



**LEAD ELEMENTARY SCHOOL**  
**HANDBOOK**  
**2016 - 2017**

## Table of Contents

<b>LEAD ELEMENTARY SCHOOL PHONE LIST</b>	1
<b>SMFC 2016-2017 Calendar</b>	2
<b>LEAD OFFICE PROCEDURES AND GUIDELINES</b>	3
Office Hours	
Attendance/Absences	
Office Protocols	
Student Drop Off and Pick Up	
Daily Schedule	4
Arrival Time	
Late Arrival/Tardies/Absences	5
Dismissal/Delivery and Pick Up of Students by Cars	
Early Dismissal	6
Bus Service	
Going Home with Others	
New Students	
<b>THE A_Z's OF LEAD</b>	
Assessments	
Attendance	
Bicycle and Scooter Riding	7
Birthdays	
Care and Supervision of Students	
Communication Protocols	
Curriculum	

District Procedures and Policies	8
Dress Code	
English Language Learners	
First Aid	
Gifts to Staff	
Home Hospital	
Homework	
Kinder Karnival	9
Labels/Lost and Found	
Library	
Lunch and Brunch	
Meeting Individual Learning Needs	
Newsletters	
Parent/School Partnership Programs	
PTA	10
Reading Buddies	
School Site Council	
Parking Lot Safety	
Parties	11
Partnerships	
Pets on Campus	
Phones	
Progress Reporting/Parent-Teacher Conferences	
Promotion 5 <sup>th</sup> Grade	12
Safety and Student Restrooms	

Specialists/Enrichment Opportunities on Campus	
Student Programs at LEAD	
Pioneer Recycle Teams	13
Power of Play	
Spirit Points	
Student Supervision	
Support and Student Services	14
Technology	15
Transitional Kindergarten (TK)	
Toys/Sports Equipment	
Tuesday Envelopes	16
Student Behavior	
Behavior Expectations	
Transportation Rules, Consequences and Procedures	17
Volunteers/Support in Individual Classroom	18
Volunteer Guidelines	

LEAD Elementary School  
 949 Ocean View Avenue | S.M. CA 94401 | 650-312-7550 | Fax 650-312-7641 lead.smfcsd.net  
 Pattie Dullea – Principal Ext. **7221** or 312-7221

Denora Smith - Administrative Assistant <b>Ext. 7321</b>		Erika Hoole - School Office Assistant <b>Ext. 7821</b>		
NAME	GRADE	RM. #	EXT.	VOICMAIL (OUTSIDE LINE)
Stella Kunz	TK	4	4438	655-3369
Kathleen Lee	TK	11	4469	655-3367
Angela Kollerer/Zoya Salameh	Kindergarten	6	4436	638-2780
Stacy Moroney	Kindergarten	2	4434	312-7389
Andrea Quinn	Kindergarten	5	4437	638-2759
Katie Yanofsky	Kindergarten	3	3046	350-3046
Becky Celli-Woods	First	23	4453	638-3114
Rachel Dallaire	First	26	4454	638-2772
Shannon Twomey	First	25	4455	638-2769
Nicole Habeeb	Second	28	4458	350-3023
Brooke Manion	Second	33	4463	638-2983
Matt Sullivan	Second	27	4457	638-2775
Elisabeth Glikbarg	Third	31	4461	638-2782
Lisa Hawkins	Third	30	4460	638-2758
Sarah O'Shea	Third	29	4459	638-2921
Grace Poon	Third/Fourth	18	4449	638-2777
Eleni Maynard	Fourth	19	4450	638-2760
Lia Tealdi	Fourth	15	4446	638-2773
Heather Cheng	Fifth	32	4462	638-2767
Lily Strasburg	Fifth	16	4447	638-2721
Katherine Bjorkquist	Fourth/Fifth	21	4451	638-2771
Felicia Howell	Library/Magnet	LIB/22	6821	638-6821
Danielle Lupo	SDC-Preschool	10	4442	638-2770
Robin Flecha	SDC-Preschool	7	4439	638-2999
Laura Reynolds	SDC-2-5	9	4441	312-7655
Tory Correa	ELD	14	4445	638-2784
Olive Obias-Enrique	RSP	13	4452	312-7727
Dirk Morrison / Michael Wraa	PE Certified / SSA	LGI-5	4467	
Doris Yoon	RR/RIT	8	4440	638-2768
Sara Clement	Counseling Intern	OFC	3377	
Briana Barrett	Psychologist	LGI-4	3306	655-3306
Tara Currie Martinez	Family Resource Svcs	LGI-3	4429	
Norma Ochoa	PIP	PIP	7552	312-7552
Renee Skinner	PIP	PIP	3347	655-3347
Claudia Ramirez	PIP	PIP	7633	312-7633
Miroslava Salmeron/Myrna Flores	PIP Preschool	1	2783	638-2783
Rebecca Childs	Annex		3321	655-3321

