



# Easterbrook Discovery School K-8 Family Handbook 2017-2018

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easterbrook.moreland.org



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## WELCOME TO EASTERBROOK DISCOVERY SCHOOL K-8!

*This handbook contains information about our school that we hope you will find useful and informative. Please read it carefully, and save it for a handy reference.*

*It is our intention to work closely with our community, sharing the responsibility of teaching and learning among parents, teachers and children while working towards every child's success and positive self-esteem. Our goal is to work with you as a partner in your child's education. As a school, we value your ideas, support and encouragement to build a strong community education program. Together we will provide the best possible education for your child.*

*If any questions or concerns should arise at any time, please feel free to give me a call. I look forward to working with you and your child.*

*Sincerely,*

*Sherri Vasquez, Principal*

## EASTERBROOK DISCOVERY SCHEDULE



### Kindergarten Schedule

8:15 a.m.-11:50 a.m.

8:15 a.m – 1:50 p.m. (Beg. Oct. 2nd)

### First through Eighth Grade

8:15 a.m. - 2:50 p.m.

Kindergarten & 1<sup>st</sup> Lunch 11:45 – 12:35

2-5 Lunch 12:15-1:05

6-8 Lunch 11:50-12:30

### WEDNESDAY SCHEDULE

All Students

8:15 A.M. - 12: 45 P.M.

K-5 Lunch 11:50-12:30

6-8 Lunch 11:38-12:18



**ABSENCES:** Please telephone the attendance line at **874-3510** if your child is absent from school. This number is available 24 hours a day, but we ask that you call no later than 8:30 A.M. on the day of the absence.

**ARRIVAL TIMES:** Supervision begins at 8:00 A.M. and we urge you not to send your children to school before that time, as we cannot be responsible for their safety.

**SHORT-TERM STUDENT LEAVE:** We ask that you schedule vacations during school holidays, however, if your child will be out of school, requests for Short-Term Student Leave must be received in advance of the absence. All requests for Short-Term Leaves **MUST** be submitted to the school office. If a Short-Term Student Leave is not requested and your child is absent for more than four consecutive days, your student will be dis-enrolled. Please refer to the district website for more information on this policy.

**TARDIES:** Tardies are disruptive to both your child and his/her class. Punctuality is a habit that needs to be established while children are young. We would appreciate your cooperation in helping your child learn this important habit. Children must be in their classrooms by 8:15 A.M. If arriving after 8:15 A.M. students must first check into the office for a late slip before going to class.

**PUPIL SIGN-OUT:** Release of a child from school may only be made to a parent, legal guardian or someone listed on the emergency card. Release to persons other than the above mentioned may be made with written permission of parents or legal guardians. Anyone taking a child out of school must sign the appropriate register, and provide picture I.D. If you are planning on checking your child(ren) out for lunch, this must be done before lunch begins through the office.

**\*\*Special Note: On Wednesdays, school ends at 12:45. Students leaving before lunch must be checked out through the office.**

**CHANGE OF ADDRESS/TELEPHONE:** Please notify the office of **any change in your address or telephone number** (home and place of employment). We would also appreciate being informed if the names/phone numbers of your emergency contacts change, including childcare.

**SCHOOL VISITATION:** All visitors and volunteers must check-in at the office regardless of their purpose for being on campus. This is a district requirement. If you would like to visit a classroom at a time other than your volunteer time, please arrange this in advance by calling the school office.

**OFFICE:** The EDS office hours are from 7:30 A.M. - 4:00 P.M. on school days. The telephone will be answered during those hours and someone will be here to assist you during that time.

During non-school hours an answering machine is turned on so you can leave a message. Our phone number is 408-874-3500.

**HOMEWORK:** Homework is an integral part of the student's total program. It is important for learning responsibility, good work habits, and good study skills. It is an extension of classroom learning experiences and requirements vary within each grade level.

Suggestions to parents: provide a regular time and a quiet place for your child to do his/her work, be available to help when asked, and review the finished work. If your child has had a great deal of difficulty doing the work, let the teacher know by note or phone. You may wish to ask the teacher for specific suggestions.

**LOST & FOUND:** Students who have lost an item at school should look on the "Lost and Found" rack. Parents are welcome (and urged) to double check our "Lost & Found" at any time. Items not picked up within a reasonable time will be donated to charity. **Marking students' jackets, coats and belongings with their first and last names will help us return the articles to the correct classrooms.**

**LUNCH PROGRAM:** Breakfast, and lunch are available on a daily basis for all students. Lunch may be purchased in advance, online at [www.moreland.org](http://www.moreland.org), or paid for daily. Lunch is \$3.25 for all students. Breakfast is \$2 and milk may be purchased separately. Free and reduced lunch applications are available in the main office upon request.

