

John R. Williams School
STUDENT/PARENT HANDBOOK
2022-2023

Jennifer Heck, Principal
Danette Bungalon, Assistant Principal



Mission

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

Vision

A learning community where EVERYBODY wants to be!

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

jw.lusd.net

August 2022

Dear John R. Williams Parents and Families,

Welcome to John R. Williams School. We at JRW are committed to developing outstanding young people, both academically and socially as well as building strong, positive relationships with families.

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. Please note the information on attendance and tardies. 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.

John R Williams School is a learning community where EVERYBODY wants to be! All JRW staff are dedicated to providing a safe and welcoming educational environment for your child. We will all work together to make this a fun, positive, and exciting year!

You can communicate with our staff through Parent Square, Email, Google Classroom, and phone. Our school website is: *jw.lusd.net*, please check it often for news and updates.

Jennifer Heck
Principal, John R. Williams

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.

16 Habits of Mind

 <p>1. Persisting <i>Stick to it!</i> Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.</p>	 <p>2. Managing impulsivity <i>Take your time!</i> Thinking before acting; remaining calm, thoughtful and deliberative.</p>	 <p>3. Listening with understanding and empathy <i>Understand others!</i> Devoting mental energy to another person's thoughts and ideas; Make an effort to perceive another's point of view and emotions.</p>	 <p>4. Thinking flexibly <i>Look at it another way!</i> Being able to change perspectives, generate alternatives, consider options.</p>
 <p>5. Thinking about your thinking (Metacognition) <i>Know your knowing!</i> Being aware of your own thoughts, strategies, feelings and actions and their effects on others.</p>	 <p>6. Striving for accuracy <i>Check it again!</i> Always doing your best. Setting high standards. Checking and finding ways to improve constantly.</p>	 <p>7. Questioning and problem posing <i>How do you know?</i> Having a questioning attitude; knowing what data are needed & developing questioning strategies to produce those data. Finding problems to solve.</p>	 <p>8. Applying past knowledge to new situations <i>Use what you learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.</p>
 <p>9. Thinking & communicating with clarity and precision <i>Be clear!</i> Strive for accurate communication in both written and oral form; avoiding over-generalizations, distortions, deletions and exaggerations.</p>	 <p>10. Gather data through all senses <i>Use your natural pathways!</i> Pay attention to the world around you. Gather data through all the senses. taste, touch, smell, hearing and sight.</p>	 <p>11. Creating, imagining, and innovating <i>Try a different way!</i> Generating new and novel ideas, fluency, originality</p>	 <p>12. Responding with wonderment and awe <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.</p>
 <p>13. Taking responsible risks <i>Venture out!</i> Being adventuresome; living on the edge of one's competence. Try new things constantly.</p>	 <p>14. Finding humor <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at one's self.</p>	 <p>15. Thinking interdependently <i>Work together!</i> Being able to work in and learn from others in reciprocal situations. Team work.</p>	 <p>16. Remaining open to continuous learning <i>Learn from experiences!</i> Having humility and pride when admitting we don't know; resisting complacency.</p>

IMPORTANT NUMBERS

School Office 953-8768

Anita Collier, Office Supervisor
 Maria Segura, Office Clerk

District Office 953-8712

Kelly Dextraze, Superintendent
 Nina O'Reagan, Administrative Assistant to the Superintendent

Lincoln Unified School Board Members

Jenny Van De Pol, President
 Ashley Jones, VP/Clerk
 Terry Tutupalli, Member
 Sandra Chan, Member
 Tony Yadon, Member

jvandepol@lUSD.net
asjones@lUSD.net
ttutupalli@lUSD.net
schan@lUSD.net
tyadon@lUSD.net

IRW STAFF LIST: 2022-23

Principal	Jennifer Heck	Security Officer	Joe Rocha
Asst. Principal	Danette Bungalon	Counselor	Yarenit Castro
Office Supervisor	Anita Collier	Psychologist	Charline Severson
Office Clerk	Maria Segura	Lead Custodian	Joseph Wooldridge