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

2016-2017

Board Approved: February 18, 2016

2016

**JULY**

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

☆ First Day of School

**JANUARY**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15+1

2017

**AUGUST**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

11+2

**FEBRUARY**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

18+1

**SEPTEMBER**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21

**MARCH**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

23

**OCTOBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

15+1

**APRIL**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

15

**NOVEMBER**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

18

**MAY**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

22

**DECEMBER**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12

☆ Last Day of School

10+1

**JUNE**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Legal Holidays**

Sept. 5	Labor Day	Jan. 16	Martin Luther King Day
Oct. 24/28	Intercession	Feb. 20	President's Day
Nov. 11	Veteran's Day	Apr. 3/7	Spring Break
Nov. 23/25	Thanksgiving Days	May 29	Memorial Day
Dec/Jan 19/6	Winter Break		

**Parameters**

- 180 Student Contact Days Required
- Semesters of about equal length
- 6 Additional Teacher Workdays for a total of 186 days workyear

Vacation Days (shaded)
  Staff Work Day
  Teacher Professional Develop. Day
  Holiday
 ☆ 1st & Last Day of School for Students

Prepared by R. Habeeb

## LEAD OFFICE PROCEDURES AND GUIDELINES:

### OFFICE HOURS

The school office is open from 7:40am-3:30pm. The school bilingual office assistant is available between the hours of 8:05am-2:15pm to be of assistance. If possible, your efforts to refrain from calling the office between 8:00am and 8:30am will assist the school Administrative Assistant and Bilingual School Office Assistant, as this is when they are calling parents to check on attendance. Please refer to this handbook and the school website for school information before calling the office. lead.smfcsd.net

### ATTENDANCE/ABSENCES

Please report your child's absence to the attendance line at (650) 312-7549 by **9:30am**. Please leave your student's name, teacher, and reason for the absence. Thank you for your cooperation.

### OFFICE PROTOCOLS

The office is a space where all families, visitors and staff should feel welcome. Many problems can be solved in the office, but please refrain from **discussing concerns with staff or students in the office**. If you need to discuss a challenge your student is facing, please make an appointment to talk directly with your student's classroom teacher first. If the issue is not resolved after meeting with the teacher, you may then make an appointment with the Principal to seek further assistance.

When entering the office, please be patient if the office staff is busy. When they are ready to assist you, please greet them with a "Good Morning" or "How are you?" before beginning your request, and please encourage your student to do the same. Our office assistants are vital parts of our school and we thank you for treating them with kindness and respect.

All campus visitors are required to sign in at the front office and receive a visitor's badge from our iPad check-in system. We ask you sign out on the iPad on your way off of campus. This helps us keep our students and staff safe by knowing what adults are with us during the school day.

**SAFETY:** Please notify the office if your contact information changes. This includes address and cell phone numbers. We need this information to ensure the safety of your child. This is a Priority as it is a safety issue if we are not able to reach parents/guardians.

Staff who bring visitors during school hours do so after their preapproval by the Principal on a case by case basis and visitors are required to sign in upon arriving on campus like any other visitor.

Student visitors/volunteers must prearrange their visit with the classroom teacher they plan to visit and the school office at least 24 hours prior to their visit. An emergency card will need to be completed prior to the visit. School uniform from current school is required.

**STUDENT DROP OFF and PICK UP:** If you are dropping off students there is no campus supervision before 7:50 am. If you are picking up your students from school, please BE ON TIME and RESPECT the office staff and personnel who have commitments, meetings and business after school. PICK UP TIMES ARE **DAILY at 12:20 TK, 2:00 K, 2:20 Grades 1-3 and 2:40 Grades 4/5, WEDS 12:10 Grades TK-K, 12:20 1-3 and 12:30 Grades 4/5**. It is the duty and responsibility of parents to pick up their students in a timely fashion. In case of an emergency, please contact the office and let them know the arrangements you have made for your child's pick up.

