

Parent-Student Handbook 2018-2019



“Our mission is to develop lifelong learners by providing a comprehensive education for every student which fosters high academic achievement, positive self-worth, and responsible citizenship in an environment of mutual respect, trust, and cooperation among students, staff, and parents.”

Hear Us **ROAR!!** Responsibility, Offer Kindness, Always Be Safe, and Resolve Problems

Office: (916) 434-5220

24 Hour Attendance Hotline: (916) 434-5210

Fax: (916) 434-5201

Website: <http://tbes.wpusd.k12.ca.us/>

Principal – Mr. Will Middleton

Assistant Principal – Mr. Mark Rodriguez

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(Please review together, sign, and return to you student’s teacher.)

Attendance

Consistent attendance enables students to grasp educational concepts and be better prepared to learn. A student's attendance also provides state funding based on *Average Daily Attendance (ADA)*. **Any absence for any reason** will result in approximately \$30 lost revenue per student per day, which cannot be recaptured. Absences from school will be excused for health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Parents, please make a concerted effort to have your child arrive to school on time and attend school for the entire day.

When your child is absent, it is the parent's responsibility to notify the school. You may call the twenty-four hour attendance line (434-5210), or go to the school website and send an email to our attendance clerk or send a note with your child on the day he/she returns to school. The note must indicate student's full name, dates of absences, specific reason for absence, and parent signature. It is encouraged that you also notify your student's teacher if possible.

Appointments

If a student needs to check out of school early for an appointment, a note must be brought to the office **before school** to receive an Early Dismissal Slip. This procedure will allow the student to meet their parent in the office without delay. Any student leaving school before the end of the school day with parental permission must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card.

Travel Study

Travel study during the school year is **strongly discouraged**. Students miss valuable instruction and experiences, which cannot be replaced. Any request for **travel study must be made at least two weeks** in advance. The student, a parent/guardian, and an administrator must sign the contract. All work is due on the day the student returns. To qualify for Travel Study, a student must meet academic and attendance requirements. Administration may deny a travel study request if requirements are not met.

Withdrawals/Transfers

In order for all necessary records to be completed, families must notify the Attendance Clerk at least two days before a student withdraws from school or transfers to another school.

Students will follow their regular schedule on their last day of attendance and complete the withdrawal process during each class period. Final clearance must be made with the Attendance Clerk during the student's last period of classes. A forwarding address, with zip code, must be left with the clerk.

School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) brings together parents, students, school personnel, law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. Students and their families are referred to SARB for the following reasons:

1. **Attendance:** The student and family will be summoned to appear before the SARB Board if the student has been declared habitually truant or has excessive absences or tardies. More than nine absences per year is considered chronically absent.

2. **Behavior:** A student who exhibits chronic misbehavior that requires suspension from school for a total of ten school days or more may result in a hearing by the SARB. The administrator may recommend, at any time, that a SARB hearing be convened if a student overtly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

The Principal or Assistant Principal and Attendance Clerk will send information to the student’s home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action	Unexcused Absence	Action
5 th excused absence	Excused Illness Letter #1	3 rd Unexcused	1 st letter
10 th excused absence	Excused Illness Letter #2	4 th Unexcused	2 nd letter
14 th excused absence	Excused Illness Letter #3	5 th Unexcused	3 rd letter and an SST scheduled
15 th excused absence and each absence thereafter will REQUIRE a Doctor’s Note	No Doctor’s note=unexcused absence	6 th Unexcused	4 th letter; Student Declared Habitual Truant; Referral to SARB Hearing

A SARB hearing results in a contract with the student and family requiring regular school attendance and appropriate school behavior. Violations of the contract will result in a referral to Community School or a petition on behalf of the minor child to the County Juvenile Court. In addition, if your family is on welfare and your child is delinquent, your Welfare Check may be reduced. CalWORKS requires that all school-age children must attend school regularly and on time.

