

John R. Williams School
STUDENT/PARENT HANDBOOK
2018-2019

Nancy Martin, Principal



Mission

Developing independent and responsible world-class
scholarly leaders for cultural and economic success

Vision

Creating educational opportunities that inspire hope and
empower scholarly global leadership to shape a better
tomorrow.

John R. Williams School
2450 Meadow Ave
Stockton, CA 95207
(209) 953-8768

jw.lusd.net

August 2018

Dear Parents and Guardians,

Welcome to John R Williams School. We, the entire JRW staff, are committed to excellence in education, whether in English, or in Spanish, while building positive relationships with you and your children throughout the year. Use our website: jw.lusd.net for updated information and the district calendar.

The intent of this handbook is to provide information about John R. Williams School and to establish some common procedures for all of us to follow. NOTE the information on attendance and tardies. New this year, we have also included information on student awards and recognition opportunities near the front. We have tried to include as much information as possible. However, if you have additional questions, please contact your child's teacher, or the school office at 953-8768.

The staff at John R Williams School is dedicated to providing a safe, orderly and scholarly environment for your child. Working together, we will make every effort to make this a very successful year for your child.

You can communicate with our staff through our *website: jw.lusd.net* and check it often news and updates.

- Nancy A. Martin

JRW Scholarly Goals

- I will always do my best
- I will learn from my mistakes
- I will never give up
- I will lead by helping my community, city and world.

Character Traits of JRW scholars

Respect	Organization
Initiative	Compassion
Responsibility	Honesty
Focus	Confidence
Perseverance	Courage
Self-discipline	Creativity
Cooperation	Imagination

IMPORTANT NUMBERS

School Office	953-8768	Anita Collier, Office Supervisor Leticia Samson, Office Clerk
District Office	953-8712	Kelly Dextraze, Superintendent Bonnie King, Assistant Administrator to the Superintendent

Lincoln Unified School Board Members

Don Ruhstaller (druhstaller@lUSD.net)
Tony Yadon (tyadon@lUSD.net)
Jenny Van De Pol (jvandepol@lUSD.net)
Kathleen Solari (ksolari@lUSD.net)
Norrie Palmer (npalmer@lUSD.net)

JRW STAFF LIST: 2018-19

Nancy Martin, Principal		L.J. Schock, Security Ofr
Jennifer Irwin, Assistant Principal		S. Waterman, Counselor
Yarenit Garcia, Counselor		
Anita Collier, Office Supervisor		Al Magina, Lead Custodian
Leticia Samson, Office Clerk		Lisa Buffo, Title I 12
Debra Truelock, RSP		Meghan Bullington, RSP
Megan Celestine, Speech		Jenni Silveira, Speech 22
Teresa Lu AM TK	1	
Courtney French, K AM	2A	M Toss-Robb, County
Elizabeth Tatum, K PM	2P	Brian Schlegel, Band
Linda Lozoya, K DL	5A	Darcy Ford-James, Strings
Cathe Long, 1 st	3	Vivian Tran, Music
Stacey Gonzales, 1 st	4	Patricia Babcock, Para
Maria Estevez, 1st DL	7	Maria Segura, Para
Dania Chandler, 2 nd	8	Diana Carmona, Para
Sarah Rogers, 2 nd	9	Claudia Villasenor, Para
Karla Chavez, 2 nd DL	11	Beatriz Rosales, Para
Sophy Lim, 3 rd	14	Crystal Hosker, Para
Nina Bowman, 3 rd	15	Rosa Gonzalez, Para
Carola Perisho, DL 3 rd	16	Phillip Edmond, Para
Amanda Olivares SDC 4/5		Victoria Guerro, para
Janet Olmstead, 4 th	18	Jeannette Berry, Para
Shoua Xiong, 4 th	19	D. Asuncion-Gushea, Para
Lisa Rankin, 4 th	30	Lavonne Marquez, Para
Nicholas Benjamin, 5 th	23	Clara Cope, Para
Nicole Vanni, 5 th	26	Jessica Trujillo, Para
Alexis Matthews, 5 th	25	Loren Guerra, Para
Mella Yarbrough, 6 th	27	JoAnna Abbott, Campus
Daryl Farrah, 6 th	29	Ruth Foreman, Campus
Kristen Howard, 6 th	28	Yolanda Roa, Campus
Tobie Head, SDC 6 20		Betty Coplin, Librarian
William Scheflo, PE		Joan Gonzalez, Kitchen
David Carson Reading In	24	Kathleen Tomlinson
		Naomi Herrera, Kitchen
Michelle Dennert, PS	6	J Wooldridge PM Cust.
Priscilla Losquadro, PS	6	

John R. Williams
THINKING, VALUES & ACTIONS

- Kindness and Respect
- Community Minded
- Giving Compliments
- Telling the truth
- Being brave
- Accepting responsibility
- I have a positive future, and I do care about my family, my school, and myself.
- Restorative circles give all kids the power to speak up and do the right thing.
- Positive actions speak louder than words.