If it is a regular occurrence that your child is not picked up on time or remains after office hours, the office has an obligation to contact the San Mateo Police Department to pick up your child on your behalf.

At 7:50 when the front gates are opened, students and parents are able to **walk calmly** onto the gated campus playground and participate in peaceful play supervised by two staff members until the first bell rings at 8:00. At 8:00, parents and students are to walk to the classrooms where they will be expected to arrive in an orderly manner to be met by teachers and begin the instructional school day at 8:05 seated and ready to learn.

**DAILY SCHEDULE**

Daily Schedule M, TU, TH, FRI:

Grade	Start Time	Dismissal Time
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TK & KINDERGARTEN	8:05am	12:20pm
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\*Kindergarten will be half day 12:20pm dismissal until September 19 when they change to full day and will be dismissed at 2:10 pm

1st - 3rd	8:05am	2:20pm
4th & 5th	8:05am	2:40pm

**DAILY RECESS/LUNCH GRADE TIME**

Recess:

TK	9:40am	10:00am
KINDERGARTEN	10:05am	10:25am
1st - 3rd	10:06am	10:25am
4th & 5th	10:06am	10:20am

Lunch:

KINDERGARTEN - 3rd	12:00pm	1:00pm
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*Grades K-2 will eat first, and then play*

4th & 5th	12:00pm	1:00pm
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*Grades 3-5 will play first, then eat*

**WEDNESDAY SCHEDULE**

TK & KINDERGARTEN	8:05am	12:10pm
1st - 3rd	8:05am	12:20pm
4th - 5th	8:05am	12:26pm

**ARRIVAL TIME:**

Please be advised that the hours of Lead Elementary School Supervision are 7:50 a.m. to 3:00 pm daily (except Wednesdays; Wednesday supervision times are 7:50am to 1:00pm). The school does not provide supervision of students before or after those hours with the exception of students enrolled in the Lead Elementary Annex, Digital Arts, PTA Sponsored Enrichment or the Academic Center.



Please do not drop off or leave your child before or after school hours. The school is not responsible for, and cannot guarantee the safety or well-being of your child outside regular school hours and school programs.

If you need to arrange for care for your child outside school hours, The Family Resource Center located in room LGI- 3, can provide you with referrals for those services.

### **LATE ARRIVAL/TARDIES/ABSENCES:**

All students arriving late (after 8:05) receive a tardy slip with a grade level spirit point deduction before proceeding to the classroom. This saves the teacher from stopping the teaching process to ask your child why they are late. Classroom teachers will notify parents after 3 tardies so that the problem can be resolved before tardies increase and an office letter and conference are required. Grade levels with the least number of tardies will receive spirit points at the end of each month. (See Spirit Point Section) Please be aware that any student who is more than 30 minutes late without excuse or leaves school more than 30 minutes early without excuse **three or more times** will receive a truancy letter from the school district. 3 or more unexcused absences will also result in a truancy letter. After 6 of either of these, parents will be asked to meet with an administrator or an administrative designee to problem solve. After 9 unexcused absences, parents will be required to attend a SARB (Student Attendance Review Board) meeting at the district office. If a student has excessive excused absences, they will also be referred to SARB. After 10 consecutive absences, a student is dropped and will have to re-enroll upon return to school. **There is no guarantee of enrollment at our site after 10 absences.**

### **DISMISSAL/DELIVERY AND PICK UP OF STUDENTS BY CARS:**

Students in grades TK-5 are walked to the front of the school by classroom teachers and are to wait quietly until they are picked up. Bus students are to walk in a quiet line to the bus pick up area where they will line up by bus route and supervised by a staff member.

The delivery or pick up of students by adults in private cars should be made at the marked curb in front of the school office and **NOT IN THE BUS LOADING ZONE** or in any other area of the parking lot. Students should exit the car on the **curb side only**. For safety reasons, please always use the marked crosswalk in the parking lot when walking across the parking lot onto campus. Please do not ask your child to cross a parking lot or street to reach your car or the school building. Please park in a designated visitor parking place or on a side street outside of the parking lot, walk in to pick up your child, and accompany him/her to your car. If you choose to stay in your car and drive through the parking lot, please follow these procedures:

1. Do not leave your car for any reason. Only load students from the curbside. Parked cars create large traffic issues which are unsafe.
2. We will release your child when you have pulled up as far down the curb as possible. Please do not stop as soon as you see your child if you are able to pull up further.
3. Sometimes when you get to the front of the drop off/pick up line, your child is not in the area. After a short wait, please move on and re-enter the line safely until you see your child at the end of the curb.
4. Please remind your child to be on the lookout for you.
5. If you want to stand and wait for your child, please do not stand by the front entrance gate opening but wait out front on the curb.