Tardies: Tardies cause disruptions in class and lead to missed instruction for the student. When your child is tardy, please sign them in at the office to receive an admit slip. When a child is tardy 30 minutes or more, state law requires that a parent/guardian sign that child in.

Behavior - PBIS

PBIS stands for **Positive Behavioral Intervention and Supports** and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community. The SWIS data management tool helps us identify trouble spots so we can better target areas that need attention. Positive behaviors are reinforced and rewarded. We have adopted the acronym **ROAR** which stands for **Responsibility, Offer kindness, Always be safe, and Resolve problems**. Below is the Behavior Matrix which shows how our Tigers will **ROAR** on campus, at home, and in the community.

LOCATION	RESPONSIBILITY	OFFER KINDNESS	ALWAYS BE SAFE	RESOLVE PROBLEMS
Assembly	- Sit cross-legged - Listening ears on - Tame Tiger	- Show appreciation - Make room	- Stay with class - Hands to yourself - Walking feet	- Raise a hand - Find a teacher
Bathroom	- Wash hands - Remember to flush - Tame tiger - Use appropriately	- Respect privacy	- Walking feet - Purple hands pledge	- Report problems to an adult
Blacktop	- Freeze when bell rings - Put away all equipment - Use trash cans - Pick-up belongings	- Include all - Share - Take turns	- Purple Hands Pledge - Be self-aware - Run in designated areas	- Talk it out - Ask for help
Cafeteria	- Clean up your area - Be prepared - Tame tiger - Have ID and money ready	- Use manners - Wait patiently in line	- Stay seated and raise hand - Walk - Eat your own food	- Ask adult for help
Classroom	- Try your best - Be prepared - Clean up after yourself	- Use manners - Encourage others - Be helpful	- Use supplies appropriately - Walk in the classroom	- Talk it out - Ask for help
Community	- Respect neighbor's property - Tame tiger	- Tame tiger - Respect property of neighbors and community	- Stay on sidewalk - Obey traffic laws - Be alert	- Talk to parent - Talk to teacher
Drop off/ Pick-up Area	- Watch for your ride - Pick up trash and belongings	- Use manners - Help others	- Walk - Use crosswalk & sidewalks - Hold on to your belongings	- Remind others of rules - Report problems to adult
Library	- Be prepared - Listen - Quiet voice	- Handle books with care - Return books on time	- Walk - Push in chairs	- Wait patiently - Ask for help
Office	- Tame tigers - Have a purpose - Have permission	- Use manners - Wait patiently	- Walk - Stay in student lobby	- Ring bell only when staff not present
Quiet Zones	- Tame tigers - Walk in single file	- Yield for others - Quiet voices	- Walk with "Top Tiger" - Be aware of doors	- Tame Tiger sign - Ask for help
At Home	- Complete Homework - Check Agenda or Folder with Parents - Clean Backpack nightly	- Use Manners - Be Agreeable - Complete your chores	- Safe/Quiet Homework Station - Think before you act - Go straight home	- Ask For Help - Call a Classmate

We expect all of our students to exhibit positive behavior which also includes the following:

- ✓ Complete all assigned class work and homework
- ✓ Follow adult instructions (they are considered our "Top Tigers" referenced in the matrix above)
- ✓ Keep your hands, feet and objects to yourself; speak in a calm, respectful voice (this is what it means to be a "Tame Tiger" as referenced in the matrix above)
- ✓ Properly care for school and personal property
- ✓ Use only kind words toward others
- ✓ Keep dangerous items away from school
- ✓ Leave personal items or toys at home. This includes toys and trading cards (Pokemon, etc.).
- ✓ Basketballs, footballs, and handballs may be brought to school as long as the student's name is on them.

Library

Classrooms utilize the library weekly. Students may check out books, but are responsible for loss and/or damage. Report cards, yearbooks, or awards are held until charges are cleared.