All the kids at JRW have power to do
positive things.

ABSENCE PROCEDURES – 953-8768

**ATTENDANCE IS A MUST! Gates open at 7:25 a.m.
8:00 SCHOOL STARTS, PLEASE DON'T BE LATE!!!!**

If your child is absent, from school, please call 953-8768 to report your child's absence within 48 hours. There is an answering machine to leave a message. The call is to indicate the date and the reason for the absence within 48-hours of the absence.

DUAL LANGUAGE PROGRAM at JRW

Dual Language Immersion (DLI) not only provides students with the opportunity to learn a second language; it is the only proven program to close the achievement gap. Moreover, by the end of twelfth grade, students from well-implemented DLI programs

will out score their mono-lingual peers. And in honor of the special bi-lingual, bi-literate status, the State of California will award them the ‘Seal of Bi-Literacy’, a special seal that will go on their high school diplomas. This distinction will open doors for them as they apply to college and continue on in their careers.

Our program includes grades Kindergarten –third grade. New students who speak English can only enter the program in TK, and Kindergarten. Spanish speaking student can enter in TK, Kindergarten, and first grades.

The three pillars of a Dual Language program include, bi-literacy and Bilingualism, high achievement and cross-cultural proficiency.

ACADEMIC INTEGRITY POLICY

Academic integrity is highly valued and any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade is not permitted. The following is a list of forms of cheating, plagiarism, and any other forms of dishonesty. If you have doubt whether a particular act constitutes academic dishonesty, please ask the teacher.

Academic dishonesty includes but is not limited to:

- giving or getting improper assistance on an assignment meant to be individual work
- plagiarizing or copying part or all of another person’s work and submitting it as your own
- copying answers found online
- having/using a cheat sheet
- altering a graded assignment and re-submitting it for a higher grade
- failing to properly cite paraphrased materials with in-text citations and work cited page
- citing no existent sources
- making up data for an experiment

- having /using notes, formulas or other information on an electronic device to send/receive information when not given permission
- gaining or providing access to unauthorized materials
- using the services of another student or a company to complete assignments or projects

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device, even if not used, is an act of academic dishonesty and will be dealt with as such.

Students who violate the Academic Integrity Policy will receive discipline which may result in a failing grade on an assignment and suspension from school.

AFTER SCHOOL AND EDUCATION SAFETY PROGRAM (ASES)

The purpose of the ASES programs is to provide academic, social and experiential activities that will allow children to achieve the following goals:

- To provide a safe, nurturing environment where students will learn and have fun.
- To provide students with engaging opportunities that develop an understanding of self, their own interests, and skills that will lead them to develop a sense of individual purpose, an understanding of cultural contributions, and give meaning and direction to learning.
- To provide a well-rounded program that prompts a healthy lifestyle through good nutrition and physical activity.
- To provide students with a connection to the variety of programs and opportunities available in our community by developing strong relationships with community partners.

- To provide a link between the school day programs and the afterschool program.

The ASES Programs operate Monday through Friday, from school dismissal time until 6:00 p.m. **every day that school is in session.** The staff, with a ratio of 1 adult for 20 students, remains with the students throughout the afternoon program.

The programs include a **nutritious snack, enrichment activities linked to core academic curriculum, active recreation, prevention/intervention activities, homework/academic tutoring assistance, and clubs.** Time is provided for homework completion. Staff will encourage children to do their homework. Staff cannot provide extensive one-on-one tutoring or be responsible for the completion and correctness of each child's homework. **Homework is only one priority of this program.**

To enroll in an ASES Program, students must be enrolled in the school at which the program is being offered. All sites distribute pre-registration forms during priority enrollment period. Enrollment is determined by attendance, behavior and spaced by grade level. If families make the criteria, they will be asked to attend a MANDATORY registration and orientation meeting. If they do not attend this meeting they will be put on the waiting list.

AWARDS and RECOGNITION for students

- Once each quarter each teacher will recognize a student(s) for his/her outstanding demonstration of the character traits of a JRW scholar.
- Each week at the Friday Flag Salute, we recognize students who go above and beyond inside and outside of the classroom as **Genuine Jaguars.** They receive gift certificates for local eateries.
- At the end of the year we recognize all the students who have had **perfect attendance** without any absences or tardies for the entire 180 days of school.

- “Spotlight on Success” is held in January of each school year when we recognize the students who have scored “meets or exceeds” on the CAASPP, the state test.
- “Jaguars in Motion” is a new award ceremony this year, as we will recognize students who showed growth on the CAASPP by moving up a band.
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BIRTHDAY PARTIES

If parents want to bring birthday treats for the entire class, the state nutrition law mandates the following: Treats must be store-bought and in a sealed package. School policy states treats may only be distributed during the last fifteen minutes of any school day around 2:00 pm. We encourage them to be dropped off in the office for your student to pick up. Please be considerate in bringing treats that are easy to hand out. *No balloons please.* **HOMEMADE treats are not allowed.**

BULLYING AND HOW TO REPORT IT

Bullying is typically an attempt to get power over another individual and tends to be *repeated over and over*. It occurs in four main ways: physical bullying, verbal bullying, relational bullying, and cyber bullying.

