

***SOUTH BAY
ELEMENTARY SCHOOL***

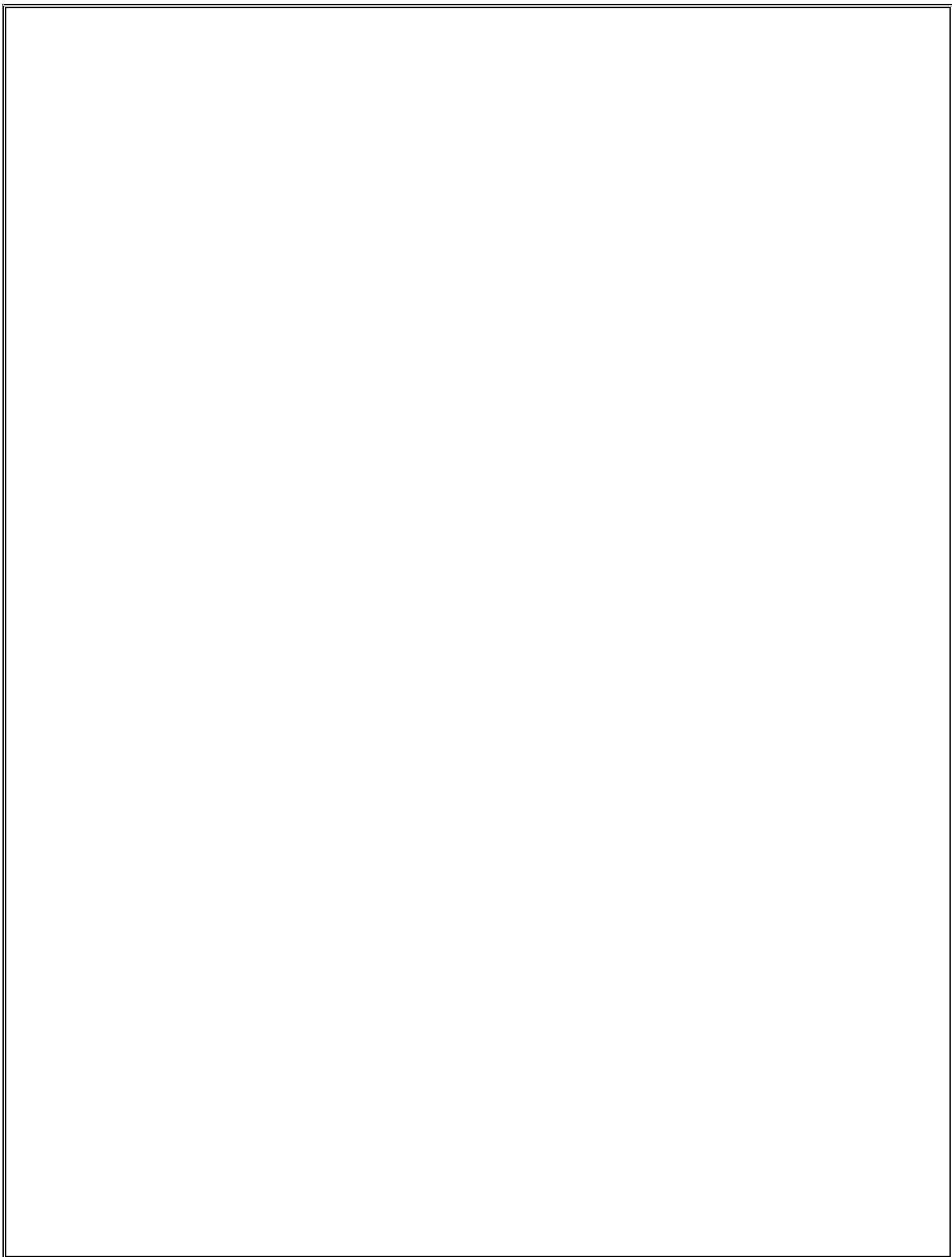
*A part of the South Bay Union School District
a
California Distinguished School*

FAMILY HANDBOOK

2009-2010

HOME OF THE “SHARKS”





As principal, it is an honor to welcome you and your children to South Bay Elementary School. We are looking forward to a great year. This handbook will acquaint you with our school by giving you information about our programs, services, staff, calendar, and policies. All of us welcome you as part of our educational team.

