

FREESE ELEMENTARY

ART AND CULTURE MAGNET

Student / Family Handbook
2018 – 2019



Home of the Freese Tigers

8140 Greenlawn Drive
San Diego, CA 92114
Main office: 619-344-3100
Office Hours 7:00 a.m – 3:00 p.m

www.sandi.net/freese

Dear Freese Families,

Welcome you to the 2018-2019 school year at Freese Elementary School. We look forward to working with you to ensure a successful school year for all of our amazing students.

We welcome and encourage you to become involved in our many events and activities as well as visit Freese at any time. We are a wonderful and creative school and will continue to maintain the exemplary programs for our students. Your children are the reason for Freese. Teachers and parents working together to build lifelong learners is the best gift we can give our students. With your support, Freese will continue to excel. I urge you to become actively involved in your child's education and our school. The School Site Council, Freese Foundation and volunteering in classrooms are just a few ways in which your interest and involvement will help form a solid partnership between home and school. Please see the calendar of events and activities on the Freese Elementary website, read the notices sent home and listening to weekly telephone updates to stay current with Freese happenings.

It is important to read the information in this Community Handbook. It contains important information including bell times; breakfast and lunch procedures, school wide safety and discipline procedures, bus procedures, what to do when your child is ill and many other policies, procedures and information that will help you and your child have a successful school year at Freese Elementary School.

If you have any questions, concerns or would like further information, please feel free to contact me at 619-344-3100 or email me at sbussey@sandi.net or contact your child's teacher.

I look forward to your involvement and support,
Shannon Bussey

San Diego Unified School District's Mission Statement

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

Freese Elementary Vision Statement

At Freese Elementary School we work collaboratively to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. Our mission is to work as a strong partnership of staff, parents and community members, to create a challenging and supportive environment which promotes academic excellence and social competence to become confident, successful, and contributing members of our global society.

DAILY ATTENDANCE SCHEDULE

<p><u>Monday, Tuesday, Thursday, Friday</u> 7:40 a.m. – 2:15 p.m.</p> <p><u>Wednesday</u> 7:40 a.m. – 11:45 p.m.</p> <p>(Tardy Bell: Daily @ 7:45 a.m.)</p> <p>Breakfast in the Classroom</p> <p>7:45-8:00</p>	<p>Lunch & recess</p> <p><u>Monday, Tuesday, Thursday, Friday</u> 11:10 – 11:50 TK & Kindergarten 11:30 – 12:10 Gr. 1, 2 11:50 – 12:30 Gr. 3, 4, 5</p> <p><u>Wednesday</u> 10:45 – 11:05 TK, K, 1 11:05 – 11:25 Gr. 2, 3 11:25 – 11:45 Gr. 4, 5</p>
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MORNING ARRIVAL

Supervision is provided beginning at 7:25 a.m. Do not send children to school prior to this time, unless your child is enrolled in PrimeTime. Students need to go directly to the playground and join the morning running club by running or walking laps (weather permitting) on the playground. Family members are encouraged to join the morning family running activity. On **rainy days** gates open at 7:25 for students to report directly to their classroom. If students arrive on campus before 7:40, they must run/walk laps. Play structures are closed in the morning. All parents should be off campus by 8:00 unless signed in as a volunteer. **Please be sure that our children arrive to school on time.** Children arriving late to school miss out on breakfast, valuable instructional time and interfere with the learning of others.

ATTENDANCE:

- PLEASE HAVE YOUR CHILD ATTEND SCHOOL DAILY. Regular attendance is required except for illness. State law places the responsibility for regular attendance upon the parents. Parents will be contacted if their child has recurrent absences.
- **Please call the school on the first day of their child’s absence, give: (1) the child’s name (2) room # (3) reason for the absence** (a signed note with the same information will suffice when he/she returns to school).
- **You may also email our attendance clerk at:** gmartinez2@sandi.net

Absences between 5 and 20 Days

Students who will be absent from school for 5 days or more due to religious or personal reasons should obtain a contract for independent study from the front office one week prior to the absence.