Lost & Found Items

Clothing items, money, or other found items at school are turned in to the front office. Please check with our office staff if something is missing or found. To help ensure that your child's jackets and sweatshirts get returned, S O H E V M X U H K I W O R G Q Z V U W L @ V B H I P E A H i l R b t t h o m l a t e d !

Parent Teacher Club (PTC)

The Parent Teacher Club (PTC) is a non-profit volunteer group that works to supplement and support TBE's school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas helps us provide these benefits. The PTC identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible.

How can you help the PTC? Sign up to help with an event or volunteer in the classroom. Shop for supplies. Donate items for upcoming events. Take photographs for the yearbook. We'd love to have your assistance. Call us with your ideas as well! Attend a PTC meeting – see dates and times listed on the school web calendar.

Personal Property

Students are not to bring trading cards, toys, games, or electronic games from home. These items can become a distraction in class. The school is not responsible for lost or stolen personal items, including electronics. Please revisit the "Cell Phones" section above for clarity on cell phone use.

Phone Messages to Students

Please try to inform your children of any important messages before they leave home in the morning. If necessary, we will do our best to relay any phone messages to your child. Please be aware that we will not interrupt class time with a phone call. To ensure that messages get through in time, please call no later than 1:30.

Resolving Concerns

There may come a time when a parent has a concern regarding a decision, action, or comment of a staff member. We encourage parents to act quickly in addressing the concern as follows:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or e-mail the teacher to explain your concern. Small concerns may be addressed through a phone call or e-mail while larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed after meeting with the teacher or if the concern is a school level concern, please contact the principal. Again, small concerns may be addressed through a phone call or e-mail while larger concerns are generally best addressed through a face-to-face meeting.

School Site Council (SSC)

The School Site Council is created in order to assist the school in developing a school improvement plan and monitoring the progress and spending toward stated goals. Advisory in nature, the SSC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, and to oversee the development and expenditures of the program improvement budget. SSC membership consists of teachers, parents, classified staff and community members.

Student Success Teams (SST)

Twelve Bridges recognizes the various academic or social needs of students. In an attempt to maximize learning outcomes while teaching students to be responsible, Student Success Teams (SST) are formed. When necessary, these teams plan for alternative social and instructional strategies for students. The Student Success Teams consist of an administrator, one or more teachers, support staff members, and parents.

Recommendations may include one of the following:

- ♦ Additional academic interventions or supports
- ♦ Academic behavior/progress monitoring
- ♦ Increased communication between teachers and parents
- ♦ Referral to outside agency
- ♦ Parent support opportunities
- ♦ Referral for testing and/or counseling
- ♦ Development of a behavior contract
- ♦ Anything else deemed necessary/appropriate by the Student Success Team.

Textbooks

Each student is responsible for maintaining the condition of any textbooks and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school. Report cards may be held until all books and materials are returned or debts otherwise cleared.



Tobacco, Alcohol, and Drug-Free School Site

All schools and district facilities are tobacco, alcohol, and drug free sites. The use of tobacco, alcohol, or drug products is prohibited within any district property (including our parking lot), facility or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

Volunteers and Visitors

Parents are encouraged to volunteer in our school. They must sign the visitor sheet in the office and wear the "VISITOR" identification sticker while on campus.

All volunteers are required to have a current T.B. test on file in the school office. A Live-Scan fingerprint check is also required for all volunteers who will be working with students



on an on-going basis or if they will not be under the direct supervision of a certificated staff member.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students should not be discussed with anyone other than the appropriate school officials.

Tiger Pledge

The "Tiger Pledge" is a signed agreement between the student, parents, classroom teacher, and school administration to uphold the conditions laid out in this "Handbook" as well other home/school learning and behavioral expectations. The "Tiger Pledge" will be sent home with the handbook on a separate sheet of paper. Please sign it ASAP and return it to your student's teacher. A separate pledge must be signed for each child in your household that attends TBES.