

Linden Elementary Handbook

18100 E. Front Street

Linden, CA 95236

Office hours: 7:30 a.m. - 3:30 p.m.

Principal: Sharon Womble

On behalf of the entire Linden Elementary Staff I would like to welcome you to the 2012-203 school year. At Linden EL, we strive to work as a team of students, parents, staff, and community members to provide our students with the highest quality educational program possible. At Linden EL, we believe that the best education for your child takes place in a secure, well structured, safe environment. Toward this end, we will provide firm, consistent, well-balanced discipline for all children where diversity and learning flourish.. This handbook has been prepared to provide you with information regarding our rules, policies, activities, and daily procedures. In doing, so we hope to promote a better understanding and strengthen communication between the school and home.

Please use this in conjunction with the Annual Notification to Parents pamphlet. Please take time to read both handbooks thoroughly. If you have questions or concerns regarding your child's instructional program, please request a conference with your child's teacher. If your questions are not completely answered contact the school office for further assistance.

We are looking forward to a great year at Linden EL l and we are happy that your child will be with us.

Mrs. Sharon Womble Principal

School Mission Statement: The mission of Linden Elementary School is to nurture responsible, literate citizens who are proficient readers, writers, and mathematicians as measured by the California Standards tests and district benchmarks. We are committed to providing a network of support so all students will achieve these goals. We build rising stars!

GOAL STATEMENTS

1. Students shall develop a cooperative attitude toward living and working together through appreciation for individual dignity, welfare, diversity, rights and freedom.
2. Interpersonal skills will be stressed, as they are essential for personal success in our increasingly complex and culturally diverse society.
3. Students shall benefit from a secure school environment, which reflects high standards for student attendance, achievement and behavior.
4. Students shall acquire the knowledge of specific skills and shall be able to communicate ideas in the areas of History, Science, Health, Geography and Physical Education.
5. Students shall be able to communicate in verbal and written form, to interpret what they have heard and to read in a variety of curricular areas with comprehension.
6. Students will be provided with a variety of meaningful experiences in the Visual and Performing Arts.

Regular Schedule

Grades K-3 7:55-1:55

Grade 4 7:55-2:00

Minimum Day Schedule

All Grades 7:55-12:10

Students can be allowed on campus starting at 7:35; students arriving prior to this should report to the cafeteria. **Breakfast is served starting at 7:10.** The bell to line up in the morning will ring at 7:50; this allows for students to get in line and be taken to class. Another bell will ring at 7:55 which indicates the start of your instructional day. At dismissal all students are to exit campus unless attending one of the after school programs or supervised by an authorized adult.

SCHOOL MEALS

Daily lunches include:

- * 3 entree choices daily: hot cooked entree; P,B and J Sandwich; or yogurt and crackers
- * salad bar: variety of fresh veggies, fresh fruit and canned fruit
- * side dish
- * milk: choice of low-fat white or non-fat chocolate

Breakfast: \$1.00 Reduced: \$.25

Lunch: \$1.75 Reduced: \$.40

PARENT/SCHOOL COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. Appointments can be made to meet with teachers before or after school, by calling the office or sending a note with your child. A bi-monthly newsletter will be sent home in English and Spanish. A master calendar is sent home at the beginning of each school year. **Please keep the school informed of new addresses, change in phone numbers and emergency contacts** which will enable the school to contact you if the need were to arise.

TEACHER CONCERNS

We also know that due to the sensitive personal relationship between parents, students, and teacher, that misunderstandings do arise. If you feel concerned about an issue, I urge you to contact the teacher. The best times are just before school and just after school. Your teacher wants to help you resolve concerns. This is an important step and will resolve 95% of all issues that arise. Should you still need assistance, please contact the Principal.

SCHOOL PROGRAMS

Linden EL serves students in grades K-4 and offers all students equal access to the core curriculum. Programs available at our site are:

Speech Therapist

Special education: RSP

Bilingual Program (Academy) and Migrant Program

School Psychologist

Proficiency and competency expectations have been established for reading, language and mathematics. Students must pass the Proficiency/Competency Assessments and/or meet specific State Standards for their grade level to be promoted. Students failing to meet grade level requirements may have to attend Summer School or be retained in the same grade. Criteria for promotion and retention are set by Board Policy and are available upon request.