LEAVING DURING SCHOOL HOURS

Leaving during the school day is discouraged and will reflect as a partial absence on the student’s attendance record. We understand that there are times when you will need to take your child home early, but encourage you to make appointments for your child outside of school hours. Any person picking up a student from Freese during school hours **must present a photo ID and their name must appear on the current enrollment card.** For the safety of your child, they will not be released during school hours to any adult that you have not listed on the emergency card. Adults (18 and older) must come to the office and complete required documentation before the student will be released.

TARDIES

Students who arrive after the 7:50 a.m. bell are considered tardy; they will receive a tardy slip at the gate. Tardy students arriving after 8:00 a.m. **must report to the front office for a tardy slip.**

TRUANCIES

A truant student is one who is absent from class without permission or is tardy to class by more than 30 minutes. Truancies will be reported to the attendance office immediately for parent contact. **State law dictates that truancies, excessive absences and/or tardies be referred to the SARB Office of the San Diego Unified School District.**

DISMISSAL

At the **end of the school day, parent or designee must pick up TK and kindergarten students from the classroom.** (Students participating in PrimeTime will be picked up by a staff member). It is very important that students leave the campus promptly after school ends. **Students who have not been picked up by 2:30 p.m. should report to the office.** Students brought to the front office will be signed in by a staff member and must be signed out by parents.

BIRTHDAY CELEBRATIONS

If you choose to have your child celebrate their birthday at school, you need to arrange to do so with the teacher at least one day ahead of time. In support of the districts healthy schools initiative, birthday celebrations will only be celebrated with **non-food items**. Parents can bring non-food items such as pencils, stickers, books, etc. to celebrate their child's birthday. Items need to be dropped off with the teacher before or after school or in the school office during school hours.

BICYCLES

Only students in **grades 4 and 5** are permitted to ride bicycles to school alone (*younger children may ride with a parent or guardian over 18*). Our school is **not** responsible for theft or damage to any bicycle. Students who do not abide by the rules listed below will lose the **privilege** of riding their bicycle to school.

1. Students are required to obey all traffic laws and **wear a helmet.**
2. Bicycles must be licensed.
3. Bicycles must be walked, not ridden, on school grounds.
4. All bicycles are to be left in the bike racks and must be locked.
5. No playing in or around the bicycle racks, before, during, or after school hours.

SKATEBOARDS / ROLLERBLADES

Skateboards, rollerblades, scooters, or roller skate type devices (shoes) cannot be ridden on **Freese's campus at any time, including before or after school or on weekends.** Violators will have their skateboards, rollerblades, scooters, or roller skate type devices confiscated and may receive a police citation. These items will need to be picked up by a parent or guardian from the front office.

TELEPHONE MESSAGES / STUDENT MATERIALS / MUSICAL INSTRUMENTS

Personal messages for students or staff will be left for teachers to pick up at recess and lunch times. Students will be called to the office at recess or lunch times to pick up any materials which are brought to school for the student after class begins. Students are encouraged to take responsibility for ensuring all of their needed supplies are with them when they report to school each morning. **Classrooms will not to be interrupted during instructional time except in an emergency.**

EMERGENCY PHONE NUMBERS

Names and phone numbers **must be on file** of those persons who are legally empowered to take charge of an injured child in the event that the parent(s) cannot be reached. Failure to provide this information could result in a call to emergency services. **This information must be kept current.** During the school year, if you have a change of address, home phone, health information, emergency contact, or work number, be sure to notify the office.

BATHROOM POLICY

All students are encouraged to use the restroom before school, during morning recess and during lunch recess. Using the restroom during class time means a student is missing learning time. Students will be allowed to use the restroom during class time if needed. If bathroom use during class time becomes excessive you will be notified so that you may work with your child and their teacher to address the concern. If you have questions, contact your child's teacher.

LEGAL PAPERS

In order for Freese Elementary to honor any legal custody orders, copies of all court papers must be on file in the front office. They must be kept up to date; expired court orders cannot be enforced.