Please be **prompt** when picking up students, as we do not have personnel assigned to watch students in the office. Obeying the staff at the front of the school is vital for the efficiency of the pickup area and your students' safety as staff are

trained to keep the parking lot a safe place. Disrespecting staff will not be tolerated and will lead to a meeting with the principal, an administrative designee, or if necessary, an SMPD Resource Officer.

### **EARLY DISMISSAL:**

Requests for early dismissal are discouraged. In the event it is necessary for an emergency or medial appointment, please send a note to the office and teacher stating the details. Students must be signed out in the school office and office staff will call the classroom to have your child sent up.

### **BUS SERVICE:**

Bus transportation is available without charge to students who do not live within walking distance of school. The stops are predetermined by the school district and cannot be readily changed. Copies of the bus schedule are available in the school office. It is important that every child know his or her bus stop. Please mark this on lunch boxes and/or backpack. The first week of school your child will be required to inform his/her teacher the location of their bus stop. A late bus will be available only for students participating in Enrichment classes or the Academic Center. See **TRANSPORTATION** under the T section for more information.

### **GOING HOME WITH OTHERS:**

**A child must have a written permission to change his/her normal pattern of going home.** This permission slip must be turned into the office prior to the change occurring. This is especially important if the child rides the bus and wants to get off at a different stop.

**NEW STUDENTS:** Students who enroll in school mid-year are required to take a literacy and math assessment before being placed in classes. Once registration is complete, the assessments will be scheduled and the student will begin in class a day after the assessments are completed to ensure proper placement and a smooth transition for the student. New students will be assigned buddies to help them through their transition period.

## **The A-Z's OF LEAD**

**ASSESSMENTS:** All assessments, both formative and summative, are used to inform instruction at LEAD. There are a variety of ways students are assessed including Primary Benchmark Assessments, Running Records, DRA and Fountas and Pinnell, Transition Year, Galileo Benchmark Assessments in ELA and Mathematics Grades 3-5 throughout the year, CELDT for English/Language Learners and CAASPP (formerly known as SBAC) state testing in May for grades 3-5. Timing and amount of assessments are aligned for the learning year.

**ATTENDANCE:** Regular and prompt attendance is essential to your child's education program. Should your child be absent, please call the school attendance line (650) 312-7549 and leave a message with your child's name, teacher, and reason for absence each day your student misses school. If a weekend has elapsed, call again on Monday. If a student misses three or more days of school, they must present a Dr.'s note upon their return to the office staff to excuse absences. If a student has excessive excused absences, they will also be referred to SARB. If students leave school for a Dr.'s appointment, a Dr.'s note must be presented upon their return. Lead Elementary offers rich, hands-on classroom experiences. Teachers strive to plan curriculum that offers students both breadth and depth and rigor. Please keep in mind that this curriculum cannot be duplicated through an independent study plan. In order to help your child take full benefit, he/she needs to be on time, present and participating in the classroom.

We strongly urge families to plan trips and medical appointments during the regularly scheduled school breaks. **Please avoid making any Doctors' appointments or trips during the month of May as this is our-CAASPP testing window which students should not miss.**

**BICYCLE AND SCOOTER RIDING:** Whether or not a child should ride a bike to school is a parental decision. Students who violate the school rules for approaching and leaving the school grounds will have the privilege of riding to school denied. Bicycles/Scooters/Skateboards should never be ridden in the school corridors. Students are asked to walk their bikes once they are on campus and lock them in the bike rack. Scooters may be walked on campus and stored in the classroom until the end of the day. To comply with the California Bicycle Helmet Law and reduce the number of bicycle-related head injuries, all students are required to wear a bicycle helmet while riding to and from school and when riding on school property. If your child is in need of a bike helmet and you are unable to provide one for them, please see Sara Clement, School Counselor.