VISITORS

Parents/guardians are always welcome to visit the school. Advance discussion with, and approval from the classroom teacher is required. Twenty-four hour notice is required. Visitors must report to the office for information or permission to visit classrooms. Visitors will be issued a Visitor's pass, which must be worn while on campus. Visitors are required to sign-in and sign out. Student visitors are not permitted at school. Unauthorized visitors are subject to State Law under the Penal Code.

PARENT/COMMUNITY INVOLVEMENT

We invite and encourage your interest and participation through any of the following programs: Linden Elementary Parent Teacher Club (PTC), School Site Council, English Language Advisory Committee (ELAC), classroom volunteer, parent/teacher conferences, Walk-Jog-a-Thon volunteer and special after-school/evening activities. The school is fortunate to have many parent and adult volunteers who provide our students with classroom assistance. Parent volunteers are encouraged and welcomed. If you are interested in volunteering, please contact your child's teacher or our Principal.

Linden Elementary Parent Teacher Club (PTC) is an organization of interested parents and community members. Goals established by this organization promote the enrichment of curriculum by providing field trips, and assemblies, library and classroom books and materials, and parent involvement in education. The PTC meets the first Thursday of each month in the school cafeteria. Our events promote family activities that explore diversity and promote quality family time together. We hope you will join this worthwhile organization.

The School Site Council is a group of elected parents and staff members that meet a minimum of four times a year. This group of parents, teachers and staff members is instrumental in making decisions that affect the school regarding instructional programs and budgets. This council assists in implementing the School Site Plan. If you are interested in knowing more about the School Site Council, please contact the Principal.

English Language Advisory Committee (ELAC) is a council of parents that meet to assist in the development of the school plan for English Learners, the school's needs assessment and the administration of the language census. If you are interested in knowing more about ELAC, please contact the Principal.

ATTENDANCE

Poor school attendance is one of the primary reasons that students are not successful in school. Therefore, it is very important that parents insist on regular and punctual school attendance. Parents should, to the best of their ability, schedule vacations, medical appointments, etc., outside the school day. Bringing your child back to school after a medical appointment, even for just one hour, sends a clear message that education is important.

Attendance Policy

California Education Code 48200 states: Parents have a legal responsibility to ensure their child's attendance.

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Arrival Times: Students must arrive at school on time and be in their seat prepared to learn at 7:55 a.m.

Late Arrival: Students arriving late to school must report directly to the office for an admittance slip to permit accurate attendance.

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Tardy Policy

Being on time is a lifelong responsibility. It is expected in high school and most certainly in the world of work. The good habits students learn in elementary school will benefit them throughout their lives. Working together we can make a difference.

Please be advised that a percentage of each student's grades may be based on attendance and participation. Students arriving after the tardy bell for any reason must report to the office for an admit slip. Students with irregular attendance and/or tardiness will receive truancy letters from the site principal. When these issues are not resolved at the school level, students will be referred to the District Attendance Review Board for further legal action (SARB).

Dismissal: Students in grades kindergarten through third will be walked to the front of the school by their teacher and released to parents. Students in grade four will be released from their classroom. Parents are asked to wait between the gym and office building for teachers to release your child to you. Please do not go to classrooms. Parents and approved others must enter campus through the office while school is in session. **Please be aware of and make arrangements for the early dismissal on minimum days.**

It is the responsibility of the parents to pick up students on time after school. **Students need to be picked up within 5 minutes of dismissal.**

ABSENCE VERIFICATION

Linden Unified School District is excited to implement the use of the *School Messenger* system. The auto dialing system will call at 6pm daily to families of students that were absent from school and no absence call had been made to the school office. It is a parent's responsibility to clear your child's absence, via phone calls to the office or a note to the classroom teacher. Unverified absences will result in truancy and the SARB process.

Forgotten lunches: Late lunches from home may be delivered to the school office. Please be sure that your child's name and teacher's name or room number are **boldly** marked on the lunch bag.

STUDENT PERSONAL PROPERTY

Students should limit personal property brought to campus to school supplies and items reached for medical conditions, (i.e. eyeglasses, crutches, etc.) Students will want to care for their property and act in such a manner that reduces risk of damage.

School Rules

Teacher will develop their own classroom rules. All rules are to be followed at all times.