Lincoln Unified School District has taken a strong stand against bullying and has provided training for all teachers in the No Bully (nobully.com) approach. Our site also has a team of teachers trained as Solution Team Coaches who bring together a group of students to resolve the bullying of one of their peers. The students are told they are not being punished, but instead must help solve the bullying situation with non-punitive means. 2010 research shows an 80% effectiveness making it one of the most effective interventions available.

Procedures for Reporting: If a child feels like they are being bullied, they need to tell his/her teacher or any adult on campus. If a parent feels his/her child is being bullied, they may

contact any adult on campus from their child’s teacher to the principal. The principal and or designee will follow-up and put a Solution Team in place to change the behavior to make the child who is being bullied feel safe again. 953-8768 or nmartin@lUSD.net

PARENT INVOLVEMENT POLICY for Title 1 School - level

Parent Engagement Policy

Involvement of Parents in the Title 1 Program: John R Williams School holds an annual meeting to inform parents of the Title 1 students of the Title 1 requirements and their rights to be involved in the Title 1 program.

- Inform parents of Title 1 programs at our Back to School Night.
- Provide parents with information about Title 1 services at parent conferences.
- Inform parents with an explanation of the curriculum, MAP assessments and proficiency levels students are expected to meet.
- Provide parents of Title 1 students with opportunities to discuss and make decisions relating to education of their children.
- Provide an after-school program for students for enrichment programs and physical exercise.

Home-School Compact:

John R Williams School has jointly developed a Home-School Compact and will distribute it to parents of Title 1 students. The compact outlines how parents, the school staff and the students share the responsibility to improve student achievement and to ensure students reach proficiency.

- Highly Qualified teachers are in each classroom at John R Williams School providing highly qualified instruction

- Reading with students at home and providing a quiet place to study
- ParentLink phone messages are sent home regularly in Spanish and English
- Bi-lingual news letters are sent home twice month
- Bi-lingual parenting classes will begin this fall to support families
- Two conferences a year are scheduled to inform parents of student progress
- Parents are always welcome to volunteer to help in our classrooms
- A Family Math Night is being held to train parents to work with their students at home
- Parent surveys are sent once a year to better serve our Title 1 families

Accessibility:

- Providing full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students, including, to the extent practicable, providing materials and required school reports in a format and language for parents to understand.
- Parents and families of Title 1 families are always welcome and invited to partner with John R Williams School staff and students.
- PTSA Parent Teacher Student Association/Latino Parent Group
- English Language Acquisition Committee
- School Site Council
- Parent Chats
- Back to School Night/ Open House

School website and easy access to staff email – jw.lusd.net
 (contact staff via email using first initial and last name
 @lusd.net; nmartin@lusd.net

BUS CONDUCT - TRANSPORTATION RULES

Riding the bus is a privilege. If your student rides the bus, they must have a bus pass. Please complete an application and turn it into the office or the district office on 2010 Swain Road. Only one application per family is required. We want to know the exact location of your child, while they are on the bus. It is the responsibility of each child to follow the rules on the bus. Students transported in a school bus are under the authority of, and directly responsible to the bus driver. The following rules have been established to ensure the safety of all students who ride the bus:

- Be at his/her scheduled bus stop on time, or 5 minutes before the bus arrives.
- The bus driver cannot wait for late students.
- Be quiet and orderly while waiting for the bus.
- ONLY ride his/her regularly assigned bus.
- Form an orderly line at the bus stop. Do not move or walk toward the bus until the bus has made a complete stop.
- Remain properly SEATED, facing forward with feet/legs out of the aisle at all times.
- When a student must cross the street, (red light escort), that student must cross between the driver and the bus.
- Follow the directions of the bus driver and observe the rules.
- Do not throw anything on the floor or out of the windows.

Lincoln Unified School District has adopted these rules and regulations to assist students in understanding his/her responsibilities while riding the bus. The rules will assure safe and proper travel to and from school, and while waiting at the bus stop. Regular bus riders will receive a complete Transportation Safety Plan.

Questions regarding school bus service should be referred to the Lincoln Unified Transportation Director at 953-8912.

CAFETERIA

JR Williams operates a school food service program, which offers a nutritious and delicious breakfast and lunch. Students may purchase milk separately when bringing their lunch. All students will be given an account number and a balance will be kept in this account by prepaying for meals. **Payments can be made online at mymealtime.com and/or with the cashier from 7:30 – 8:15 am.** When students' balances are low, they will be given a note from the cashier to inform parents. **Please pay your outstanding balances.** Milk allowances may be designated as part of this account balance. Checks can be made payable to John R. Williams School and should include your child's name on it in the memo portion of the check.