**BIRTHDAYS:** Parents or guardians should make prior arrangement with teachers if their child wishes to bring **healthy treats** for their class on his/her birthday. (See new District Wellness Policy provided to all families in the First Day Packets) If you will be bringing treats for your child's birthday, please bring only individually packed healthy treats. No sheet cakes, large cupcakes (mini cupcakes ok), candy or large containers of juice. If treats are brought to school after the 8:05 bell, they should be left in the office. **INVITATIONS TO OUT-OF-SCHOOL PARTIES SHOULD NOT BE DISTRIBUTED AT SCHOOL.** No deliveries of balloons or flowers for students are permitted so as not to disrupt the learning occurring in the classroom.

**CARE AND SUPERVISION OF STUDENTS:** Written permission from a parent or guardian must be secured before a student may be taken on a field trip. A field trip request form and permission slip have been provided to all teachers. All field trips are pre- approved by the Principal. A first aide kit as well as permission slips are required and taken on all trips. The teacher will take all reasonable precautions to ensure proper use and care of furniture, tools, books, and other classroom equipment. Students are not allowed to carry any equipment, items, or objects that have the potential to cause injury. Teachers do not release students' names, addresses, and phone numbers to the public. A media release form sent home in the first day packet at the beginning of the school year must be checked "Yes" and signed by a parent/guardian in order for photos/images of students to be utilized for publication purposes.

**COMMUNICATION PROTOCOLS:** At various points in the school year you may need to communicate with school personal. If your questions concern the classroom, please contact the teacher first. The teacher will know your student and the situation best and can answer your questions with first-hand knowledge of the student. If you have a question about your student and his or her relationships on campus, there are several resources available. Please contact the school office, and they will direct you to the Principal, or one of two school counselors. If your questions are about the school as a whole or if you still have questions after talking to the classroom teacher, please call the office to schedule an appointment with the Principal. All personnel can be reached at 312-7550.

**CURRICULUM:** The curriculum and instructional practices at LEAD are aligned with Common Core State Standards, recommendations for quality schools and with the District's Standards of Excellence, educating all students to achieve their potential through a rigorous program that builds a solid academic foundation and challenge students to think critically and communicate effectively.

LEAD's balanced literacy program of listening, speaking, reading and writing is based on the best practices of Early Literacy, Guided Reading, and the Readers' and Writers' Workshop Model. Mathematics and science instruction are activity, problem solving and communication based and promote investigation and both critical and higher level thinking skills.

Continued Professional Development opportunities for teachers are offered in these curricular areas. The structured English Immersion program promotes English language development of English Language Learners.

LEAD boasts a dedicated and well-trained staff with a wealth of knowledge in Literacy/Language Arts, Technology, English language development and Differentiated Instruction. Along with their dedication to academic excellence, the LEAD community believes in high expectations for all and the development of active, well-rounded, socially responsible citizens who positively impact today and the future. RIGOR + RELEVANCE + RELATIONSHIPS = Increased student achievement.

**DISTRICT PROCEDURES AND POLICIES:** Please refer to the San Mateo Foster City School District website to review these procedures and policies. The website can be found at [smfcsd.net](http://smfcsd.net).

**DRESS CODE:** Lead Elementary is a common dress school. Uniforms must be appropriately fitting. Pants are to be navy blue or grey and **no black**, any kind of jeans or “jeggings” are not allowed. Girls may wear navy blue or grey pants, skirts, or jumpers with leggings underneath. Shirts may be white, grey, or navy blue and **must have a collar. Sweatshirts and light zip up jackets are to be free of wording or decoration and may be navy blue, white, grey. Spirit wear hoodies and Friday t-shirts are encouraged and acceptable.** Heavy or bulky cold weather jackets are the only item that may be out of uniform color. Students may also purchase spirit wear in new school colors (orange, navy blue, grey) which will be available from the PTA. Athletic shoes should be worn daily as Physical Education is part of the daily curriculum. If you have any questions or have any problems obtaining a uniform for your student, please contact Sara Clement in the front office. The last school Friday of every month will be a special dress “Spirit Friday” and the theme for the day will be announced in the monthly Principal Newsletter and on the web site. Grade levels will earn spirit points by participating!

**ENGLISH LANGUAGE LEARNERS:** Students in our school who are limited or non- English proficient receive intensive instruction in English language development through designated and integrated ELD and are assessed through CELDT Testing. Equal access to the core curriculum is provided for all EL learners.. Our experienced ELD teacher coordinates this program.

