

WATERLOO SCHOOL

7007 North Pezzi Rd.

Stockton, CA 95215

Phone: (209) 931-0818 Fax: (209) 931-2915

WATERLOO SCHOOL VISION STATEMENT

The vision of the Waterloo School Community is to provide an environment characterized by high academic standards, a positive attitude, respect for diversity and a belief that each person is valued as a unique individual. Students are supported in this environment by family, staff and community involvement.

Students, family and staff will be stimulated to learn through a wide variety of activities and strategies that address the needs of all learners.

Students will be instilled with self discipline and a positive attitude toward lifelong learning. Students will graduate feeling empowered to reach their full potential as responsible, well rounded members of society.

School Information

School Hours

Our office hours are: 7:30 A.M. – 4:00 P.M.

Students should ***not*** arrive at school before 7:45 A.M. Supervision is not provided for the playground until 7:45 A.M.

Students are to enter the school grounds via the cafeteria. If a student arrives after the morning bell, they must enter through the office to get an admit slip. Students are expected to remain in designated areas during recess times and engage in appropriate behavior. In rainy weather, pupils are expected to go directly to their classrooms or designated recess areas.

Please direct your children to take prescribed roads for safe travel and cross the street where they have complete safety.

Any student or group of students that are on campus after school is dismissed must be under the supervision of a faculty member. Maintenance people do not assume supervision responsibilities.

All students, unless attending a school-sponsored activity or enrolled in the After School Adventures Program, should be off campus and on their way home no later than 3:00pm. Parents are to pick up their student(s) in the parent pick-up line in the Waterloo parking lot. **STUDENTS ARE NOT PERMITTED TO BE PICKED UP ON PEZZI RD. UNDER ANY CIRCUMSTANCES.**

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Students are not permitted in the halls or front office during class periods unless they are accompanied by a teacher or have a **hall pass** from an authorized staff member. It is the responsibility of the student to secure a hall pass for any circumstance.

Students are not to congregate in or around the office while other students are in the office on business or serving detention. Students who are in the office or hallways without a pass are subject to disciplinary action.

It is possible that students will find it necessary to enter and conduct business of some sort in the office. Students should be courteous and finish their business as quickly as possible, being careful to wait their turn patiently and quietly. **A PASS FROM THEIR TEACHER IS REQUIRED BEFORE COMING TO THE OFFICE.**

Our school maintains a **closed campus** policy. This means no student may leave the school at any time during the school day without permission from the principal or office staff. No permission to leave school will be granted without a written request or telephone call from the parent or guardian. Parents must sign students out from the office.

Messages to students should be of an urgent or emergency nature only. We can only deliver messages received from parents or legal guardians to students. Students will be sent a pass to report to the office to pick up their message.

School telephones are not available for student use. Office personnel will make calls for students in urgent or emergency cases or when lunch money is needed. **The school telephone is not to be used to make after school arrangements.** The importance of the call will be determined by school office personnel. The following phone rules are enforced to ensure orderly telephone usage:

1. Students must have a pass from their teacher before they may use the phone and office personnel must approve it.
2. Keep calls short.
3. One person at the phone at a time - no exceptions.

***Cell phones and other electronic devices are to be turned OFF while on campus (not on silent). This also applies to students attending the After School Adventures Program. Because of the risk of theft for such items and the unlikelihood that these items are ever recovered, we strongly advise that these items remain at home.**

On or about the first day of school an **enrollment/emergency card** will be sent home to be filled out by the parent/guardian. This card directs our actions in carrying out the wishes of parents and/or guardians in case of illness or accidents. Please fill out the card completely and alert the office to any medical needs your child may have. **PLEASE SEND THE CARD BACK PROMPTLY.** Should your child require any medication during the school day, a Doctor Authorization form must be completed by your child's physician for each medication (including over-the-counter medications).

Doctor Authorization forms are available in the office. Also, please notify the office if you have any phone number or address changes during the school year.

Visitors/parents are always welcome at our school. As a courtesy to your child's teacher, please call ahead if planning to visit a classroom. If you need to see an administrator, please phone ahead for an appointment. Be sure to report to the office to receive a visitor pass which will identify you while on campus. Finally, remember that students or visitors from other schools are not allowed on campus while school is in session.