I would like to invite you to involve yourself in school activities as much as possible. We are always looking for school volunteers to help in the classrooms or provide services in other ways. I also want to invite you to our regularly scheduled student recognition assemblies at the close of each trimester. You will enjoy watching students perform and being recognized for their hard work.

If you have an Internet connection, please visit the South Bay School's web site at <http://www.southbayschool.org/>. You can bookmark it for future reference. Please review this handbook because it will be a helpful resource for you.

If you have any questions, please contact me at 443-4828.

Sincerely,

Marie Twibell
Principal

GENERAL INFORMATION

SCHOOL Office Hours: 7:45 A.M. – 4:00 P.M.

Children are asked *not to arrive any earlier than 7:45.*

All children are expected to go directly home or to EXPLORE at the conclusion of school unless special arrangements have been made by parent and teacher. Please be on time to pick up your student.

Address: 6077 Loma Avenue

Eureka, California 95503

Phone: 443-4828 (District: 476-8549)

SCHOOL HOURS:

Kindergarten:

September-December 8:25 A.M. – 1:20 P.M.

January – June 8:25 A.M. – 2:20 P.M.

Grades 1-3 8:25 A.M. – 2:20 P.M.

Grades 4-6 8:25 A.M. – 3:05 P.M.

Minimum Day Release Hours:

Everyone is released at 1:30 each Wednesday unless otherwise noted on our calendar.

SCHOOL OFFICE STAFF:

Hanne Heilmann, School Secretary

District Staff:

**Marie Twibell—Superintendent/Principal at
South Bay
Pam Olson-Principal at Pine Hill Elementary
Arlene Spiers-Administrative Assistant**

Board Members:

**Kelly Noga Ross Nash
Ian Schatz Mark Thurlough
Leonard McLaughlin**

SCHOOL HOLIDAYS FOR 2009-2010:

September 7	Labor Day
November 11	Veteran's Day
November 23-27	Thanksgiving Break
December 21 – Jan. 1	Winter Break
January 18	Martin Luther King Day
February 15-19	Presidents' Holiday Week
April 19-23	Spring Break
May 31	Memorial Day

MINIMUM DAYS FOR 2009-2010

Minimum days will be held each Wednesday of the week!

November 16-20	Parent Teacher Conferences
December 2	Parent Teacher Conferences
March 15-19	Parent Teacher Conferences
March 24	Parent Teacher Conferences
June 4	PTO Carnival
June 17	LAST DAY OF SCHOOL!

- 2 -

END OF TRIMESTER Report Cards

November 6

March 5
June 17

STUDENT AWARDS' ASSEMBLIES:

We will hold awards' assemblies at the end of each trimester. Students will be recognized for their achievements and positive attendance.

The tentative dates are:

November 6

March 5

June 15th

Assembly Times:

Assemblies will typically be held at 8:45 A.M.

Regular Monthly Meetings:

2nd Thursday of each month School Board*

3rd Thursday of each month PTO*

2nd Tuesday of each month School Site Council

***PTO and School Board Meetings alternate between South Bay and Pine Hill Schools.**

<u>GRADE</u>	<u>TEACHER</u>	<u>RM#</u>
K/1	Tammy Lindblom	17
1/2	Kathy Tedrow	18
2/3	Marie Romick	21
3/4	Jack Haase	13
4/5	Bill Osborne	14
5/6	Kevin Trone	6
GATE/Science	Larry Passarini	4
Counselor	Deanna Moran	
Music	Peter Jain	
Speech	Santa Birnbaum	
Special Day	Deborah Dukes	5
Resource	Paul Rickard	3

SUPPORT STAFF:

Mason Clark	Food Service Director	Kitchen
Porsha Jett	Food Service Worker	Kitchen
Rachael Trump	Food Service Worker	Kitchen
Patti Younger	Library Aide	Library
Patty Valtenbergs	Computer Tech	Tech lab
		Healthy Start
	AFACTOR	Healthy Start
Irene Hensley	Lead Custodian/Maintenance	
Xavier Canchola	Maintenance/Bus Driver	
Anna Arsic	EXPLORE	After School

PROGRAMS AND SERVICES:

We offer many programs and services for our students. Many are optional and some are part of our regular curricular program.

