to have current emergency information on file. Please make sure to update information regarding your child whenever there is a change like who is to pick him/her up; change of address or phone number; new allergies; medication changes; etc.

d) Insurances

- The office has information about student accident insurance as well as Healthy Families Insurance. Please be sure to fill out the field trip permission form that states who your personal insurance carrier is. This will be kept by your child's teacher throughout the year.

e) Medications

- Medication Prescription: The school is not allowed to administer any prescription medication without written permission from both the parents and the doctor who prescribed it. Please ask your doctor to complete the form "Consent to Administer Medication in California Schools." This form is on file at all clinics or available from the school office.
- Over the Counter Medications: Pain relievers, cough drops, poison oak medication, etc. must be in the original packaging, have written permission and instructions from a parent attached, and be kept in the office.
- Please be sure to let the office know of any medication changes.

f) Phone Calls

- Phone calls are for emergencies only. Please make after school arrangements and social plans with your child before school begins or after school is dismissed.

g) Schedules

8:30-2:45 (Monday, Tuesday, Thursday, Friday)

8:30-1:30 (Classy Wednesday)

10:15-10:30 Recess

12:00-12:40 Lunch & Recess

h) After School Procedures

- A note is required if your child is to go someplace after school other than home or to his/her usual place. Otherwise, we will expect your child to ride his/her regular bus and get off at the regular bus stop or walk home as usual. No child will be allowed on a different bus without a note from home. Please try to avoid excessive phone calls requesting messages to your child during the school day. With the significant number of last minute phone calls, it is difficult to notify students of transportation changes in time. All students must leave campus at the end of the school day unless they are involved in an adult supervised activity immediately following school. Your child can

not just "hang out" at school for an hour waiting for a team practice to begin. We are unable to provide supervision for those students after school. Please stop by the office or call us for more information on the after school program.

2. Attendance

a) Getting to School

- **Bus Rules**—District bus rules must be followed at all times. Riding the school bus is a privilege, not a requirement. The privilege may be revoked at any time, for any reason. Bus rules apply to both the bus and bus stops.
- **Vehicle Safety**—AJJ parking lot is a one-way road. Please drive slowly while on school property, and watch carefully for students. Keep vehicles clear of bus parking areas and park only in designated areas. If you are picking up a student we ask you to park in the parking lot near Room 1 so our students can use the path to the parking lot and not the road.
- **Pedestrians**—Please discuss with your child how to stay safe while walking to and from school. No student should be on campus before 8:15.

b) Absences

- Regular school attendance is a key part of a successful educational program. Any time your child is absent from school, we are required to verify the reason for the absence. After each absence, please send a note with your child or telephone the school stating the reason for his/her absence.
 - Excused absences include:
 - Illness or medical/dental appointments
 - Death of a family member
 - Religious observances for a limited number of days
 - Required court appearances
 - Serious, catastrophic, emergency family events
 - School related absences due to co/extra-curricular activities.

All other absences are considered unexcused even with parent approval

c) SARB

- It is a California state law that your child attends school. The School Attendance Review Board helps families who are struggling to get their children to school every day on time. After 4 unexcused absences or extended tardies, you may receive a warning letter from the school. After 8 unexcused absences or extended tardies, you may receive a second letter. At 12 combined extended tardies and unexcused absences, you will be referred to the SARB panel. The parents and the students will be required to attend the meeting.
- d) Release of Children from School During the Day
- If you need to pick up your child during the school day, please come to the office for an early release form. This form will be taken to the classroom teacher for a signature and then returned to the office. This form needs to be filled out even if your child will be returning later that day.
3. Breakfast and Lunch Programs
- a) Prices
- Agnes J. Johnson currently offers both a breakfast and a lunch program. Breakfast will be available for \$2.50 and lunches may be purchased for \$3.25. Milk may be purchased for \$.50. Free or reduced meals are available to eligible families. Please contact the school if you have not received an application. We encourage all families to fill out the application—many families have been eligible and have not taken advantage of this service.
4. Dress Code
- School clothes and shoes should be appropriate for weather and compatible with P.E. instruction. Students wearing inappropriate clothing will be asked to take steps necessary to correct the unacceptable clothing. Continued violations of the dress code will be considered a defiance issue on the discipline grid.