When a family knows that they are **moving**, please request a transfer from the school office. This form will be given to the student on the last day of attendance. We will also give you a copy of your shot records. Please return all school and library books to your teachers. (Please check with the office to see if you have lunch charges or credits.)

School Newsletters/Important Notices are sent out every other Wednesday. Please check with your student for any papers coming home. These notices contain information on school activities, current school news and other important information.

School Spirit is divided into three categories:

1. Courtesy – Have courtesy toward staff, fellow students and the officials at school athletic activities.
2. Pride – Have pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – Have the ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

Be a positive member of our student body and show your school spirit!

Spirit Days

Every Friday is Spirit Day. Students and staff are encouraged to wear their Waterloo School apparel.

Assemblies/Dances

Students in good standing will be invited to attend assemblies. In order to attend, students must not have any overdue library materials, owe fines, have a current detention, suspension or bus citation. A variety of special interest and award assemblies will be held periodically throughout the school year. All students in attendance are expected to demonstrate exemplary behavior. Any student who does not cooperate will be dismissed from the activity.

***Please Note: At the discretion of the faculty & staff, students may be restricted from attending assemblies, dances or any other extra-curricular activity for any reason.**

Health & Illness Information

Attendance

Every student is required by law to attend school, unless exempted for special reasons. The only legally valid absences from school are those due to pupil illness, quarantine, medical, dental, optometric or chiropractic appointments, attendance at a funeral of a member of the immediate

family or household, (not more than one day within California, or more than three days out of state) and jury duty. Education Code Section 46010

Unexcused absences occur when students stay out of school when they should be here. Oversleeping, missing the bus, hunting, fishing, and shopping trips, for example, are not considered excusable absences. Truancy occurs when a student willfully stays away from school, generally without the parent's knowledge.

Students who are truant or whose attendance is irregular may be referred to the School Attendance Review Team (SART) and, if no improvement is noted, to the district School Attendance Review Board (SARB) for appropriate action. Eighth grade students that have been referred to SARB may not be eligible to participate in year-end activities.

If attendance fails to show improvement after the SARB hearing, the chairperson may refer the matter to the County Superintendent of Schools, Juvenile Court or the District Attorney.

Tardy arrivals

Students tardy to school should report to the office to obtain an admit slip to class. Parents are required to call the office or to send a note with the student on the day a tardy occurs. Each time a student receives 3 *unexcused* tardies, the student will be referred for disciplinary action. Students who are tardy more than 30 minutes will be marked truant.

Unless a student is ill please make every effort to see that he/she is in school regularly.

Illness

If your child is ill in the morning, do not send him/her to school and endanger his/her health and the health of others. If your child becomes ill at school, you will be contacted so that you can make arrangements to take him/her home.

Medications

All medication, including over-the-counter medications will not be given to students. If a student needs to take medication on a continuing basis for a non-episodic medical condition, the parents are required to inform the school principal of this fact, being sure to have a Medication Authorization form completed by the student's physician for each medication (Education Code Section 49480).

Doctor's Appointment/Early Releases, etc.

Students are required to bring a note to the office to obtain a pass in order to leave the campus during the school day for doctor, dentist, family business, etc. The parent/guardian is requested to come to the office to pick up the student. All students must be signed out before leaving school. No one may leave the school grounds without permission from the attendance office.

NOTE - No one may pick up a child or excuse an absence unless they are on the school Emergency Card. Children staying temporarily with others must have a letter from the parent on file in the attendance office.

Verification of Absence by Parent

Whenever school is missed for any reason, the student must bring a dated note from home on the day he/she returns to school explaining the reason for the absence, the date(s) missed, the student's name and the signature of the parent/guardian. If a parent or guardian wishes to call in the excuse, they may phone 931-0818. Please note: any student that misses 3 consecutive school days must provide a doctor's note upon their return to school.

Health Services

Students who become ill will report to the office with a pass from their teacher. Arrangements will be made with a family member for the student to go home. Under no circumstances should the student leave campus without permission.

The district school nurse regularly visits the school site to consult and or monitor mandated student health issues.

California Laws require the following:

1. Vision and hearing tests upon first enrollment and every three years thereafter until the child has completed the eighth grade. (Education Code Section 49452, 49455)
2. Screening for lateral curvature of the spine (scoliosis) for all female students in 7th grade and all male students in grade 8. (Education Code Section 49452.5)

To meet these requirements, parents may file with the school an appropriate medical certificate or request in writing that their child be exempted from such an examination.