GATE—(*Gifted and Talented Education*): an enhanced curriculum delivered in class with differentiated program for identified gifted students in grades 3-6.

EXPLORE--Through our ASES Grant, the South Bay Union School District offers an after school program **EXPLORE** at South Bay Elementary School. This program is available for all K-6 students, Monday-Friday (excluding school holidays) from school release time until 6:00 P.M.

Resource Program—a pull-out program providing academic support for identified students with learning handicaps.

Speech—a pull-out program to help with the development of speech articulation and communication skills.

Counseling—a program that focuses on children’s social development utilizing the Second Step curriculum with lessons on empathy training, conflict resolution, and anger management. Students work in small groups and/ or one-on-one with the school counselor.

Science—all 4-6th grade students receive science instruction from our science teacher

Reading/Math Intervention—a program that provides students identified (through regularly administered assessments) additional support in math and/or reading.

Learn to Earn—a voluntary banking program through Umpqua Bank that provides banking services to students on site.

Healthy Start—On-site coordination of school based and school linked services for children and families.

SCHOOL POLICIES AND PROCEDURES

Attendance: California State Law requires every child to attend school. The following three policies are essential to our attendance program:

- Please make every effort to get your child to school on time. If your child arrives late (after 8:30 A.M.) he/she must check in with the school office and get a tardy slip.

Only illness, medical appointments and funerals qualify as excused tardies. After three unexcused tardies you will be contacted to discuss ways to correct the problem. If unexcused tardies continue, the school will be legally required to take additional actions, which may include referral to the School Attendance Board.

- If your child must be kept home from school, please call the school office and inform the office staff. Excused absences are the same as excused tardies and you can expect to be contacted if absences become excessive, especially if they are unexcused.
- If your child is going to be absent for five or more consecutive days, whether excused or unexcused, you should contact your child's teacher and request an *Independent Study Contract*. This provides an opportunity for the school to continue to receive funding for those days absent and for your child to keep up with his or her schoolwork.

Every Trimester, the school recognizes students for outstanding attendance, including recognition for students who have perfect attendance for the entire year. In recognizing your children, we are also acknowledging parents for their efforts in this regard.

Cafeteria: The cafeteria staff prepares and serves nutritious meals every school day, both breakfast and lunch. Students may purchase breakfast for \$1.00 and lunch for \$1.75 and milk for \$0.25. Please pay your child's meals by the week or by the month.

At the beginning of the school year, parents receive special lunch forms, that if the data provided meets certain criteria, it allows their child to eat cafeteria meals or no or reduced costs. Make sure you complete and return these forms to the school office as soon as possible.

Healthy Choices

New Wellness Policy Goes Into Effect

South Bay Union School District has adopted a Wellness Policy that is in line with state mandates.

The following are the goals of this policy:

- 1 Child Nutrition Program, comply with federal, state and local requirements and are accessible to all children
- 2 All foods and beverages sold on campus during the school day are consistent with current federal, state and local requirements
- 3 The school environment is safe, comfortable and pleasing with ample time and space allocated for eating meals
- 4 Sequential and interdisciplinary nutrition education and physical education are provided to promote student wellness

- 5 All students are provided the opportunity to be physically active on a regular basis through physical education and physical activity programs designed to meet or exceed the California Department of Education regulations
- 6 All school based activities are consistent with SBUSD Wellness Policy goals

Celebrations, Rewards, Marketing

The school district will encourage the use of healthy foods and/or activities for school celebrations.

- 1 School staff and Parents will be notified of the school's preference for healthy food or activity based celebrations
- 2 School will inform parents of healthy alternatives whenever possible
Celebrations should occur after the class's lunch period
- 3 School personnel will take opportunities to model healthy food choices while engaged in school and/or district activities
- 4 The school district will discourage the use of food or beverages as a reward for student accomplishments nor will they withhold food or beverages as punishment
- 5 The school will limit the marketing and

advertising of unhealthy food and beverages
6 Food or beverages that do not meet the nutrition guidelines stated above will not be heavily promoted.