The following guidelines apply

a) Shirts/Tops

- No tube tops
- No midriff or navel showing tops are allowed.
- Tops must not be "low cut"
- Shirts must be worn at all times

b) Shorts/Dresses/Pants

- All underwear should be covered
 - All dresses and shorts must be decent (length should be approximately at the point where a student's thumb meets the thigh when standing up straight)
 - Pants should fit properly so they don't hang below the waist or drag on the ground
- c) No illustration or other form of advertisement for sex, violence, alcohol, tobacco or any controlled substance may be displayed. Language on anything worn or brought to school must be elementary school appropriate.
- d) Shoes with proper support should be worn during P.E. instruction. Sandals with straps that can easily break should not be worn.
5. Campus Behavior
- a) General Expectations
- Drugs, alcohol, or tobacco products are not allowed at school
 - All medicine must be taken to the office.
 - Real or toy knives, guns or weapons may not be brought to school
 - Candy or toys may not be sold at school
 - Stealing is prohibited by state law
 - Spitting is unhealthy and is not allowed at school
 - Clean up after yourself. Don't litter at school
- b) Classroom
- You are in school to learn. Please complete assigned work in school and homework. Listen to your teacher and follow the classroom rules. Give other students the chance to learn by not bothering them.
- c) Hallways
- Move safely in the school hallways
 - Walk in the hallways, and keep your hands to yourself
 - Speak in a quiet voice—students are at work. Avoid standing or walking within the yellow circles around the doors
- d) Bathrooms
- Be safe in the bathrooms. It is not a place to play
 - Don't throw soap or water on the floor
 - Respect other students needs
 - Try to use the bathroom during recess/breaks
 - Keep the bathroom clean for the next time your use it
- e) In Line

- Be patient and wait your turn politely
- Face forward and keep your hands, feet and objects to yourself without pushing
- Speak quietly to those near you

f) Cafeteria

- Please eat politely so that everyone will enjoy lunchtime
- Be seated while you eat
- Walk in the cafeteria
- Food is not to be thrown
- Food must be eaten in the cafeteria
- Clean up the immediate area before leaving

g) Library/Computer Lab

- Food and drinks are not allowed in room 7
- Horseplay will not be allowed
- No running
- Students should remember to use library voices.

h) Playground

- Please be responsible for your safety and the safety of others
- Stay within the school boundaries
- Stay where teachers can see you. Do not go into the trees, behind the classrooms, or into the halls.
- Respect, obey and follow directions given by all adults. It is expected that directions will be followed the first time they are given.
- Physical or verbal abuse of people or property is not allowed. Students shall avoid inappropriate physical contact keeping hands, feet and other body parts to themselves.
- Follow playground rules * See attached rules
- Line up for class as soon as the bell rings.
- Be safe and have fun

i) Electronics

- There should be no electronic devices on campus. This includes but is not limited to, Gameboys, CD/DVD players, MP 3 players, remote control toys and cell phones. The school is not responsible for lost, broken, or stolen personal items.

6. Educational Programs & Opportunities

- a) Art-Each week our students get to visit the art room to work on art projects. An art facilitator works on drawing, painting, clay projects and

special art works with the students. Students also study and mimic the works of famous artist each month.

- b) Computer Lab-We have a computer lab on our campus located in the Library building. Our computers are equipped with filtered Internet access. Each class has computer time where students learn to conduct research, practice keyboarding skills, and work on math, reading and writing skills. Students also receive extra help in areas they may be struggling with.
 - c) Library-Each classroom has time every Tuesday to spend in the library checking out books or doing research. Books are checked out for one week at a time. There is also a parent resource section which includes gardening books, informational videos and more. Parents will be asked to pay for the cost of any books that are lost or damaged.
 - d) Music-Students have the opportunity to work with a music instructor. Students learn sound and note values. Students perform for parents and community throughout the year.
 - e) Garden-Students have the opportunity once a week to work and play in our beautiful garden. Students learn to grow and maintain their own flowers and vegetables. They also receive nutrition instruction during their gardening time.
 - f) Classroom Buddies-Our classrooms have "buddies" which is an older class buddying up with a younger class. The activities they may do together include reading, art and special activities.
 - g) GATE-The GATE (Gifted and Talented Education) program at AJJ currently includes students in Grades 3-5. All 3rd grade students and new students are tested for GATE. GATE students are involved in the Humboldt County GATE Academy.
 - h) Learn to Earn Bank Day-Umpqua Bank has established a program for students to learn about saving and banking money. Our banking day is Friday. Students who wish to participate can fill out the appropriate forms and bring in their banking money on Friday mornings.
7. Behavior and Discipline Policies
- a) The "Big Five" School Rules
 - You will not fight
 - Verbal and physical attacks are prohibited, including teasing or harassment of students or school adults. This is commonly known as bullying