The cost of school lunch is:

Students	Milk	Adults
TBD	TBD	TBD

The cost of school breakfast is free.

THE CHILD FOR WHOM FOOD WAS PURCHASED MUST EAT IT IN THE CAFETERIA. Food is not allowed out of the cafeteria and must not be shared with siblings, parents, or friends. Siblings or students who do not attend JRW may NOT be fed with school food. This is a federal law. For information go to the LUSD website, click on Departments and find **Child Nutrition**.

Parents are welcome to join their children for lunch on any school day. We ask that parents either purchase a school lunch or bring a bag lunch.

CHANGE OF ADDRESS

If you change your address or phone number during the year, please inform the office of the change, so that we may update our records and contact you in case of an emergency.

COUNSELING SERVICES

School Based Counseling - Mrs. Sara Waterman and Ms. Yarenit Garcia will be offering school-based counseling. The services they offer for our students might include; individual or small group counseling for academic, career, personal and or social concerns. Others supports are large group guidance; training of peer facilitators and consultation with parents and /or teachers in an effort to enhance a student's educational experience at John R. Williams School. Each year parents must sign an informed consent permission slip for his/her child to work with the school counselors. Please email these two for more information.

Valley Community Counseling Services – School –Based Therapy at John R Williams School. These services are by referral only after a Student Study Team meeting has been held. If you have more questions, please ask in the JRW office or call 953-8768.

DETENTION

School policy is that students need to be to school before 8:00 am. If they are one minute late or more, detention is assigned for 30 minutes after school each day and parents are contacted. Please get your children to school on time every day.

DRESS/CLOTHING POLICIES

People working in the work force must dress appropriately for work. Children must dress appropriately for school. Good

grooming habits should be promoted by all parents/guardians for the benefit of the children's health and welfare.

The following dress code will be enforced:

- Advertisements of drugs, alcohol, tobacco or sexual content are not allowed.
- Undergarments must not be visible.
- Midriff, halter/backless tops, spaghetti straps, tank tops and low-cut tops are not allowed.
- Clothing or articles of clothing related to gangs or promote violence are not allowed. This includes but is not limited to, gloves, bandanas, do-rags, shoe-strings, wristbands, belts, hats, jerseys, and jewelry.
- Clothing and accessories, which in the opinion of the staff pose a disruption to the classroom environment and/or the safety of others, such as chains and spiked collars, are not allowed.
- Flip-flops or mules are not allowed. Sandals with a heel strap are allowed.
- Pants, jeans, shorts, and skirts must be worn at the waist. NO SAGGING ALLOWED!
- Skirts and shorts must be below the child's fingertips or two inches above the knees.
- Sunglasses are not allowed in the classrooms.

Consequences for defying these polices will be as reasonable as possible:

- Refusal to cooperate will result in citations, lunch detention and/or lead to a suspension.
- Students may be asked to turn an inappropriate clothing article inside out for the remainder of the school day.
- Students may be asked to change into substitute clothing found in the school office.
- Students wearing inappropriate sizes may have the staff find nondestructive means to correct the situation, such as cable ties, or tape to resize the clothing.

When a student is determined to have violated the dress code by wearing gang colors, he/she will be banned from wearing specific colors or gang related clothing. This could lead to a suspension for defiance.

DROP-OFF & PICK-UP

DROP-OFF your children between 7:00-7:50 am. When children arrive, they are to line up and wait to be invited into the cafeteria. Breakfast is served from 7:25-7:55. Children may walk quietly to the playground at 7:45 am. PLEASE MAKE EVERY EFFORT TO HAVE YOUR CHILDREN TO SCHOOL ON TIME EVERY DAY! Children who ride the bus will be dropped off in front of the school and line up for entry.

****Afternoon PM Kindergartners & Transitional Kindergartners**

DROP-OFF TIME: 10:35 at the main gate.

The campus supervisor will meet you at the main gate and escort all the PM Kindergarten and TK students to the cafeteria for lunch.

PICK-UP TIME 2:15 for PM Kindergarten and TK students will be at the gate on Sumac Ave. each day.

AM Kindergarten & Transitional Kindergarten

PICK-UP 11:20 or 11:40

AM Kindergarten & Transitional Kindergarten parents will pick up their students from Room 1 and Room 2 on Sumac at 11:20, if they are not eating lunch. Students eating lunch in the Kindergarten & Transitional Kindergarten class will be picked up on Meadow by the marquee at 11:40.

AFTER SCHOOL dismissal for grades 1st-6th: Students will walk to four different gates for dismissal. (1:15 on Mondays & 2:15 Tuesday-Friday)

- 5th/6th students will walk respectfully and exit west onto Beech Street.
- 2nd, 3rd, 4th grade children will walk respectfully and exit the main gate.
- 1st grade children will be walked out to the gate on Meadow Ave. by the marquee.

Older siblings of 1-3 grade students may pick up younger siblings and walk out the appropriate gates after making arrangements with the principal and teachers.