LOST AND FOUND

Students are expected to be responsible with their things. Please mark all belongings with your **child's full name and room number.** The lost and found cart is located near room 7. All unclaimed articles remaining at the end of each quarter are donated to charitable organizations. Expensive or small items are kept in the office.

PRIME TIME-BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

The PrimeTime Extended Day Program, provides elementary and middle school students with a fun and engaging learning environment during the hours most parents/guardians are working. Students are expected to demonstrate good behavior at all times. Enrollment forms are available in the school office. For additional information about Freese's PrimeTime program, contact the ARC office at **858-684-3080** or the school office and we will be more than happy to help you.

Breakfast and Lunch Programs

Free breakfast and lunch are provided for our students at Freese Elementary. Breakfast is served first thing in the classroom each school day. Students are not required to eat the school breakfast, however if they do not partake, we ask that they eat at home prior to arriving to school. **Students arriving late to school will miss the opportunity for breakfast at school.** Students may bring their own lunch from home if they wish. If a lunch is brought from home, all items in the lunch must conform to the following lunch guidelines:

- ✓ Students may bring a **NUTRITIOUS** lunch to school. Nutritious lunches include items like healthy sandwiches, vegetables, fruit or crackers.
- ✓ Items such as **gum, "hot" chips, candy and/or soda are NOT APPROPRIATE as a lunch item and will be returned home.**

HEALTH AND ACCIDENT PROCEDURES

Health Reasons for Non-Attendance

Final decisions and exceptions regarding attendance for health reasons of any student will be at the discretion of the school nurse/designee.

- A child with a temperature greater than 100 degrees should be excluded until the temperature is normal for at least 24 hours. However, Children too ill to participate in normal school activities should be excluded from school attendance whether or not the child has a fever.
- Children with persistent vomiting should be excluded from school until vomiting has stopped for at least 24 hours.
- Children with a known or suspected contagious illness should be excluded from school.
- ALL healthy students must attend daily and on time.

HEALTH OFFICE

Each year the school nurse must perform state and district required health assessments and collect mandated health forms. Freese is staffed with a health assistant three days per week and a nurse two days per week. Students must have a pass to visit the health office. Please contact the health office if you have questions regarding the mandated tests that need to be conducted each year.

MEDICATION

Prescription medication can only be given at school if the following guidelines are met:

- For medications to be given at school you must obtain a “Physician’s Recommendation for Medication” form from the health office which must be completed by parent and physician. **A new form must be completed at the beginning of each new school year and before a new medication or a different dosage is given.**
- For inhalers to be given at school, you must obtain an “Asthma Action Plan” form from the health office, which must be completed by the parent and a physician.
- Medication is in the original container and kept in the health office until medication is gone or discontinued.

STUDENT DROP OFF & PICK UP

There is a white curb drop off zone in the front of the school on Greenlawn Drive. This zone is for immediate drop off and pick up of students (you cannot wait for children in this zone or leave your car unattended during posted hours). There is street parking for parents that wish to park and walk their child onto campus: There is no parking or dropping off of students in any red zone around the school. San Diego Police will ticket drivers with a moving violation who are dropping off students in a red zone. Student safety is our first priority, so please remember that making a U-turn in school zones is not only unsafe but also a traffic violation and police will ticket offenders.

ANIMALS ON CAMPUS

A kind reminder, dogs are not allowed on our school grounds, this includes the front waiting areas of campus and all interior and exterior surrounding areas unless the dog is a certified service animal. This is a San Diego Unified School District policy in place for the safety of our students.

VISITS TO CLASSROOMS

Freese urges all families to visit their child's classrooms in order to become more familiar with the teaching methods and materials used. District procedures require that **all visitors report to the main office** before visiting a classroom at times other than during school-wide events. The San Diego teachers' contract requires a **24-hour notice prior to visits**; make appointments directly with the teachers.