A physical examination will not be given to a pupil if a parent has filed written objection to said examination for the current school year. However it should be noted that a child may be sent home if he/she is believed to be suffering from a recognized infectious or contagious disease. The child will not be allowed to return to school until the school authorities are satisfied that he/she is no longer contagious. (Education Code Section 49451)

Accident Procedures & Reporting

In the event of a serious or potentially serious accident, attempts will be made to contact parents/guardians after the accident. Home phone number, work number and emergency number (if these numbers are available on the emergency card) will be used in attempting to reach the parents. Parents and students are responsible for informing the school attendance office of any changes in home and emergency phone numbers or address changes.

If a student is injured during the school day, your child must first report the accident to the person on yard duty on the playground or the classroom. That person will then instruct the student to go to the office and /or will help the student to the office. It is important that the person on duty be informed as soon as possible after the occurrence so adequate information may be reported accurately. In the case of accident, injury, or illness, parents will be notified.

Make-up work

Students are responsible for doing work missed due to excused absences from any class or school. The teacher shall determine what test and assignments the student must make-up and in what period of time that student must complete such assignments.

If a student is going to be absent for more than three days, parents may request assignments by phoning the office at 931-0818. This should be done in the morning prior to 9:00 a.m. on the day you wish to pick up the makeup work. The makeup work can be picked up in the office at the end of the school day.

Any student who is truant, cuts class or leaves school without permission will not receive credit for the time missed in class and no makeup work will be provided. Makeup work will not be provided for those students in attendance during class time but failing to do their work to meet assigned deadlines.

Cafeteria

In addition to being a lunchroom, the cafeteria is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one would find at home. Some rules of courteous behavior which make the lunch period pleasant and relaxed are:

1. Exit and enter in an orderly manner.
2. Observe good dining room manners at the table.
3. Remain seated while eating.
4. Talk in a normal tone - no shouting.
5. Leave the table and the surrounding area clean and orderly.
6. Put trash in proper containers.
7. Do not leave the cafeteria while eating or carrying food.

Students who do not demonstrate courteous behavior at lunch may be assigned to a specific table or lose recess.

Breakfast & Lunch

Breakfast is available each morning from 7:30-8:00 A.M.

Each Monday morning students who will be purchasing hot breakfast/lunch/milk during the week will go directly to the office and put money on their breakfast/lunch/milk card. We suggest you put enough money on your card to cover your breakfast/lunch/milk purchases for an entire week or month. Breakfast, lunch and milk purchases are recorded on our computer. A number is used for breakfast/lunch/milk service. All charges will be paid when first putting money on the card. We have a small "Lunch Loan Fund" for students who have forgotten their breakfast and/or lunch money. This balance must be paid the following day.

Children from families whose income is at or below levels specified on the California Eligibility Scale are eligible for meals at free or reduced prices. Information regarding the requirements and an application form to obtain such meals are sent home the first week of school with every student and are available in all schools. These must be returned within 5 days. (Education Code Section 49550, 49557)

Gum, Candy, Seeds, etc.

Please help us keep our classrooms and school grounds clean by ***NOT*** allowing your child to bring gum, candy and seeds to school. Gum, gum wrappers, candy wrappers and sunflower seeds, more often than not, end up on the classroom floor and/or school grounds, causing a litter problem on our campus. **Please note:** Energy drinks (such as Red Bull, Monster, etc.) are not permitted on campus.

Liability for Damages and Losses

Parents or guardians are liable for all damages caused by the willful misconduct of their minor child which result in death, injury to other students, injury to members of the school staff and/or volunteers or damage to school property. Such liability shall not exceed an adjusted limit of \$7,500. *****Parents and guardians are also liable for all textbooks, musical instruments or any other school property loaned to the students that is not returned.***** The school district may withhold from the student's parents his/her grades, diplomas or transcripts until such damages are paid, the property

returned or until completion of a voluntary work program in lieu of payment of monetary damages. (Education Code Section 48904)

PARENTS AS PARTNERS:

Parent participation is encouraged and supported at Waterloo School. In addition to communicating regularly with your child's teacher, you are invited to participate in school-wide activities through the Parent-Teacher Club (PTC) and the School Site Council.