<u>Assignment</u>	<u>Name</u>	<u>Assignment</u>	<u>Name</u>
Transitional Kinder	Teresa Lu	Music (TK-3,Choir)	Alexandra Annen
Kindergarten DL	Linda Lozoya	Music (4-6)	Jessica Luna
Kindergarten AM	Courtney French	Music (Strings)	Darcy Ford-James
Kindergarten PM	Elizabeth Tatum	Music (Band)	Jazareth Valencia
1st Grade	CatheLong	Paraprofessional	Patricia Babcock
1st Grade	Stacey Gonzales	Paraprofessional	Liliana Hernandez
1st Grade DL	Maria Estevez	Paraprofessional	Maria Franco
2nd Grade	Dania Chandler	Paraprofessional	Shamla Tounou-SDC
2nd Grade	Sarah Rogers	Paraprofessional	Lavonne Marquez SDC
2nd Grade DL	Karla Chavez-Silva	Paraprofessional	Melissa Guereca-SDC
3rd Grade	Sophy Lim	Paraprofessional	Marilyn Monka-ASES
3rd Grade	Maria Angelli Jose	Paraprofessional	Alica Nino-RSP
3rd Grade DL	Carola Perisho	Paraprofessional	Jaycell Vasquez-Focus
4th Grade DL	Arturo Leyva Zamora	Paraprofessional	
4th Grade	Kristen Howard	Paraprofessional	Ana Tornero-Preschool
4th Grade	Shoua Xiong	Paraprofessional	Jesus Sarabia-Sp Ed
5th Grade	Nicholas Benjamin	Campus Supervisor	Ruth Foreman
5th Grade	Phillip Edmond	Campus Supervisor	Yolanda Roa
5th Grade DL	Maria Elena Sandoval	Librarians	Betty Coplin/Shelly Estes
6th Grade-DL	Seyde Camargo Mora	Kitchen Manager	Joanne Gonzalez
6th Grade	Sonia Banuelos	Kitchen Crew	Naomi Herrera
6th Grade	David Carson	Kitchen Crew	Priscilla Fross
PE 4-6	Randell Diesta-Manzon	PK	Jessica Martinez/Janine Dooley
SDC 5-6	Ashley Aguilar	Custodian-Night	Ramon Leyva.
SDC 5-6	Jessica Cook	Custodian-Night	Melissa Ramirez
Title I	Lisa Buffo	RSP	Indu Menon
RSP	Tobie Head	County Program	Yvette Nabayan
Speech	Jenni Silveira	VCCS	Heather Garcia

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 the power to do positive things.

ABSENCE PROCEDURES – 953-8768

**ATTENDANCE IS A MUST! Gates open at 7:40 AM.
8:00 AM SCHOOL STARTS, PLEASE BE ON TIME!**

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) is a program that provides students with the opportunity to learn a second language and 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 Kindergarten through sixth grade. New students may only enter the program in Kindergarten and 1st Grade. 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 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 the 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 two student(s) for his/her outstanding demonstration of the 16 Habits of Mind
- Students gather with their class, 1st-6th grades, for Friday Flag Salute on the big playground.
- Generally, we host a Student Store weekly where students can redeem their Genuine Jaguar tickets that they earn through positive actions, behavior, hard work, and caring for our campus.
- At the end of the year we recognize 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 state test.

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 permitted.**

BULLYING AND HOW TO REPORT IT

Bullying is often 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. We use Restorative Practices in resolving conflicts and help students identify alternative ways to express their emotions. This Summer we initiated a Social Emotional Learning Curriculum called Second Step that helps students develop socialization skills, prevent and resolve conflicts, and enhance self-awareness and self-management.

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 the principal, their child's teacher, or any adult on campus.. The principal and/or designee will address the situation. We take bullying very seriously and will not allow it to continue. Feel free to contact us at 953-8768 or jheck@lusd.net

John R. Williams

TITLE I SCHOOL-LEVEL

PARENT/FAMILY ENGAGEMENT POLICY

John R. Williams has developed this parent involvement policy with input from Title I parents. Input was solicited from Title 1 parents. The plan was discussed and approved at the School Site Council meeting on January 23, 2020.

Involvement of Parents in the Title I Program

John R. Williams School holds an annual meeting to inform parents of the Title I students, of the Title I requirements, and their rights to be involved in the Title I program. Input is solicited by asking parents their opinion at the Title 1 parent meeting and gathering information through an annual school survey.

John R. Williams complies with the "Every Child Succeeds Act" requirements for Title 1 parents by:

- Offering a flexible number of meetings, with flexible start times, throughout the year to explain the Title I program to parents.

John R. Williams offers both morning and evening meeting times.

- Involving parents in an ongoing, timely review, planning and revision of the Title I policy and program through parent advisory group meetings.
- Providing parents with information about the Title I program/services at our site through school newsletters, phone messages, and parent advisory group meetings.
- Informing parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet through parent advisory group meetings and school correspondence.
- Providing parents of Title I students with opportunities for regular meetings to participate in decisions relating to the education of their children.
- Providing opportunities for input in the development of the School Plan for Student Achievement, and if the schoolwide program plan is not satisfactory to the parents of participating children, any parent comments on the plan will be submitted when the school makes the plan available to the LEA.
- 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.