CLASSROOM CONCERNS

All classroom concerns must be discussed with the classroom teacher before seeking assistance from the principal per the San Diego teachers' contract. Contact the teacher directly to schedule an appointment to discuss any classroom concerns. It is important to make a scheduled appointment to discuss concerns to make sure the teacher sets time aside to hear your concerns and help problem solve any situation. Please avoid "drop-in" conferences or conferences during drop off or pick up to discuss concerns since these usually lead to misunderstandings.

PARENT CONFERENCES

Fall Parent Conference Days are on **November 26-30** in the afternoon. **All parents should schedule a time to meet with teachers during this conference time.** Spring Conference Days are **March 19-22** in the afternoon on an as needed basis. **Student dismissal time for all conference days is 11:45 a.m.** Parents and teachers may need to meet for additional conferences; parents are urged to initiate conferences by sending a note to the teacher or by leaving a message at the office. Students are encouraged to be a part of the parent teacher conference meeting.

STUDY SKILLS AND HOMEWORK POLICY

The Freese staff believes that homework can help young students develop good study habits, help students recognize that they can learn at home as well as at school, and help foster independent learning and responsible character traits.

Freese has a school wide Study Skills program to help students learn organizational skills, responsibility and to help them manage their homework. Students K-1 will be provided a Freese folder for their homework and school/home communication, flyers, etc. Students are expected to bring their folder back to school each day. Students 2-5th will be provided with a Student Planner. Please help your child by checking their folder/planner for homework and school notices each day.

Students at Freese will be assigned homework under the following guidelines:

- On most nights at least 50% of the assigned homework time should be spent reading or being read to.
- Recommended minimum home reading minutes per night:
 - Kindergarten and 1st Grade, 15 minutes
 - 2nd and 3rd Grades, 20 minutes
 - 4th and 5th Grades, 30 minutes
- Other homework may be assigned in any other subject.
- Feel free to contact your child's teacher if you have any questions.

Each classroom teacher will provide you with more details of their individual class homework policy.

SCHOOL BOOKS AND EQUIPMENT

Parents and students are responsible for any lost and/or damaged school books or equipment that are brought/sent home with students.

CLASS ASSIGNMENTS

Every elementary school in our district must abide by a formula that controls how many teachers are assigned to us. If enrollment is up or down, we could either gain or lose a teacher. Any change in the total number of teachers assigned means a reorganization of present classes. In case of a school or grade level reorganization, all present class assignments are subject to change. If your child's room assignment will be changed, you will receive a written notice prior to the actual move.

INTERNET USAGE

The district requires that parents and students must be informed of acceptable use of the Internet and must sign the "Network Responsibility Contract" before students are allowed access. This contract can be found in the *Facts for Parents* booklet included in the packet distributed the first week of school.

SCHOOL TECHNOLOGY

Each classroom contains computers with access to the internet. Technology supports students' literacy and mathematics learning as well as keyboarding skills as well as learning how to navigate the internet. Before students can work on the internet, parents must sign the "Network Responsibility Contract."

SCHOOL LIBRARY

Our library is available for children to use throughout the school year. A permission letter will be sent home at the beginning of the school year and must be signed by a parent and returned to school before a student can obtain check-out privileges. If you would like to volunteer in our school library, please call the school office.

INCLEMENT WEATHER DAYS

If the weather is inclement, our child will not be sent out-of-doors at recess or lunch time. "Inclement" weather includes remain, extreme heat or cold or a day with extreme wind. Please dress your child appropriately for the weather. Other than the conditions described above, we encourage all children to go outside for recess. If a child is too sick to go outside he/she is probably too sick to be at school.

STUDENT CELL PHONE USE POLICY

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. The district is not responsible for lost or stolen personal electronic signaling devices, pagers, beepers and cellular/digital telephones.

Devices shall:

1. be turned off and kept out of sight during class time and at any other time directed by a district employee
2. not disrupt the educational program or school activity

Note: Student cell phones, including, but not limited to, text messages and photos, may be searched by the District, under limited circumstances, in accordance with the limitations imposed by state and federal law.