School rules will only be effective to the degree in which they are consistently enforced. Expected student behavior will be displayed only to the extent that they are taught, modeled, and reinforced by all staff members. It is our goal to focus on positive behavior and reward it with 'caught being good' tickets; therefore all staff members should be vigilant in their observation as they move around campus, keeping eyes and ears open for good and misbehavior. When a student is misbehaving appropriate action should be taken and their teacher should be notified.

Students should freeze at whistle/bell and wait for teacher direction

When someone is bothering you-

1. Did you tell them to stop?
2. Did you tell them you do not like what they are doing?
3. Did you tell them not to do it again?

Location	Be Safe	Be Responsible	Be Respectful
All Common Areas	*Walk facing forward *Keep hands, feet and objects to self *Get adult help for accidents and spills	*Be kind in your words and actions *Wait your turn *Clean up after yourself *Follow adult directions	*Follow school rules *Remind others to follow school rules *Be Honest *Take proper care of personal and school belongings

Cafeteria	*Keep all food to yourself *Sit with feet on floor, bottom on seat, facing the table	*Use quiet voices * Follow proper seating rules * Pick up your trash	*Raise hand and wait to be excused
Playground/Recess	*WALK to and from playground *Be aware of games around you *Run only on the Lawn area	*Play fairly * Include Everyone * Follow Playground Rules ## * Snack area is designated to along the Kinder fence	* Pick up trash * Do not interfere with others' games
Bathroom	*Keep water in the sink * Wash Hands * Throw trash in garbage can	*Knock on stall doors *Give others privacy *Use quiet voices	* Use restroom appropriately {restrooms are not a play area}
Arrival	*Drop off students at the designated " Kiss and Go " area *Park in the appropriate areas and walk students from car	*Arrive on Time *Recognize traffic rules	*Arrive on Time *avoid red zones
Dismissal	*Wait in designated area; behind fence in courtyard	* Arrive on time	

DISCIPLINARY PROCEDURES

The main goal of the disciplinary procedure at Linden Elementary School is to promote a safe and positive learning environment for all students.

The procedures outlined below are intended to provide a **system of communication** so discipline problems can be handled in a constructive manner involving students, parents, teachers and administrators. We ask that you discuss with your children the importance of, and need for, good behavior and a good attitude while at school.

Students are responsible for relaying the infraction home and obtaining a parent signature before returning the infraction the following day. Failure to return a signed infraction may result in further infractions and consequences. Students whose behavior requires teacher or adult intervention will receive an infraction.

The teacher or adult supervisor will assign a consequence appropriate to the misbehavior. Examples of types of **infractions** include but are not limited to the following

1. Rough playing/pushing/kicking
2. Inappropriate language and/or gestures
3. Not in designated area
4. Chewing or eating restricted foods (candy, seeds, etc.)
5. Disruption of class
6. Running or bouncing balls on walkways
7. Not prepared for class
8. Improper use of property (restrooms, lockers, playground equipment, books, furniture, etc.)
9. Excessive tardiness

10. Failure to line up on time and in an orderly manner
11. Repeated teasing/antagonizing others
12. Arguing or ignoring directions of adults in authority
13. Classroom defiance

Continued infractions of rules may lead to progressive discipline and greater consequences.

HARRASSMENT

Our school and district strictly prohibits harassment. Harassment is defined as intentional engaging in harassment, threats or intimidation against an individual or group that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder and invading the rights of the individual or group by creating an intimidating or hostile educational environment. All acts of harassment will be investigated and appropriate disciplinary action will be taken.

SEXUAL HARRASSMENT

Sexual harassment is defined as unsolicited and unwanted sexual advances, requests for sexual favors and/or other verbal, physical and visual conduct of a sexual nature with can create an intimidation, hostile or otherwise offensive educational environment. All acts of harassment will be investigated and appropriate disciplinary action will be taken.

Student Safety

All first aid is referred to the office. Serious injuries or illness shall be reported to the parent. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

It is the parent's responsibility to keep all phone numbers and addresses current. The school cannot administer medication without a form signed by the physician and parent. **Medication must be properly labeled prescription bottle.**

STUDENT INJURY Students are asked to do the following when another student is injured.

1. Notify a teacher or yard supervisor immediately.
2. Do not move the injured student.
3. Do not crowd around an injured student.
4. Be prepared to report how the injury occurred.