Home Compacts

John R. Williams School has developed a Home-School Compact that outlines how parents, school staff, and students share the responsibility to improve student achievement and to ensure students reach proficiency.

- The school will be responsible to provide high-quality curriculum and instruction.
- The ways parents and family members will be responsible for supporting their children’s learning.
- The importance of ongoing communication between parents and family members, and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents and family members to volunteer and participate in their child’s class; and opportunities to observe classroom activities.
- Parent-teacher conferences in elementary schools, at least annually, during which the Compact will be discussed as it relates to the individual child’s achievement.
- Frequent reports to parents and family members on their children’s progress.
- Reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child’s class, and observation of classroom activities.

Building Capacity for Involvement

John R. Williams School will:

- Provide materials and training to help Title 1 parents work with their children to improve their achievement: Parenting Partners, bilingual section in school library, school correspondence and school meetings in parent’s home language, Family Literacy Nights, and parenting handbooks for parents.
- Train staff to work with parents through cultural proficiency training.
- Notify Title I parents about parent programs, meetings and activities through school newsletters, phone messages, and other school correspondence.

John R. Williams School Family Compact

Our school believes that families, children, and school staff should work in partnership to educate each child. This partnership is designed to help each child become a leader-scholar, who will always do their best, will learn from mistakes, and never give up until they reach their goals

As a student, I will:

- Believe in myself and study to master reading, writing, and math at my grade level.
- Read each day, five days a week.
- Come to school on time, ready to learn and with homework completed to the best of my ability.
- Manage my time and complete assignments.
- Talk to parent/guardian and teachers regularly about my progress.
- Respect my teachers, school staff, peers, and myself.
- Ask for help when I need it.
- Use all technology appropriately and responsibly.

I agree with the previous statements.

Student Signature _____ Date _____

As a parent/guardian, I will:

- Make sure my child is properly rested and arrives at school on time everyday.
- Spend time reading to or with my child.
- Check my child's homework folder everyday.
- Read and respond to notes and newsletters timely.
- Encourage my child to complete his/her homework.
- Monitor my child's use of technology.
- Monitor my child's progress and contact his/her teacher if I have questions.
- Require my child to be responsible for his/her attitude, behavior, and effort.

- Attend Parent/Teacher Conferences and Back To School Night.
- Demonstrate respect for school staff, other students, and families.
- Connect to my child’s class communication app (ie: Class Dojo)

I agree with the previous statements.

Student Signature _____ Date _____

As a teacher and school, we will:

- Get to know your children as individuals.
- Provide high-quality curriculum and instruction in a respectful atmosphere, communicating high expectations daily.
- Endeavor to motivate our students to learn through goal setting and achievement.
- Check in regularly with students to support academic and personal success.
- Communicate regularly with families about their child’s academic progress through parent conferences, progress reports, classroom apps, and we will provide opportunities for families to participate in school activities. Provide assistance to families through PTSA and ELAC events and community outreach.
- Respect our students, families, and fellow staff members at John R. Williams

I agree with the previous statements.

Student Signature _____ Date _____

School website and easy access to staff email – jw.lusd.net

You may contact staff via email using first initial and last name @lusd.net; Example: jheck@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, offering nutritious and delicious breakfasts and lunches.

The cost of school lunch is:

Students	Milk	Adults
TBD	TBD	TBD

School breakfast and lunch is free for all students.

All children will generally eat meals in the cafeteria. Occasionally, students will eat outside. For more information regarding school meals go to the LUSD website, click on Departments and find **Child Nutrition**.

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 (209) 953-8768.

COUNSELING SERVICES

School Based Counseling - Mrs. Yarenit Garcia offers school-based counseling. The services offered for our students might include; individual or small group counseling for academic, career, personal and or social concerns. Other supports are large group guidance 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 counselor. Please email Mrs. Castro for more information.

Valley Community Counseling Services (VCCS) JRW offers school-based therapy, 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.

CAPC Counseling Services

John R. Williams works in partnership with the San Joaquin County Child Abuse Prevention Council to provide group counseling services for students at JRW.

DRESS/CLOTHING POLICIES

People working in the workforce 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, crop 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 and slippers 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 policies will be as reasonable as possible:

- Refusal to cooperate will result in actions ranging from citations/ lunch detention to 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

Our Front Gate #1 opens at 7:40 AM daily for student drop-off.