Discipline for Violation of Cell Phone Policy

Students are subject to progressive discipline for violation of this policy, as follows:

- (a) A first-time offender shall have his or her cell phone confiscated and returned at the end of the day;
- (b) The second infraction shall warrant confiscation of the cell phone and return of the cell phone only when retrieved by the child's parent or legal guardian;
- (c) Should a student violate this policy a third time, the student shall be subject to a one-day suspension, and shall be permanently banned from possessing a cell phone on school property for a period of [one calendar year].

FIELD TRIPS

Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone. Field trips may be scheduled by the teacher requiring collection of funds for entrance fees. If you need assistance with the fee, please contact the teacher or principal. No student will be excluded due to lack of funds/payment.

Emergency Preparedness

Emergency Drills and Instructions/Disaster Preparedness Plan

School instruction is given and regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Fire drills are held each month and bus evacuation drills are held at the beginning of the school year.

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate on Skyline Drive – **NOT** the school office or breezeway gate on Greenlawn Dr. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Freese's Emergency Preparedness procedures.

In the event of a school lock down procedure, for their safety, children can only be released from their classrooms at the direction of the San Diego Police Department.

SAFETY PLAN

A site safety plan has been developed for Freese School and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

STUDENT DRESS CODE

All clothing worn to school should match our dress code guidelines and should be clean, practical, and modest and not distract from the learning environment. Students will be required to change the clothing item that does not meet our dress code, which may include calling home for a change of clothing or shoes. Open toe shoes and sandals are NOT allowed in school. We recommend shoes with rubber soles, buckles, ties or velcro. Dress shoes are not recommended because they are not comfortable for school play or physical education lessons. Hats may be worn outside only. For students' safety, clothing must be appropriately sized.

All Freese students are expected to dress appropriately for school.

Some items **NOT ACCEPTABLE** include:

- *Midriff or "crop tops" Spaghetti straps, halters*
- *"Sagging" pants*
- Hats and hoods must be worn only outdoors and properly.
- *Heely's, skate shoes, opened toed shoes and flip flops. (Heels and soles cannot be more than 2" high.)*
- Make-up, long nails, or distracting jewelry.
- Shorts, skorts, skirts and dresses should come at least to mid-thigh. (No short shorts, skorts, skirt and dresses.)
- Only messages that are appropriate for elementary school are allowed on clothing.

Parents of students not following the dress code described above may be contacted and asked to provide other clothing for the day. Your support of the Freese Student Dress Policy is appreciated.

CHARACTER EDUCATION

Our character education program strives to promote a school climate that fosters the development of civic and democratic values, and encourage students to make good decisions in their lives based on those values. Our character and social emotional education program is based on our school's core beliefs and vision. Character traits defined and practiced during the year include: responsibility, self-control, compassion, respect, honesty, perseverance, cooperation, forgiveness and gratitude. Character traits, along with a focus on core social emotional competencies, help to create a positive school environment for all.

PLAN FOR POSITIVE BEHAVIOR AND STUDENT SAFETY

Please read and discuss the Freese School Discipline Plan with your child. A copy of the plan containing the information below was sent home the first week of school. After reviewing and discussing the information with your child, sign and return the last page signed to your child's teacher. By working together, we will maintain a safe and orderly school environment that is conducive to your child's social and educational development.

Freese's Plan For Positive Behavior

A. Belief Statements

- In order for children to succeed they must feel needed, significant, capable and powerful.
- It is everyone's job at Freese to build relationships based on mutual respect.
- Children have the right to be respected and treated fairly; never being put down, labeled, ignored, discriminated against, or bullied by other children or adults.
- Children have the right to be individuals having their own family values, religious beliefs, and cultural backgrounds accepted.

- Children have the right to learn skills which prepare them for a successful life in our global society.
- The goal of our plan is to develop capable, caring and self-disciplined learners.
- In order to accomplish our goal, we need to systematically foster feelings of significance, feelings of belonging and feelings of power and influence.

B. Student Expectations

- All behavior should show respect for self and others.
- All behavior should ensure the personal safety of all community members.
- All behavior should encourage all learners in their environment.