Stay away from emergency vehicles if they must come on campus

LOST & FOUND

All possessions should be properly labeled with the student's name. The school cannot assume responsibility for items lost or stolen. Encourage your child to check the lost and found boxes in the cafeteria as soon as an item is missing.

The lost and found box will be emptied and its contents donated to a local charity in December and May.

SCHOOL TELEPHONE AND MESSAGES

Telephones are not for student use. Office staff may place calls for students for emergency purposes. The office staff will make every effort to relay messages but it is not their responsibilities therefore please help **our office staff by making such arrangements before school begins.**

HOMEWORK

Homework is an integral part of the student's learning process and the quality and amount of homework done is reflected in the student's grade. The intent of homework is to develop self-discipline, efficient study habits and critical thinking skills. Homework helps develop responsibility in students and gives parents an opportunity to be involved with their child's education. Parents are encouraged to look over their child's homework for neatness, completeness, following directions, and understanding the assignment.

MAKE-UP WORK

Students are responsible for doing work missed due to excused absences from any class or school.

STUDENT SUCCESS TEAM (SST)

The SST brings parents, teachers, administrators and support personnel together in a supportive and problem solving atmosphere to support students having difficulties in the classroom. Students may be referred by a parent/guardian, teacher, or a community agency. If you have any questions regarding this process please contact your child's teacher or the principal.

CARTRIDGES FOR KIDS

Linden Elementary is recycling cartridges for cash. Please send in your old laser and inkjet cartridges to the school office. Students at Linden Elementary will benefit while saving the earth.

LINDEN ELEMENTARY SCHOOL SPIRIT SONG

Hail to the school that we love best,

Cheers to a winning team,

We find success in every quest,

That means we're on the beam.

We never falter, faint or fail,

When there's a job to do.

Up on the latest, we are the greatest,

Linden El, we love you!

L-I-N (pause) D-E-N

We can't be topped, we can't be stopped,

L-I-N (pause) D-E-N

Just watch us grow, just watch us

We never falter, faint or fail,

When there's a job to do.

Up on the latest, we are the greatest,

Linden El, we love you-

-Yes, we do-

Linden EL, we love you!

LINDEN EL TEACHING STAFF

	Grade	Room
Jennifer Moseley	Transitional K/K Combo	10
Karen Lagorio/Irene Berg	Kindergarten	11
Patty Barosso	Kindergarten (Academy- EL)	21
Carol Rugani	First	22
Stacey Jones	First	23
Jose Meza	First (Academy- EL)	53
Shannon Roberson	First	54
Gina Kuhn	Second	30
Melisa Costa	Second	31
Tiffany Rivas	Second	32
Dena Konz	Second	33
Elizabeth Conway	Third	43
Joy Larson	Third	57
Diane Stanley/Pam Prewett	Third	59
Ann Sisson	Third	60
Nolan Meyers	Fourth	55
Teresa Coyle	Fourth	56
David Drouin	Fourth	58
Michelle Cowan	Music	42
Deanie Coleman	Resource	46
Veronica Stagnaro	Speech (Preschool)	47

Megan Celestine	Speech	48
Dean Blount	Psychologist	
Jairrie Zolezzi	Librarian	
Bodil Whitehouse	Instructional Aide & Cafe	
Julie Caminata	Instructional Aide	
Brenda Humphreys	Instructional Aide	
Janelle Wunderlich	Instructional Aide	
Tricia Johnston	Instructional Aide	
Kim Scheffel	Instructional Aide	
Ana Chavez	Instructional Aide- Bilingual	
Margie Vieira	Instructional Aide- Bilingual	

OFFICE STAFF

Sharon Womble	Principal
Annette Vana	Secretary
Lucia Munoz	Secretary
Patty Atkins	Nurse
Karen Sorenson	Nurse

DATES TO REMEMBER

Kindergarten Orientation 8/13/12 @ 6:00 p.m. MPR

More reminder dates will be given in the bi-weekly newsletter

MINIMUM DAYS

9/14/12 – Homecoming Parade

9/20/12 – At Risk Conferences

10/30/12 – 11/2/12 – Conferences

11/21/12 – Thanksgiving

12/20/12 – Winter Break

1/17/12 – 4th grade At Risk Conferences

3/7/13 – 3/8/13 K-3 at risk Conferences

5/9/13 – Retention Conferences

5/23/13- Last day of school