- **Bus riders will exit campus to load the buses on Sumac.**
- **ASES students will be escorted to the blacktop to line up with other students in the ASES program.**

ELAC English Language Acquisition Committee

Meetings are held four times each year. Emails and text messages will inform you of the dates and times.

ELECTRONIC COMMUNICATION/SOCIAL NETWORKING

Any posts on a social networking site or electronic communication that come to the attention of school staff and are deemed as bullying, threatening, harassing, or hazing, and cause the campus to be an intimidating, hostile or offensive environment for another student, will be disciplined.

ELECTRONICS, CELL PHONES and TOYS

These items are not allowed to be “on” or used during the school day. If cell phones are in your child’s possession, they must remain “off” during the school day and can be used outside of the gates after school. All cell phones found to be “on” during the school day, will be confiscated and taken to the office. Parents may pick up the cell phones from the office.

Toys and other electronic devices will also be confiscated and stored in the office until a parent retrieves the item.

English Language Services

English Language Support is provided to enrich the language skills of our English Language learners. Mrs. Lisa Buffo and our Primary Language paraprofessionals provide English Language support.

FIELD TRIPS/ VOLUNTEER OPPORTUNITES

Field trips are planned to correspond with the academic subjects being taught in the classroom. Funds must be raised and behavior must be acceptable for our children to participate in these opportunities. Please join PTSA and help raise the funds need for each grade level to have these great experiences. Secondly, for the safety of the children, all parents/ guardians attending a field trip must have their fingerprints on file with Lincoln Unified School District's Human Resource Office prior to any trip. The finger printing procedure involves completing a volunteer packet that is available in the office.

Fingerprint scheduling is done through the district office. Field trips will involve district provided bus transportation. Students must have a signed permission slip from his/her parents/guardians before being allowed to participate. Parents driving automobiles for school sponsored activities and events must be at least twenty-five years of age, provide a copy of his/her driver's license and current car insurance information, and sign a Volunteer Wavier form. This will assure parents, children and the school district that you are willing to accept legal responsibilities and liabilities involved. Should there be any claim resulting from an accident, injury, or death involving transportation by a parent, that parent's insurance would apply. Call 953-8768 for assistance.

FOCUS CENTER – LUSD VISION

LUSD Focus Centers are places for students to reflect on the misbehavior, while receiving support for making better choices in the future. They are also a place where students are required to work on and complete their school work, so they do not fall behind in their classes. The Focus Center is open Wednesdays through Fridays.

GATE (Gifted and Talented Education)

The GATE program is embedded in our classrooms so that all gifted students will be challenged in their area of gifted talent. All third graders will be assessed for GATE characteristics at the end of third grade.

GUM, CANDY AND LARGE BAGS OF CHIPS

No gum, candy or large bags of chips may be brought to school. Nutritional snacks may be eaten at break time in a designated supervised area. Children who leave a mess will lose this eating privilege. A clean campus shows we care! If parents want to bring snacks for the entire class for a designated party, the state nutrition law states the following: Treats must be store-bought and in a sealed package. School policy states snacks may only be distributed the last 15 minutes of the day unless it is one of the three designated parties. **HOMEMADE treats are not allowed.** For birthdays, please send only cupcakes or cookies and water to be passed out to students at 2:00 pm.

GUIDELINES for STUDENT DISCIPLINARY ACTIONS

Student conduct can lead to suspension or expulsion from school. When a pupil is subject to discipline based on the education code sections below, a school administrator will use his or her discretion to address and correct a pupil's specific misbehavior.

Per the California Education Code, Sections 48900; 48900.2; 48900.3; 48900.4; and 48900.7, students may be suspended or

recommended for expulsion if the student has committed one of the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance
- Unlawfully offered, arranged or negotiated to sell any controlled substance
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco or any tobacco product
- Committed an obscene act or habitual profanity
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- Disrupted school activities or otherwise willfully defied valid authority
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault or committed sexual battery
- Harassed, threatened, or intimidated a pupil witness in order to prevent testimony or to retaliate for giving testimony
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act,

directed specifically toward a student, or school personnel

- Sexual harassment
- Hate violence, if the student is in grades 4 through 12
- Intentionally engaged in harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting, creating substantial disorder, or invading rights
- Made terrorist threats against school officials or school property

Per the California Education Code, Sections 48915(c), there is to be an immediate suspension and a mandatory recommendation for expulsion if the student has committed one of the following offenses, either on school grounds or at an off-campus school-sponsored event:

- Possessing, selling or furnishing a firearm – note: this does not apply to “imitation” firearms
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing sexual battery
- Possessing an explosive
-

HOMWORK

The purposes for homework are to reinforce classroom experiences, provide opportunities for enrichment, or research and to develop responsibility. Homework is assigned according to developmental ages of children. Homework will be written down by the teacher and copied by the student. *Here are some guidelines for homework, noting that all children learn and process at different speeds.*