C. Responsibilities

- All members of the school community (staff, students and parents) are responsible to ensure everyone feels needed, significant, capable and secure.

D. Strategies

We will:

- Use a positive discipline approach
- Establish on-going home-school communication regarding student behavior.
- Involve students in the development of consequences and follow through with respect.
- Involve parents in positive discipline philosophy and strategies.
- Create and use a variety of ways to frequently recognize and encourage students for specific achievements and behaviors, to include parent contacts on a regular basis.
- Recognize individual and class achievements.
- Involve the Student Problem Solving Team as early as possible for students with severe behaviors to support their individual needs.
- For students with severe behaviors: communicate with parents, document all severe or defiant behavior, brainstorm solutions with other staff, refer student to Student Study Team, modify daily schedule, have parents come to school to monitor students, in-school suspensions, and out of school suspensions.
- Teachers will maintain ongoing communication with families.

State Law and District Procedure Related to School Discipline

- **Pupils Found in Possession of a Firearm:** Assembly Bill 678, effective January 1, 1993, requires a school principal to immediately suspend a pupil found in possession of a firearm at school or at a school activity off school grounds and to recommend that pupil's expulsion of the governing board of the school district.
- **Teacher's Authority to Suspend:** A teacher may suspend a pupil from his or her class for the day of the suspension and the day following. (Education Code Section 48910)

Expected Student Behavior

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make Freese safe for all students:

Freese Tigers' Formula for Success

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Kind

Expected Student Behaviors To and From School

Students are expected to act responsibly and respectfully at all times. Students will:

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at street corners.
- Walk only on the sidewalks and respect community property along the way.
- **Arrive at school between 7:25-7:40 a.m.**
- Leave the grounds immediately after school and go directly home, unless participating in PrimeTime or other school sponsored activities.
- Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before or after school. This includes any of the playground equipment.

Expected Student Behaviors On School Grounds

Although teachers have established specific standards for classroom behavior, the following rules cover school standards that must be followed by all students. Students are expected to:

1. Follow directions of all staff members at all times.
2. Keep hands, feet and objects to yourself.
3. Walk, never run, while on school campus except as permitted at recess and P. E.
4. Freeze is a NO CANDY, NO GUM, NO SODA school. Please do not bring these items to school at any time.
5. In the spirit of optimum learning, birthday celebrations are not allowed. Please do not bring cupcakes, refreshments, etc. for birthday celebrations.
6. Keep school materials/property clean and free of graffiti and inappropriate markings.
7. Use appropriate language at all times. Cursing and shouting are never permitted.
8. Treat all staff members and students with respect. Hitting, fighting, bullying, and defiance are never permitted.

Expected Student Behaviors In the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Line up quietly in the cafeteria to purchase your lunch.
- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- You must sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- No food or drink is allowed outside the lunch arbor.
- Do not take other people's food.
- Use quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.

Expected Student Behaviors on the Playground

- Listen and follow the directions of yard duty personnel and other supervisory staff.
- Play all games according to school rules.
- Play in assigned areas, wait their turn and use courteous, calm and respectful conversation while waiting their turn.
- Avoid rough play, play fighting, or any conflicts on the playground.

- Use courteous, calm, and appropriate language to solve problems.
- Utilize “Stop, Walk and Talk” to solve problems or see an adult for assistance (instead of using foul language, pushing, fighting, or kicking).
- Use “rock, paper, and scissors” if/when a difference of opinion occurs during a game.
- Report playground “problems” to a teacher in charge, the yard duty personnel, or administration.
- Eat food and drinks in the lunch arbor area.
- **Leave personal belongings such as personal toys, athletic equipment (including personal balls), skateboards, radios/cassette/CD players, Game Boys, I-Pads, playing cards and card games, etc. at home. If these items are found, they will be confiscated and will need to be picked up by an adult.**
- **Freeze immediately and stop playing when the first recess bell rings.** When the whistle is blown, students will **walk** directly to their lines.