**FIRST AID:** First aid treatment at school does not include medication. (This includes prescription and over-the-counter medication). Parents will be notified of any treatment requiring more than “cleaning and covering”, or any serious injuries including anything having to do with the head. If a child must take medication during the school day, a doctor’s written letter and District form must be on file in the office. All medication must be stored in the office.

**GIFTS TO STAFF:** The law discourages the giving of “substantial” gifts to staff members. Personally made tokens or notes are acceptable and appreciated.

**HOME HOSPITAL:** Provided to any Lead Elementary student who is confined to home or hospital by any lengthy illness or injury. Please call the district Prevention Coordinator, Lynne Moodie at (650) 312-7700 x 7340.

**HOMEWORK:** Good study skills and diligence in the accomplishment of work assignments are essential to success by students in school. To this end, students will be required to fulfill assignments and will be required to do school work at home. In assigning homework, teachers shall take into consideration the ability and maturity of the students involved. Homework assignments are planned with definitive Common Core based objectives for the students. The teachers and staff at Lead Elementary are committed to raising our students’ levels of literacy, technology, and digital arts. We value the time students spend reading and the time parents and guardians read to, and with their student, while providing a balanced recommended age appropriate time for educational technology use at home.

Please take time to discuss homework with your child and ask them **how** they arrived at their answers. Regular discussions at home about what your child is learning will help reinforce skills learned at school. To learn more about Common Core Standards, please visit the link available on the San Mateo Foster City School District and LEAD website, attend a Parent/Principal /PTA Coffee or ask school staff for more information.

**KINDER KARNIVAL:** On the last day of school, our TK's and Kinders celebrate with a Kinder Karnival. Parents who have pre-signed up to work at the various activities help the TK/K's and their teachers enjoy the festivities and treats!

**LABELS/LOST and FOUND:** All personal items such as clothing, backpacks, lunch boxes and notebooks, which may get lost, should be labeled with the child's full name. Unlabeled items not claimed from the Lost and Found (In the LGI) will be donated to charity once a trimester. Volunteering to organize the Lost and Found monthly is a great way to participate and help the school. Please periodically check for your child's lost items in the LGI. Articles not claimed will be donated to charity at the end of each trimester. Please contact the PTA Outreach Coordinator via the LEAD website, [lead.smfcsd.net](http://lead.smfcsd.net).

**LIBRARY:** Our school library is a Garden of Literacy designed and updated through PTA funds-and is open daily. The library's inventory includes fiction and non-fiction students' books as well as research materials. These books and other materials may be checked out by students. They will need to be returned weekly by the student and will need to be paid for or replaced if lost. End of the year school privileges may be lost if students have not returned or replaced their library books. Report cards may also be held. Each class visits the library once a week. Books, authors, and illustrations are introduced to the students and library lessons are given. The librarian works alongside the Principal to organize Author Visits to the school, school visits to Author Days at the "Reading Bug" in San Carlos and other literacy based field trips. In addition, from 12:00pm -1:00pm on designated days, the library is open. **LUNCH and BRUNCH:** Lunch and mid-morning brunch will be available for students to purchase this year. Students who qualify for free or reduced brunch/lunch do receive a hot lunch each day through the state program. Lunch bags brought from home should be clearly marked with your child's name and room number on them in permanent marker. Lunches should be sent to school with students in the morning. In emergency situations, lunches may be left in the office with students' names on them to be picked up at lunch by the student. The office tries not to disrupt classrooms to inform students that their lunch has been delivered. Parents are encouraged to send nutritious snacks daily for mid-morning consumption. (Please refer to the District Wellness Policy; copies are available in the school office and on the web site) Students registered for the hot lunch program receive their lunch cards in class daily and return them upon receiving their meals to Maria Rivera, our LEAD Hot Lunch Program Coordinator. On-line registration for the hot lunch program is available through the District. If you have any questions, contact our Bilingual School Office Assistant

**MEETING INDIVIDUAL LEARNING NEEDS:** Students' basic abilities, talents, attitudes, interests, and learning styles vary greatly. The classroom teacher has the responsibility for differentiating, implementing, and adapting the District adopted TK-5 curriculum to your child's learning needs, whether it be for challenge or support. Teachers have various enriching resources and personnel available to assist in the task and Literacy is woven into the fabric of all we do at LEAD. Leveled book bags that are "Just right" for your child are a common sight in classrooms. LLI Kits (Leveled Literacy Intervention) are utilized for support. Parents may learn about their child's academic programs at Back to School Night, Parent/PTA Monthly Coffees, School Tours, on the web site [lead.smfcsd.net](http://lead.smfcsd.net) and during fall and spring teacher conferences.