Kindergarten Assignments will be sent home. + 10 minutes or more of reading by parent or student

First Grade	10 minutes per night + 10 minutes or more of reading
Second Grade	20 minutes per night + 10 minutes or more of reading
Third Grade	30 minutes per night + 15 minutes or more of reading
Fourth Grade	40 minutes per night + 15 minutes or more of reading
Fifth Grade	50 minutes per night + 15 minutes or more of reading
Sixth Grade	60 minutes per night + 15 minutes or more of reading

Special projects are assigned throughout the year, and special consideration will be taken to make sure these projects fall within the allotted time in the guidelines. Homework will be checked through class discussions, teacher and student correcting, testing and assessing progress. If you have question, please contact your child’s teacher via email or a phone message.

INTERNET ACCESS

If you would like your child to have access to the Internet here at school, please sign the Internet Agreement that was provided on the first day of school. It describes the agreements in place to offer this access. We have copies of the agreement in the office. If your child violates this agreement, they will lose independent computer access.

JAG JOURNAL - SCHOOL NEWSLETTER –

WEDNESDAY Red Folders

The JAG Journal from the school office, teacher’s notes and PTSA correspondence will be sent home at the beginning of each month in the Wednesday red folder. Please make it a habit to read through the Journal to keep up on the latest events at school. *Remove the contents from the folder, and return it to school with your child the next day.*

LEADERSHIP OPPORTUNITIES for STUDENTS

- Student Council - Each year the student body elects a president, vice president, secretary, treasurer, historian and two honor guards. The students who are elected serve at the Friday Flag Salute each week. Mrs. Yarbrough is the advisor.
- Classroom representatives are elected by classrooms to serve as part of the Student Council and organize different events to encourage school spirit and enthusiasm for being a JRW Jaguar.

LIBRARY / MEDIA CENTER

Ms. Coplin is our school librarian, and Ms. Shelley Estes is her afternoon assistant librarian. Children are allowed to check out books and/or read books during specified library times and after school until 4:30 pm.

Library procedures are as follows:

- Books may be checked out one week at a time.
- Lost or damaged books must be paid for and final report cards will be withheld until fees are paid.
- If you do not want your child to check out books, please note this on the Library Contract.

The library is the heart of our school. Please encourage your children to treat school property with care and responsibility.

LOST AND FOUND

Clothing, lunch pails and other items will be stored in the cafeteria to be retrieved. John R. Williams will not assume responsibility for any lost or stolen items. All unclaimed items will be given to charity at the end of the month.

MEDICAL ISSUES OR ILLNESS

If your child becomes sick or hurt during the school day, the child should report to his/her teacher, who will send him/her to the office. Office staff will call parents, guardians, or other contacts listed on the child's emergency information page. In order to contact family in case of an emergency, we need accurate information on your child at all time. Please keep your child's teacher and the office informed of any changes in your address or phone numbers.

Children must attend school, unless they have a fever over 99' or are vomiting. Once children are fever-free and have stopped vomiting for 24 hours, they may return to school. Please notify the school when your child has a contagious disease such as chicken pox or has been exposed to an illness.

If your child has a special health problem or condition, please make us aware of it ASAP so we can assist your child. It is the responsibility of the parent to provide written documentation or a doctor's note at the beginning of the school year. The district nurse will work with the staff to ensure your child's medical needs are met. Teachers and staff are forbidden from giving any prescribed medication or over-the-counter medication, such as Tylenol, or cough syrup. Medications and documentation are kept in the office and administered by the office staff only.

MUSIC OPPORTUNITIES

Our music teachers deliver specialized music instruction twice a week to grades K-6. Choir, Band and Strings are also offered in grades 4-6 as extra-curricular classes. Performances for the school community happen at various times throughout the year. We end the year with an ALL SCHOOL FOLK DANCE FESTIVAL.

NONDISCRIMINATION AND EDUCATIONAL EQUITY

Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits unlawful discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.5, Education Code §220 and actual perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, or for inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator, or Michele Tatum, Associate Superintendent Human Resources Lincoln Unified School District; 2010 W. Swain Road, Stockton CA 95207; (209) 953-8817; mtatum@lusd.net.

OBSERVING CLASSROOMS

Parents are welcome to observe classrooms if they are fingerprinted, and make arrangements ahead of time with the classroom teacher or principal. For the safety of all students you must sign-in in the office and wear a visitor's badge. We appreciate your kind cooperation in this important matter.

OFFICE HOURS

The school office will be open daily, except for holidays, from 7:30-4:00 pm. The Principal, Mrs. Martin, will have daily office hours for parents approximately from 1:30-2:30pm. Please call ahead to confirm her availability. Her goal is to be in classrooms from 8:30 -1:00 on a daily basis and to return all phone calls and emails within a 24-hour period, unless it is an emergency.

PHYSICAL EDUCATION

4-6 grade students receive structured instruction in physical education learning the basics of a variety of sports. Students are allowed to bring athletic shoes for activities on PE days. K-3 grades are taught basic movement and balancing skills with their classroom teachers.