When children arrive, they are to line up and wait to be invited onto campus. Breakfast is served from 7:40-8:00 AM in the cafeteria (MUR). 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 KINDER & AFTERNOON TK (PM)

Afternoon (PM) Kindergartners & PM Transitional Kindergartners

DROP-OFF all students at the Front Gate #1

10:10 AM Kinder and 10:30 AM TK

A campus supervisor will meet PM Kinders at 10:10 AM and PM TK at 10:30 AM at the Front Gate #1 and escort students to lunch.

PICK-UP TIME is 2:15 PM daily for PM Kindergarten and PM TK. Students will be picked up at Gate #2 on Sumac Avenue daily.

PICK-UP 11:45 AM or 12:05 PM for Morning Kindergarten

AM Kindergarten parents will pick up their students from Room 2 and Room 5 on Sumac at 11:45 AM, if they are not eating lunch.

Kinders eating lunch will be picked up on Sumac Gate #4 at 12:05 PM.

Kindergartners participating in After School Care (ASES) will be picked up from class at 11:45 AM by an ASES staff member.

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

- 5th/6th grade students will exit at Gate #5 Beech Street and Sumac
- 2nd, 3rd, 4th grade students will exit the Front Gate #1.

- 1st grade children exit Gate #2 on Sumac Avenue.
- Bus students & Dual Language 1st Grade students exit Gate #4 on Sumac Avenue

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 at Gate #4 on Sumac Avenue.**
- **ASES students report 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. A Parent Square message will be sent out to 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. Regarding this current school year, 2021-2022, we are working to define what field trips will look like. Unfortunately, parents are not yet permitted on campus. However, other volunteer opportunities may be available for off campus activities held by PTSA. Protocols will remain in place for when we return to normal.

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 interventions for students to reflect on their actions, redirect, and receive academic assistance 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. Focus Center will also support and reinforce our Social Emotional Learning curriculum.

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, sunflower seeds, or large bags of chips may be brought to school. Snacks may be eaten at break time in a designated area. Please clean up after eating snacks. 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

HOMEWORK

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 may be written down on the board or placed on Google Classroom by the teacher. *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, parent square, or Google Classroom.

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.

SCHOOL NEWSLETTER

The school newsletter will be posted monthly on our website (jw.lusd.net). PTSA regularly posts information on Facebook and Instagram.

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. Ms. Howard 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. Betty Coplin is our school librarian, and Ms. Shelley Estes is our afternoon assistant librarian. Children are allowed to check out books and/or read books during specified library times.

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 inform the office.

Please encourage your children to treat school property with care & respect

LOST AND FOUND

Clothing, lunch pails and other items will be stored in the Lost and Found. John R. Williams will not assume responsibility for any lost or stolen items. All unclaimed items will be given to charity several times each year.

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 times. 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.

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

Under normal circumstances, 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, please “Raptor” in through 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 am-4:00 pm. Please check for time during the holidays.

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. Parents and teachers work together for the benefit of our children’s education. *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 in the office. Only specified people on the emergency page will be allowed to sign out a child unless the office has a parent's 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 out on the last day of school to those students who do not have any outstanding fines. Once the fines are paid on the last day, students may receive their report card.

Parent conferences twice a year are the other formal reporting times for parents to hear from teachers. *Please note:* parents are always free to email, or Parent Square, teachers to keep up with his/her child's progress. 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 7:40 daily in the cafeteria (MUR).

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-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORTS

The JR Williams staff uses positive behavior supports to teach independence and respect for self and others. It is imperative for the staff to protect students' learning time and prevent behavioral interruptions. All students will be treated with respect and we expect that all students will treat others with respect.

If a student chooses not to comply with our expected school behavioral norms, he or she may be sent to the office where an administrator will address the situation. Parent contact is a priority and we will endeavor to communicate often.

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, Joe Rocha, is here on campus to help maintain safety and build positive relationships with John R. Williams students and the community.

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 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

Each year we endeavor to provide Math tutoring for students after we have completed conferences. 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; Dreambox

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

Mental Health Services Notification Students may access mental health services within the community through any agency listed on this website <https://lusdface.weebly.com/community-based-resources.html> or by asking for resources from the school site counselor. You are able to independently initiate services if you are 12 years of age or older by directly contacting the mental health agency or with the help of your parent/guardian. (Ed. Code § 49428)

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 challenges. 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

Students who arrive at school after 8:00 am will be counted tardy.

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 (80% of the school population has been identified as socio-economically disadvantaged). Title 1 is a federally funded program designed to assist children in this group. 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 Site Council
- PTSA
- Parent Coffees

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.

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

Visitors must report in and be supervised to be on campus.

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

Thank you for your kind assistance in making John R. Williams School a great place where EVERYONE wants to be!