**TRANSPORTATION:** Some students are eligible to purchase bus passes to ride to and from school. Annual passes, semester passes, and music passes may be purchased from the district transportation department located at 4711 Campbell Avenue; 408-874-2973. **Bus riding privileges may be revoked due to inappropriate behavior.**

**HEALTH SERVICES:** Moreland Health Services are provided by school nurses who serve the needs of students at more than one district school. The school

nurse's chief concern is the physical and emotional health of the students. To this end, she implements a number of programs such as screening tests for vision, hearing, and dental health.

**MEDICATION:** Medication is not administered at the school unless your physician has completed the school medication form. Most medications can be timed so that they can be given at home by the parent. All medication is kept in the school office. Please do not send medication to school with your child.

**MEDICAL AND DENTAL APPOINTMENTS:** Please make appointments before or after school hours. If this is not possible and your child must be released from school, please send a note and ask that your child be in the office at a designated time and bring a note from the doctor upon the child's return to school. All students must be signed out of the office prior to release from school.

**STAYING AFTER SCHOOL:** If it is necessary for your child to stay after school for any reason, you will receive a phone call from him/her. State law allows school personnel to detain children up to one hour after school for assistance, to make up time due to tardies, for behavioral reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home following this after-school time.

**TRANSFERS:** When a student is moving, please notify the office at least a week in advance. Teachers need to prepare placement information for the new school. A transfer slip will be given to the pupil on his last day of school.

**WAYS TO COMMUNICATE to STAFF:** Every teacher has email, voice mail and a mailbox at the school. Don't hesitate to use these avenues of communication. Your ideas, suggestions, or concerns are important to us, and we will respond in a timely manner. For updated information, check out our website at: [easterbrook.moreland.org](http://easterbrook.moreland.org)

## SUPPORT PROGRAMS

**ELL (English as a Second Language):** English Language Development and second language support will be offered to students based on California English Language Development Test (CELDT) measurements. This test is given annually to every student identified as an English Learner in Moreland School District.

**STUDENT STUDY TEAM (SST):** The SST meets to share information about children who have been referred by the teachers because of identified areas of concern. Members of the committee carefully assess the child's needs, pool available information and make recommendations to help the child find success. The SST may consist of the School Nurse, Psychologist, Speech and Language Specialist, Resource Specialist, Classroom Teacher and Principal. Special Education services are considered only after the resources of the regular education program have been explored and, where appropriate, utilized.

## BEHAVIOR EXPECTATIONS

Note: Specific classroom and playground rules will be covered with the students during the first week of school and reviewed periodically. School-wide rules reflect our Husky Pride initiative:

- **Be Safe**
- **Be Responsible**
- **Be Respectful**

The EDS Pledge is recited each week at school sing. It is expected that each student, staff member, and adult on campus will follow our school-wide rules and adhere to the EDS pledge.

### EDS PLEDGE

- \* We are the EDS Huskies!
- \* Every day we will listen, learn and laugh
- \* We are responsible, respectful and cooperative
- \* We promise to take care of our school and our world
- \* We believe in ourselves and never give up
- \* Believe it!

**GENERAL EXPECTATIONS:** We expect the students to use good judgment in their actions at school and to respect themselves, their teachers, and the rights of other students. Good behavior is essential for effective learning for all students. We want all of our students to be successful at school.

### We do not allow the following:

- Fighting
- Horseplay
- Spitting
- Public Displays of Affection (such as hand holding, hugging, and kissing)
- Harassment or Bullying of any kind
- Graffiti or Tagging
- Throwing any objects, including food
- Eating in classrooms, unless authorized by the teacher
- Defiant or Disruptive behavior

**Dress Code:** Students' clothing and general appearance must be clean, safe, and appropriate for school. Students must wear appropriate shoes at all times. We expect everyone to follow good taste; do not come to school in any clothing which is disruptive or may make it difficult for you OR others to learn. IF WE DETERMINE THAT CLOTHING IS INAPPROPRIATE, you may be sent home or required to change into clothing provided by the office. Clothing that is never permitted includes:

- Pajama pants or tops
- Halter, spaghetti, and strapless tops or belly shirts (straps on tank tops and dresses for girls must be two inches wide)
- Tanks tops or muscle shirts deeply cut under the arms
- Sagging pants (Wear a belt)
- Revealing, see-through clothes or low cut tops

- Short skirts or shorts (use the fingertip test: Skirts or shorts must be longer than the tips of your longest fingers when your arms are at your side.)

Remember: The dress code applies for all school activities including evening and weekend events.