PTSA - A PARENT RESOURCE

John R Williams has an active and involved Parent Teacher Student Association (PTSA). We encourage all parents, grandparents, and students to join. Our membership goal this year is 200 people. Last year we had 220 members and we hope you renew your membership. We need all parents and teachers to work together for the benefit of our children's education. Additional information will be available at our Back- to-School/Curriculum Night. Our PTSA President for 2018-2019 is Brittney Hunter. *PTSA fundraisers seek to provide money for at least one field trip per grade level per year.* Checkout the John R. Williams PTSA Facebook page! For more information on PTA, see capta.org online.

RELEASE DURING SCHOOL HOURS/CLOSED

CAMPUS

Children are not permitted to leave the school grounds at any time without knowledge of school personnel. If it is necessary to pick up your child from school, please send a note to the

office. You must sign your child out from the office. Only specified people on the emergency page will be allowed to sign out a child unless the office has a parent's written permission.

REPORT CARDS

John R Williams scholars will receive two report cards each year. The first report card will be given out the second week of January. The second report card will be given to on the last day of school to those students who do not have any outstanding library fines. Once the fines are paid on the last day, students may receive their report card.

Parent conferences in September and January are the two other formal reporting times for parents to hear from teachers.

Please note parents are always free to email teachers, even daily, to keep up with his/her child's progress. Teacher email addresses are located on our district website lUSD.net. Call 953-8768 if you have any questions about this topic.

RESTORATIVE APPROACH TO DISCIPLINE

In the following pages, you will find information about our school rules and the guidelines for consequences we have put in place to help our students learn from their mistakes. When a student falls short of our school's expectations, a school administrator will determine the action that will most help the student acknowledge his/her wrong doing, accept responsibility for it and make amends to those who have been negatively impacted. Consequences will be targeted to restore the harm caused to relationships and/or property as a result of the violation.

The application of disciplinary action is at the discretion of the school administrator or the administrator's designee, depending on the individual circumstances and the student's disciplinary history. The administrator may deviate from these guidelines when the principal determines it is appropriate to do so. Part of our district's mission is to prepare students to be successful in today's global society. Part of being successful is to

be able to acknowledge how our behavior impacts those around us. We must be willing to take responsibility for our behavior when we physically or emotionally hurt another person, or cause damage to another person's property. Having to face those we hurt, repair damage we have caused and hear how we caused others to feel helps to be better able to take responsibility for our behavior. It helps us make different choices the next time we are upset about something. LUSD believes that by addressing discipline in this way - a way that restores and repairs relationships - our students will be better prepared for success when they graduate from our schools.

SCHOOL HOURS

The instructional day is from 8:00am to 2:15 pm. Breakfast is served beginning at 7:30 each day. Students will not be allowed on the playground to walk around until 7:45. This is for safety reasons since our teaching staff is not required to be here until that time. At 7:45 students are to walk to the playground to quietly prepare for the school day.

SCHOOL SITE COUNCIL

Parents, and staff members, both certificated and classified, together form the John R Williams School Site Council. The purpose of this group is to develop and recommend a School Improvement Plan by analyzing school data and monitoring how it is being implemented. This group is also charged with assessing the effectiveness of this School Improvement Plan and how it is being implemented. School Site Council will send out one or two electronic surveys each year. Other responsibilities of this council could include taking other actions as required by the Education Code or District policies and procedures. We meet the first Thursday six/seven times each year. Please watch for nomination forms in the Jag Journal our school newsletter.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORTS

The JR Williams staff uses positive behavior supports to teach independence, respect for self and others. It is imperative for the staff to protect students' learning time and prevent behavioral interruptions. We will have zero tolerance for children who interfere with other children's learning and who jeopardize the safety of any staff or children. We will also not tolerate students showing disrespect to teachers.

If the child continues to misbehave after the teacher has issued warnings, the child will receive a citation to be sent home and signed by the parents. This intervention is used to communicate with the parents to help change the behavior or resolve any problems or conflicts. If a student continues to misbehave after a citation has been sent home and signed, the principal will intervene and other courses of action will be issued ranging from setting up a behavior plan to assigning a suspension from school.

The JR Williams staff will make every effort to provide a respectful and scholarly place for all children to succeed and learn. Please contact the office, if you have any concerns regarding our discipline procedures at 953-8768.

SECURITY OFFICER

Our Security officer, Joseph Schock, is here on campus to help maintain safety and build positive relationships with John R. Williams and the community. His hours are from 7:30 -3:00.

SEXUAL HARASSMENT

The Lincoln Unified School District Board of Trustees is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices and harassment of any form. Sexual harassment is a violation of Title IV of the Education Act Amendments of 1992; title VII of the Civil Rights Act of 1964 and California Education Code

Sections 210-214, inclusive. Therefore, Lincoln Unified School District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, or environmental, by any students, employee, or other personnel at school or any school related activity. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of orientation. They shall further be assured that they need not endure, for any reason any harassment, which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or at a school related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 – 12, the disciplinary action may include suspension and/or expulsion.