Parent Teacher Club Officers

*Positions to be filled by election annually.

School Site Council

*Five (5) parent/community members and five (5) school employees.

Honor Roll, High Honor Roll & 4.0

At the close of each grading period, a student who maintains a 3.0 -3.49 grade point average (G.P.A.) throughout the quarter, and receives no "F's" is placed on Honor Roll. A student maintaining a 3.5-4.0 will be placed on High Honor Roll. Students maintaining a 4.0 grade point average are placed in the 4.0 Honor Roll. Points are assigned for grades as follows: A (4 points), B (3 Points) C (2 points), D (1 point). The "Honor Roll Breakfast" is held at the end of each quarter to recognize Honor, High Honor and 4.0 Honor Roll students.

C.J.S.F.

Students in 7th and 8th grade who have demonstrated achievement in citizenship, scholastic ability, community and/or school service, and demonstrate high personal standards may request membership in CJSF by filling out an application. Mrs. Davies will be the CJSF advisor.

Homework

Some sort of homework is expected of all students. The work will vary according to the grade level. The purpose of homework is to review skills learned in class, to prepare for tests and to develop good study habits. Additional types of work a student may do for homework are:

1. Make up work.
2. Voluntary work to raise scholastic standing.
3. Work not completed at school in allotted time.
4. Reading of books for purpose of reporting.
5. Class projects.

Each student should set aside time each night for homework. Proper budgeting of your time is very important for your success at school. **Board Policy states that 5th & 6th grade students should be expected to spend an average of 50 minutes on homework, 4 to 5 nights a week. 7th & 8th grade students should be expected to spend an average of 1 to 1 ½ hours on homework, 4 to 5 nights a week.** Students not completing and turning in homework assignments on a timely basis will be down-graded appropriately. Teachers will allow students to make-up missing homework for excused absences only. Students will have one day extra for each day of class absence. It is the student's responsibility to make arrangements for missed assignments. Homework is an important task for helping students to improve their academic skills. Each family should plan a regular daily study time for their student and should check his/her homework on a consistent basis.

Counselor

A Linden Unified School District counselor is on campus 2 days each week. Referral to see the counselor may be made by staff or parents. Students may also initiate self-referral (forms are available in the office and are kept confidential). Group problem solving, conflict management and limited individual counseling services are provided.

Bus Conduct/Transportation

Bus transportation is provided by the district. A child will be allowed to ride the bus as long as he/she behaves. The safety of pupils is our first concern. If your child's bus is late, call the school office. Once in a great while a bus will have a mechanical breakdown. On certain days during the winter, fog will prevent the buses from running until visibility is at least 300 feet. Children must get on and off the bus at their designated stops. If you want your child to get off at a different designated stop, please send a note stating where he/she is to get off the bus. The principal or principal assistant will sign the note, and then the child will give the note to the bus driver. If you have any questions regarding transportation please call 887-2052.

Bus citations are issued to students directly by the drivers. Bus transportation is a privilege which can be denied to pupils who frequently misbehave. Students are responsible for behaving in a manner consistent with the Bus Conduct Code. Each student will receive the District Bus Conduct Code. Students are expected to read it and return the parent's signature form. Consequences for misbehavior on the bus may lead to the suspension of bus privileges.

Report Cards/Progress Reports

Report cards are issued quarterly, usually the first Thursday following the end of the quarter. Please check dates in the school calendar. The report card is for the purpose of informing students and their parents of the student's progress in school.

Progress reports will be issued during the fifth week of the quarter. The purpose of Progress Reports is to inform parents if a student is in danger of failing.

Please feel free to contact your child's teacher(s) if there are any questions about the progress of your child, or for any other reason. Regular parent conferences are held after the 1st and 3rd quarters. Teachers may ask parents to come in for conferences as needed throughout the year.

DRESS POLICY

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming.

The following guidelines shall apply to all regular school activities:

1. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.

2. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are a safety issue and are therefore not acceptable.