Resolving Discipline Problems: A Framework of Expectations and Consequences

The Parent/Guardian’s Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety.
- Review your own attitude about discipline and behavior in order to support the school policies and procedures.
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.

The Classroom Teacher’s Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and management system whereby all students can learn. Parents/guardians will receive an explanation of the management system for their child’s classroom at the beginning of the school year. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When a Problem Occurs In the Classroom

- The teacher will employ the classroom discipline/management system which will include the use of various strategies and techniques to resolve the problem. These may include: placing the student in a time-out in the classroom or the “buddy” class, writing an explanation letter to parents/apology letter to student, loss of privileges, campus beautification (with appropriate supervision and safety precautions), etc.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to change the behavior. A parent conference may be requested.
- If the problem persists, the student will be referred to the counselor or principal with a discipline referral.
- Parent conference or Student Problem Solving Team meeting will be scheduled as needed. The Student Problem Solving Team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to resolve the problem. A formal plan will be developed.
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines. This could include suspension or requiring a parent to sit in class with the student.

The District Counselors and Guidance Assistant’s Role

The district counselor is an integral part of supporting students at our school. The counselor’s role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. In situations of student misconduct, parents will be

contacted in most cases. After several attempts have been made to change the misconduct and the problem continues, the child will be referred to the principal and a parent conference will be held. A counselor will be on campus 4 days per week.

The Administrator's Role

A student will be referred to an administrator after several unsuccessful attempts to resolve the problem have occurred or in situations of severe misconduct. Parents should be knowledgeable about the problem and have been given the opportunity to collaborate with the teacher and/or counselor in attempting to change the child's behavior. The principal will then make a decision about appropriate consequences, depending on the behavior and situation. As provided in the Education Code of the State of California, parents shall be held responsible financially and otherwise, for willful misconduct of their children.

The offenses listed below are considered severe and students who commit any of these will be referred to the principal for appropriate disciplinary action. The administrator will decide on an appropriate consequence which may include suspension according to district procedures and guidelines. In order to maintain a safe environment there will be:

1. No defiance of authority.
2. No harming or threatening to harm another student.
3. No possession of any firearms, knife, explosive or other dangerous objects.
4. No possession of drugs, drug paraphernalia, tobacco or alcohol.
5. No stealing, vandalism or damage to school property.
6. Further details can be found in the State Education Code.

Bullying, Harassment, and Intimidation Prohibition Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, we will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

Consequences for Student Misconduct

If a student chooses not to behave in a responsible or respectful manner, a consequence will be determined.

Resulting consequences of inappropriate behavior may include but are not limited to:

- Students will be guided through the problem solving process so that they learn how to solve their own problems
- Students may receive a warning and a reminder of responsible and respectful behavior
- Students may receive a time-out/cool down period
- Students may receive a referral to the counselor/administrator
- Parent/guardian may be contacted
- Students may receive an in-school suspension
- Students may be suspended from school
- Students may be referred to the Student Study Team
- A Behavioral Support Plan may be created in collaboration with the teacher, Student Study Team and parent

Parent/guardian will be asked to assist in the problem resolution process. All referrals and documentation will be maintained at the school site.

District guidelines for suspension

A student may be suspended from school if they:

1. Cause, attempt to cause, or threaten to cause physical injury to another.
2. Disrupt school activities or willfully defy the valid authority of the staff.
3. Unlawfully sell, deal or furnish any substance that is a controlled substance.
4. Steal, or attempt to steal, school or private property.
5. **Commit an obscene act or engage in habitual profanity or vulgarity. ****
6. Possess, sell, or furnish, any firearm, knife, explosive, or dangerous object.
7. Possesses or uses tobacco/drugs/alcohol/intoxicants/drug paraphernalia on school premises.
8. Cause or attempt to cause, damage to school or private property.
9. Knowingly receive stolen school or private property.
10. Harassment, sexual harassment**,hazing, hate violence (Grades 4-12)

****The district policy regarding sexual harassment *****The district policy regarding sexual harassment (see the following page of this handbook) can be obtained from the Freese Elementary office staff or viewed on the district website @ <http://sandi.net>.*