- 9 -

LOST AND FOUND

Please have your child's name plainly written on his/her lunch box, jackets, sweaters, and other personal belongings. There is a Lost and Found Rack that is located in the lobby area where you or your child can check for lost articles. Clothing not claimed is donated to a charitable organization at the end of each trimester. Items left on the school bus are also placed in the Lost and Found Area.

MEDICATIONS

If your child is required to take medications while at school, the following requirements must be met:

- The medication must be brought to the school office where it is stored in a locked cabinet or in a specific refrigerator.

- The medication must be clearly identified as the name and type of medication.
- The medication must be in its original container.
- The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- A form dated and signed by the parent/physician, must accompany the medication giving the child's name, dosage amount, specific dosage time, and other instructions if necessary.

- 10 -

MINIMUM DAYS

Minimum days are regularly scheduled each Wednesday and throughout the school year. They are scheduled for three main reasons: to provide ample time for parent conferences; to provide quality time for teacher/staff development and collaboration; and to support special events, such as Back to School Night and Open House. Dismissal time is scheduled for 1:30 P.M. for all students.

PARENT CONFERENCES/REPORT CARDS

The school provides parents with a detailed report of the progress of all students three times during the school year. A less detailed mid-term report will be mailed to parents half-way between each trimester to update parents on how their student is performing. Report cards are discussed with parents and students at conferences scheduled at the end of the first and second trimesters.

DRESS CODE

We want our students to develop a sense of personal worth and dignity. Grooming and attire are an important part of children's self images. We believe that our dress code policy helps students become responsible for and concerned about their personal appearance.

- 11 -

Students will not be allowed to wear the following attire:

- *Short shorts and extreme mini-skirts; sagging pants worn below the undershort level (belts required on loose pants)*
- *Bare midriff, tanktops, halter tops, or beach type apparel; sandals without heel straps.*
- *Clothing with suggestive words; obscene pictures; that display drugs, alcohol or tobacco products or that advocate racial, ethnic or religious prejudice.*
- *Excessive make-up; body marking/tattooing*
- *Hats or hoods within buildings*

Clothing must provide protection, warmth, and modesty. Parents will be notified if a child's apparel is inappropriate and will be required to bring appropriate replacements before the child will be allowed back into the classroom.

EMERGENCIES

In case of any emergency, we will call your home or work. Many times we cannot reach parents. *Therefore, it is important that you keep up-to-date emergency persons and their numbers on file in the school office. Please phone the school when there are changes.*

- 12 -

FIELD TRIPS

During the school year, teachers may take their classes on field trips. These trips are considered extensions of the classroom instruction. If space permits, parents are welcome to accompany classes. Permission slips and medical release forms must be on file for each student and parent.

INTERDISTRICT REQUESTS

The Board of Trustees believes the first priority for participation in the District's education programs must be students who reside within the district's boundaries. The Board recognizes that under special circumstances, it may be in the interest of the child for the parent and District to consider applications for nonresident student attendance. Priority is given to students who have siblings currently attending South Bay, parents who work within the District boundaries, and children who attend child care within the District boundaries. Parents within the South Bay Union

School District wishing to send their child to a school in another district must make a written request.

LEAVING DURING SCHOOL HOURS

South Bay is a closed campus. This means that students are not allowed to leave the campus during the school day unless the student brings a note from a parent/guardian to the school office prior to the start of school or their parent/guardian contacts or comes to the office. ***All students must be signed out.***

- 13 -

Students are not allowed to walk home for lunch. They can go to lunch with their parent but they may not leave campus with another parent unless the school has written or verbal permission for this to happen.

TELEPHONE MESSAGES

Delivering personal messages to students disrupts instructional time. Unless the call is an emergency, messages will be taken in the office and dispatched to the classroom at appropriate times. Keep in mind that it is nearly impossible to deliver messages minutes before school is out for the day.

Students will only be allowed to make calls to parents in cases of emergency or when directed to do so by a staff person.

An answering machine will take your messages from 4:00 P.M. until 7:45 A.M. and during the school day when staff are dealing with other calls and duties.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and Library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students (parents) must pay for the loss or abuse of textbooks or library books.