3. Clothes shall be sufficient to conceal undergarments at all times. Clothing, apparel or attire that reveals undergarments is prohibited. Garments that fail to provide adequate coverage of the body, including but not limited to, see-through fabrics, fishnet fabrics, spaghetti straps, bare midriffs, tube-tops, halter tops, off the shoulder low cut tops or dresses are prohibited. Skirts or shorts that are shorter than mid-thigh in length are prohibited. Sagging pants are prohibited. Tank tops or shirts with large armholes that reveal undergarments or the chest area during normal movement are prohibited. Shirts or blouses with scooped or low cut necklines that reveal the chest area are prohibited.

4. Shorts or long pants will be worn during PE classes.

5. Tight shorts, pants, skirts or dresses made of spandex or lycra material are prohibited, unless there are shorts or a skirt worn over the leggings that reach mid-thigh.

6. No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises for circumstances beyond the student's control.

7. Hair shall be clean and neatly groomed. Hair may not be sprayed/colored with any color that would drip when wet. Hair must be a natural color (not blue, purple, optic red, etc.) and cannot cause a disruption in the classroom.

8. Clothing should not suggest gang membership or activity as determined by the site administrator. (For example, baggy clothing suggesting gang membership is not allowed). Also see BP [5136](#) and AR 5136(a).

9. Make-up shall be used in moderation and applied at home.

10. Students are prohibited from wearing bandanas, flags and chains.

11. Hats of any kind are not allowed on campus. Students wearing a hooded sweatshirt are to have hoods off while indoors.

12. Body piercings anywhere but the earlobes are prohibited.

13. Parent/guardian will be notified of the above offenses, as appropriate.

**Students wearing any item that is determined to cause a disruption of school activities
are subject to disciplinary action by administration.**

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in physical education class shall be adversely affected due to the fact that he/she does not wear standardized physical education apparel which arises from circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Because each student is a representative of Waterloo School it must be understood that the administration has the right to approve or disapprove of student appearance at any school activity and also has the right to take appropriate action. Students may be sent home to change clothes (with parental permission) if the manner of dress creates a disruption to the normal educational process. It is further expected that clothing will be clean, safe, and not distracting to learning.

Students' Rights and Responsibilities

Students at Waterloo School enjoy certain rights that are theirs upon enrollment on this campus. Along with these rights, students have responsibilities that are required for them to function successfully at Waterloo School. The purpose of this section of the handbook is to make both the student and parent aware of these rights and responsibilities, the consequences of violations of school rules, and our procedure for dealing with violations.

All students have the right to:

1. Equal education opportunity.
2. Exercise free expression to the degree that it does not infringe upon the rights of others or interfere with the operation of school and classroom activities.

3. Due Process - Students are entitled to (1) oral or written notice of charges, (2) an opportunity to present his/her side of the story.

All students have the responsibility to:

1. Allow other students to learn and teachers to teach without interference.
2. Attend school regularly unless ill or legally excused.
3. Obey school rules.
4. Respect school and private property and be responsible for the care of school property entrusted to you.
5. Come to class on time with necessary books and materials.
6. Do not interfere with the rights of others to study and learn.
7. Complete all in-class and homework assignments and meet deadlines.
8. See that school correspondence to parents/guardians reaches home.

SUSPENSION/EXPULSION

Students may be suspended or expelled if they are involved in any of the situations listed below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of such object, the pupil had obtained written permission to possess the item from a certificated school employee and the Principal.

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or an intoxicant of any kind.

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or an intoxicant of any kind.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully offered, arranged, or negotiated to sell any drug or drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
11. **Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.**
12. Engaged in any action of an intimidating or harassing nature to another person, including:
 - Verbal harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature.
 - Visual harassment: Offensive posters, cards, cartoons, graffiti, drawings or gestures.
 - Physical harassment: Unwelcome or offensive touching or impeding or blocking of movement (such as tripping).

Assertive Discipline

Classroom discipline plans will have progressive consequences that will result when a student does not meet expectations and/or violates school rules. We are asking all parents to support our teachers so that every student will have the opportunity to achieve success at school. Please ask your child's teacher for their classroom procedures and course guidelines.

***Please Note: At the discretion of the faculty & staff, students may be restricted from attending assemblies, dances or any other extra-curricular activity for any reason.**

Here at Waterloo School, we always welcome input from our student's parents/guardians and we encourage you to please contact us should you have any questions, ideas or concerns. We look forward to working with you to help your child reach his/her educational goals, develop the social skills they'll need to become an important member of society and help them to realize the importance of their contributions to others!

Waterloo School Faculty & Staff