District Guidelines for Zero Tolerance

San Diego Unified School District has a zero-tolerance policy regarding weapons, fighting, possession of drugs, alcohol or tobacco. The policy states that students bringing weapons on campus or participating in violent acts or repeated incidents of fighting will be immediately suspended and/or recommended for expulsion. The policy defines a weapon to include: pistol, **replica** pistol, starter pistol, dirk, dagger, any size or type of knife, razor, slingshot, explosives, taser, stun gun, rocket, brass knuckles, or BB or pellet gun. Any object used in a threatening manner, even if it is not normally considered a weapon, will be considered a weapon under the zero-tolerance policy. Suspension or expulsion will be recommended with the first incident of furnishing, using, or possession of alcohol or drugs. Students will be suspended or expelled for fighting that inflicts a major injury. (The entire zero tolerance policy may be obtained in the main office or from the district website).

Mandatory Expulsion Offenses Pursuant to Education Code Section 48915(c)--Zero Tolerance (All Students)

The school principal or designee must immediately suspend and recommend for expulsion a student that he/she **determines has committed any of the following acts** at school or at a school activity off school grounds:

Possessing, selling or otherwise furnishing a firearm

The act of possessing the firearm must be verified by a district employee. A “firearm” is defined, under 18 United States Codes Section 921, as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device.

Brandishing a knife at another person.

As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

Unlawfully selling a controlled substance listed in Health and Safety Code Sections 11053 *et seq.*

Committing or attempting to commit a sexual assault as defined in Sub-division (n) of Education Code Section 48900 or committing sexual battery as defined in subdivision (n) of Education Code Section 48900.

Possession of an explosive as described in Section 921 of Title 18 of the United States Code

Teachers’ Rights

Teachers have the right to:

- Teach in a safe and orderly environment.
- Teach without interruption.
- Present curriculum in a challenging and stimulating way.
- Discuss controversial subjects as appropriate for students.
- Communicate with parents or guardians at home or at work, as necessary.
- Be treated with respect by all students, parents and staff.
- Design an instructional program which meets the diverse needs of our students.
- Establish and enforce classroom procedures to maintain a positive learning environment.

- Reinforce school-wide rules and provide consequences as appropriate to the misconduct.

Home + School = Success

School Visits and Parent-Teacher Conferences

Teachers are pleased to have parents come to observe or to discuss their child's progress. Please call the school or speak to your child's teacher to make arrangements in advance.

School wide Parent-Teacher fall and spring Conferences dates are included on the calendar on the school website. Please make an effort to attend a conference to learn about your child's progress and how you can support your child's success in school.

Getting Involved At Freese

We strongly encourage parents to come to school and help in the education of their students. Below are some of the ways that you and your family can participate at Freese Elementary School.

- **Classroom Volunteer** - Possible ways you could help in the classroom are assisting the teacher by preparing classroom work, editing and typing student stories, reading with students, etc.
 - Serve as a **room parent/room contact parent**.
 - Chaperone **fieldtrips**.
 - **Volunteer in the library, or with lunch or playground supervision**.

All volunteers must have a current TB test and volunteer application on file in the school office. Please see the school secretary for assistance.

- **Freese Foundation:** The foundation meets once a month and supports many Freese activities, events and programs including our school arts, Scholastic Reading Counts and fieldtrips as well as fifth grade activities through fundraising. Parent volunteers and board members are needed. If you would like additional information about the Freese Foundation, please contact the school office.
- **School Site Council and Site Governance Team:** These groups consists of administrators, staff, parents and community members who meet once a month to review and make decisions about school operations and activities.
- **Parent/Staff/Community Committees:** Parents are encouraged to participate in on-going committees both at the school and district levels. Please see the parent section on the Freese website for additional information.
- **Share your expertise** with your child's classroom, grade level or entire school.

If you have an idea of how you would like to volunteer or help support Freese's students and teachers, please contact your child's teacher or the principal and we will be more than happy to work with you.