- 14 -

TRAFFICE SAFETY/TRANSPORTATION

Please help us prevent the risk of serious injury by carefully adhering to all the rules of traffic safety:

- All students should be dropped off and picked up at the curb in front of the school. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area.
- When picking up a child, always pull to the curb or pull into a parking space and walk over and retrieve your child. ***DO NOT STOP IN THE MIDDLE OF THE DRIVEWAY***
- ***DO NOT PARK IN THE BUS LOADING ZONES***
- Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone students must get off his/her bicycle and walk it to the bike rack. Skateboards and roller blades must not be used in the school zone. Helmets must be worn by all bikers.

Bussing is provided for students who are not within walking distance of the school. It is important to remember, however, that riding the school bus is a privilege which may be revoked at any time. Students must follow the good conduct rules set up by the transportation staff.

- 15 -

UNAUTHORIZED ITEMS

Common sense and consideration are the best guides in determining whether or not to bring toys, radios, or unusual items to school unless they are intended for a specific purpose in the classroom. *Cell phones are not allowed on campus—if your child needs to bring one he/she must check it in at the office in the morning and can pick it up at the end of the school day. NO VIDEO GAMES!*

VISITORS/PETS

Only with teacher permission should pets be brought to school.

Parents are welcome and encouraged to visit the school. When you arrive (for any reason), please check in at the school office and obtain a Visitor Badge. Please check out when leaving.

All other individuals, unless approved by a staff member, are not allowed to wander the campus or visit

classes. If authorized, they must also check in and out at the office.

South Bay Union School District

Non-Discrimination Policy

The Governing Board does not discriminate on the basis of race, religion, color, national origin, mental or physical handicap, age, sex or in any of its policies or regulations related to admission, employment, financial aid, educational services, programs or activities.

- 16 -

Complaints Concerning Discrimination

The Governing Board designates the following person as Non-Discrimination Coordinator for South Bay School:

Marie Twibell/Principal
6077 Loma Avenue
Eureka, California 95503
707-476-8549

The Governing Board expects that complaints or alleged unlawful discrimination brought by students, employees, parent/guardians or other members of the community will be resolved in a prompt and equitable manner.

The Governing Board prohibits retaliation in any form from filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Superintendent or designee shall ensure that complainants are informed that injunctions restraining orders and other civil law remedies may also be available to

them. This information shall be published with the district's nondiscrimination complaint procedures and included in any related notices. (Education code 262.3)

SEXUAL HARASSMENT POLICY

South Bay Union School District has a Sexual Harassment Policy that prohibits sexual harassment within the educational environment and within the

- 17 -

work environment. The purpose of this policy is intended to supplement, not replace any applicable state and federal laws and regulations.

UNIFORM COMPLAINT PROCEDURE

In accordance with state law, this is to notify you that you have a right to file a written complaint in accordance with the provisions of Title 5 of the California Administrative Code Sections 4600 in the event you believe that South Bay School is in violation of state or federal laws in that it unlawfully discriminates in any program receiving state or federal funding. In the event that a complaint is filed with the district and a decision is issued, this is to notify you further of your right to appeal a decision by the District to the State Superintendent of Schools.

In accordance with the law, you are also notified that you may have civil law remedies in addition to the complaint process remedies. In addition to the complaint process set forth in the District's policy regarding uniform complaint procedures, you may also have the right to have

the State Department of Education directly intervene under certain circumstances. Should you have any questions concerning the complaint process, contact the district office.

- 18 -

STUDENT & FAMILY PRIVACY RIGHTS

The District has adopted a Student and Family Privacy Rights Policy BP 5022 that requires a student's parent/guardian to provide written consent before the student participates in a survey containing one or more of the following items:

- Political affiliations or beliefs of the student his/her family
- Mental or psychological problems of the student of his/her family
- Sexual behavior or attitudes or personal beliefs and practices in family life or morality
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers

- Religious practices, affiliations or beliefs of the student or his/her parent/guardian
- Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

- 19 -

South Bay Union School District

MISSION STATEMENT

South Bay Union School District's Mission:

Is to prepare today's students to succeed in tomorrow's world. We develop life-long learners by:

- providing a safe and nurturing environment
- ensuring students learn those skills in math and language necessary for success
- challenging students with technology and problem-solving
- promoting civic responsibility and global awareness