### Possession and Use of Cell Phones/Pagers:

Students may be in possession of cell phones providing that these devices do not disrupt the educational program or school activities. All cell phones shall remain off and put away during the instructional day and at any other time as directed by a district employee. Students may only use cell phones before and after school. If a disruption occurs, an employee may direct the student to turn off the cell phone and/or confiscate the cell phone until the end of the day. When not in use, the cell phone must be stored in a backpack or book bag. If a student's phone is confiscated during the instructional day, consequences will be assigned and a parent will need to pick the phone up from the office. The taking or transmitting of pictures on a picture/camera phone is strictly prohibited at any time on campus or at school activities. Students shall be personally and solely responsible for the security of any electronic device. The District and School shall not assume responsibility for theft, loss, or damage of any device. Pagers are prohibited on school grounds except when the device is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes (Ed. Code 48901.5)

### MORELAND SCHOOL DISTRICT BEHAVIOR STANDARDS

1. While at school or on the way to and from school, students are expected to observe standards of behavior developed by the school.
2. Students are expected to recognize and respect the authority of the teachers, principal, and other school staff, including substitute teachers, teacher aides, secretaries, custodians, cafeteria personnel, noon supervisors, bus drivers and school volunteers working in the school.
3. Students are expected to be regular and punctual in attendance.
4. Students are expected to respect the rights, feelings and property of others.
5. Students are expected to use appropriate language at all times and refrain from using obscene gestures.
6. Students are not to cause, threaten, or attempt to cause physical injury to another person.
7. Students are required to remain at school during school hours unless released through the school office.
8. Students are never to have, or be under the influence of drugs, alcohol or tobacco.
9. Students are not to possess, sell or furnish any firearm, knife, or explosive.
10. Students are expected to dress in a clean, safe and appropriate manner.

**DISTRICT DRUG, ALCOHOL AND TOBACCO REGULATIONS:** The Moreland Board of Education's goal is to keep students free from tobacco, alcohol and drugs. The Board recognizes that student use of these substances adversely affects their ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences. Recognizing that keeping students tobacco, alcohol and drug free and maintaining a positive school climate are common concerns for our schools and community. The Board supports cooperation between schools, parents/guardians, students, law enforcement, and other appropriate community agencies and organizations which are involved in tobacco, alcohol, and other drug prevention programs.

The Superintendent or designee will take appropriate action to eliminate possession, use and sale of tobacco, alcohol, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia will be subject to disciplinary procedures which may result in suspension or expulsion.

#### **DISTRICT SEXUAL HARASSMENT POLICY**

The Governing Board prohibits sexual harassment of or by any student, or by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

## **COMMUNICATION**

**BACK TO SCHOOL NIGHT:** On Back to School Night you will have an opportunity to visit your child's classroom and hear the teacher explain expectations and the program for the school year. This is an evening for adults only.

**COMMUNICATION NOTICES:** Keeping parents informed about our school program, special events and other newsworthy items is very important to us. The *Husky Headlines*, our school newsletter, is published about twice a month online. Most communication is sent to families via email and a link to a weekly packet on our website. Paper copies are also made available for

families that would prefer this method. Be sure to review all notices, as they will contain information pertinent to you, your student, and the school. This is one line of communication between the home and the school. Teachers will also have direct phone lines as well as email addresses. Lastly, our website is a quick way to get the latest updates [easterbrook.moreland.org](http://easterbrook.moreland.org) and stay informed about school functions and community events. Be sure to join EDS' MemberHub as well!

**CONFERENCES/REPORT CARDS:** Conferences for all parents are scheduled in **November** and **March**. Please watch the school newsletter for early dismissal times. Of course, please feel free to contact your child's teacher with any questions or concerns at any time.

**TELEPHONE:** Students may use the school phone for emergency use only. Generally, forgotten homework, books, lunches etc. are not considered emergencies. Every teacher has a phone in their room. Please make sure you record your teacher's number for future reference.

#### **PBL NIGHT**

Each year every EDS student will be showcasing their learning through a wide variety of PBL projects. Families can attend multiple sessions to see a variety of projects, presentations.

**EDS SHOWCASE:** Each Spring, EDS students have a chance to show their outstanding work at the EDS Showcase. This fun evening provides an opportunity for both students and parents to visit the school together, talk with the teachers, and view some of the work students have completed during the year.

**ELAC/EDS International Faire:** Each year we have an opportunity to celebrate our diverse community at the Annual International Faire. We continually strive to enhance this by showcasing more and more countries and their holidays. The English Language Advisory Committee (ELAC) is an advisory group that meets quarterly to plan, prepare for and investigate ways to bring together the many cultures represented at EDS, in addition to the planning of this school-wide event.

**PARENT TEACHER ORGANIZATION (PTO):** The goal of the parent organization is to encourage a partnership between the home, school and community. PTO funds directly support classroom activities such as cooking, art, gardening and other academic enrichment. The EDS PTO also works together to sponsor many diverse activities for our school community,

**SCHOOL SITE COUNCIL (SSC):** California state law requires that schools who receive School Library Improvement Block (SLIB) funds establish a School Site Council. Our Council will include the principal, parents, classroom teachers and classified staff. The Council meets monthly to review and update School Plan and provide community input. Members usually serve two years and officers serve one year.