Any Lincoln Unified employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. Sexual harassment may also be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel that they are being harassed. Within one working day, staff shall report complaints of sexual harassment to the school Principal, Principal's Designee, the Lincoln Unified Director of Child Welfare and Attendance, or the Associate Superintendent of Human Resource Services. Staff shall similarly report any such incidents they observe, even if the harassed student has not complained.

The school Principal, Principal's Designee, the Lincoln Unified Director of Child Welfare and Attendance, or the Associate Superintendent of Human Resource Services shall immediately

investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, the administrator shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Superintendent or Superintendent's Designee in accordance with the district's uniform complaint procedures.

Lincoln Unified prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

The Title IX coordinator for Lincoln Unified School District shall be the Associate Superintendent of Human Resource Services; 2010 West Swain Road; Stockton, CA 95207 (209) 953-8817.

Lincoln Unified School District Board Policy #5145.7

SKATEBOARDS, BICYCLES, ROLLERBLADES and SCOOTERS

Students may ride his/her human-powered vehicle to school but bikes must be locked in the bike rack; skateboards, scooters and rollerblades can be left in the office. Parents must realize the bike rack is in an unsupervised area and the school will not be responsible for lost or stolen bikes. These human-powered vehicles must be walked when inside the gates. They are not to be ridden on school grounds. Bicycle helmets are a MUST! Citations for defying these rules will be given after the first warning. If students violate the rule again, they will not be allowed to bring their bikes or implements on campus for a determined length of time.

SUPPORT SERVICES

Math Academies for low performing fourth and fifth grade students. These academies are after school from 2:15-3:45 and an invitation is required. Other math supports for all students are the following websites: greatminds.org; Khan Academy; Reflex math

Student Study Team meetings for added support of struggling students. These meetings can be recommended by teachers, principal or parents.

Special Education Services:

- Resource Service Program where students are pulled out of class or the RSP specialist pushes in to support struggling students.
- Special Day classes for students who are two, or more grade levels behind and are offered added support.
- Speech and Language Services

Each year students entering Kindergarten are screened for speech and language problems. If a child is identified as needing speech therapy, a Student Study Team meeting is called by the teacher, or parent to see how to best assist the needs of the child.

TARDIES/TRUANCY

Any student who arrives at school after 8:00 am will be counted tardy. Those students will be assigned after school detention. Detention is for 30 minutes after school and takes place in the library each day as specified on page 13. *Truancy letters will be sent from the district to those families who are habitually tardy.*

We encourage parents to make every effort to have their children at school on time. Scholarly leaders are expected to be on time. In partnership with parents, the JRW staff will keep a close watch on student attendance and tardiness. Student tardiness is a disruption of classroom learning. Those arriving

late do not have the opportunity to get settled into the day's routine.

TITLE I

John R. Williams is a Title 1 school because more 80% of our population has been identified as socio-economically disadvantaged. Title 1 is a federally funded program designed to assist children from low socio-economic backgrounds. Mrs. Lisa Buffo oversees this program.

John R Williams School provides opportunities for **all** Title 1 parents to participate including parents of limited English proficiency, parents with disabilities and parents of migratory students.

- Parents and families of Title 1 families are always welcome and invited to partner with John R Williams School staff and students.
- Latino Parent Group
- English Language Acquisition Committee
- School Achievement Committee
- School Site Council
- PTSA
- Parent Chats

VAPING /VAP PENS/ E-cigarettes/Tobacco

Lincoln Unified is a non-smoking / no tobacco use district. All tobacco products, including rolling papers, will be confiscated. All forms of smoking materials are prohibited on campus and at any school event. Vapor pens, Hookah pens, e-cigarettes and any smoking devices are prohibited on campus. When any of these items are used with an illegal substance, the consequences for illegal substances will be Imposed as stated on page 20.

- 1st offense – counseling
- 2nd offense 1 day of suspension, confiscation
- 3rd offense 2 days suspension, confiscation

VIDEO Taping/Photography/ Recording

Any use of a video/audio recording device, including cameras and camera phones, on campus before/during after school during school activities, without explicit permission from a teacher or administrator, is strictly prohibited and may result in a 1-5 day(s) suspension. Use of a phone to record people without his/her consent is against the Code of Conduct and may be illegal.

VISITORS ON CAMPUS DURING THE SCHOOL DAY

Please sign-in and wear a visitor's badge. This is for the safety of our children and staff. You may be escorted to your destination due to our fingerprint policy. Thank you for your cooperation in this matter.

If you have any questions or comments regarding the procedures and policies in this Student/Parent Handbook, please contact Mrs. Martin at 953-8768 or nmartin@lUSD.net.

Thank you for your kind assistance in making John R. Williams School a great place for everyone.