- The directions of school adults must be followed immediately, without arguing. Time will be allowed later to calmly discuss issues.
 - Your hands and feet and any object must be kept to yourself. "Hands off" at all times is the best policy
 - Show respect for yourself, other students, school adults and school property and always be safe.
8. Visitors/Volunteers
- a) All visitors or volunteers during school hours are asked to stop by the office and sign in.
 - b) If you would like to volunteer in your child's classroom please discuss the best time and day with your child's teacher.
9. Parent Groups
- a) Booster Club
 - Parents and all interested community members are encouraged to get involved in this active group. The main fund-raiser is the Fall Carnival. Watch for flyers announcing meetings and events! This wonderful group is responsible for many school improvements and special assemblies. They also sponsor many sporting activities throughout the year.
 - b) School Site Council
 - This group oversees the school improvement program, looks at the curriculum, participates in the program quality review, and approves the budget for this program. This is a very important group at the school and consists of parents, community members, teachers and school representatives.
10. Special Events
- a) Award Assemblies
 - Assemblies will be announced in the newsletters. Academic awards are given out to students at this time. Parents and extended family are invited to attend, and you will be notified if your child is receiving an award.
 - b) Back to School Night
 - Here is your chance to find out about the school and what your child's teacher has planned for the academic year! Each teacher makes a presentation about the classroom curriculum and expectations.
 - c) Book Fair

- This is a great opportunity to buy books at reasonable prices for your child. The money raised is used to buy more books for the library. The book fair dates are announced during the school year.
- d) Halloween Parade
- Students are allowed to wear safe and appropriate costumes to school on Halloween. Students will parade around the school and show each other their costumes.
- e) Fall Carnival
- This is a well-known event in Southern Humboldt. It's an evening of food, games, fun and prizes. It is sponsored by the Booster Club to raise money for the school, and it is a good chance to volunteer and become a part of the fun. Classes will sell tickets for cords of firewood. All proceeds from this sale go to the classroom fund.
- f) Family Nights
- Family nights are sponsored by the Booster Club and are held throughout the year. Families are invited to come and enjoy dinner and an activity, like art and science. Family Nights are a fun way to get to know the families in our school community.
- g) Field Days
- Field activities are held during the last week of school. Students participate in a variety of sporting events.
- h) Jog-a-Thon
- This is a classroom fundraising project where students collect pledges based on laps they run. Students get good exercise and learn healthy habits while raising money for their classroom.
- i) Open House
- Our school Open House is held in the Spring when students and teachers get to show off the great work they have done all year. This is a very special event for all our students and staff!
- j) Science Fair
- This is a school-wide competition held in the Spring, open to students in grades 4 & 5. The highest scoring projects are chosen to compete in the Humboldt County Science Fair.
- k) Spelling Bee
- Our school Spelling Bee is open to students in grades 4 & 5. Winners compete in the District-wide Spelling Bee and may then progress to the County-wide Spelling Bee.

- l) Team Sports
 - Sports programs are organized through the district and community sports leagues. Students may not stay after school and wait for a late practice to start unless they are attending the after school classes or remediation.
11. Rewards for Good Behavior
 - a) Pizza with the Principal
 - Every 4th Thursday of the month 3 students from each classroom will be invited to have pizza with our principal, Mrs. Jennings. These students will be selected for good citizenship by their teachers.
 - b) Monthly Awards Assembly
 - Citizenship and Academic Awards will be given monthly in each class. The principal will give monthly awards for special accomplishments.