**NEWSLETTERS:** Principal Newsletters will be sent home the first school day Tuesday of each month. This is a key piece of communication for parents and families. Please take time to read this very important information and let the office staff know if you have any questions. The newsletter is always on white paper with the LEAD Elementary Logo at the top in color, English on the front and Spanish on the back. The newsletter will also be posted in the face case outside the office and on the web site [lead.smfcsd.net](http://lead.smfcsd.net).

**PARENT/SCHOOL PARTNERSHIP PROGRAMS—Opportunities for Parent Participation:** The mission at Lead Elementary School is to provide an academic foundation for students with an emphasis on literacy, math, digital arts, and technology so all students will achieve their maximum potential as they become independent life-long learners and positive contributing members of their society. Parent and community members may contribute to the success of this school by offering their expertise and their time in the following ways:

**PTA:** The PTA partners with staff and provides programs and activities that directly serve Lead Elementary School students. The PTA is an organization of parents and teachers committed to providing enrichment programs for Lead Elementary students and varied opportunities for parents' participation in all areas of school life. Parents and community volunteers working together with our teachers and administrations help create, sustain and stimulate a learning and caring school environment of which we can be proud. Please consider volunteering to be a room parent for your child's classroom. Membership of each Lead Elementary family and staff member is strongly encouraged. Please contact any PTA board member (on the web site PTA link or in the PTA face case) for more information on getting involved with PTA. The PTA board meets monthly and agendas and minutes will be posted on the PTA link on the LEAD website (lead.smfcsd.net). Some of the activities with which the PTA are involved:

- **Welcome Coffee with Orientation for New Families:** Located in the LGI on the first day of school (08/17) please come welcome our new families, meet members of the PTA and Site Council, sign up to be a room parent or volunteer to participate in, First Day Packet Completion Night or help organize one of our many LEAD community sponsored activities and events.
- **PTA/Principal Parent Coffee Chats:** General PTA meetings as well as parent education and ELAC updates are provided at these coffee chats which are held monthly: Welcome Back Coffee: 8:15 on August 17 followed by these Fridays at 8:15 in the LGI: (9/30, 11/18, 12/16, 01/27, 02/24, 03/31, 04/28 and 05/26). All families are strongly encouraged to attend.
- **Ways To Become Involved:** Room Parents, Site Council President, Sponsoring or chaperoning Classroom Field Trips, PTA community nights, such as the Fall Festival, Fundraisers to be scheduled, Jump Rope for Heart, Read Across America Day, Auction, Book Fairs, Spirit Days, Olympic Field Day and Yearbooks. The PTA coordinates the creation of the yearbook which includes photos of all students, staff, and activities of the current year. Sales begin in the fall. The yearbook is distributed during the last week of school if all textbook and library fines are paid in full.

**READING BUDDIES:** Community members volunteer their time to work one on one with Kindergarten and First grade students on literacy and fine motor skills. Our Reading Intervention Teacher helps to coordinate this afternoon program with community volunteer, Sue Lempert.

**SCHOOL SITE COUNCIL:** The name School Site Council (SSC) comes from Assembly Bill 65. The Council consists of voting members, with parents and staff equally represented. The purpose of the School Site Council is to provide a method for collaboration and input among representatives of those involved in and affected by the school program. The School Site Council (SSC) assists in developing and reviewing a School Site Plan, continuously reviewing its implementation, assessing the effectiveness, and reviewing the Local Control Accountability Plan (LCAP) based on the state's LCFF (Local Control Funding Formula). School Site Council meetings are the first school Wednesday of every month beginning in October from 7:30a.m to 8:30a.m and both the agenda and notes are published. Meetings are open to the public. If anyone wishes to have a particular issue addressed, please contact the Principal at least one week prior to the meeting.

**PARKING LOT SAFETY:** Please adhere to the signage, cones and barriers that outline the flow of traffic for our school parking. Enter from DALE AVENUE ONLY as the parking lot is ONE WAY during school hours and the additional Annex hours from 7am to 6pm.

Drive SLOWLY and be vigilant of students, parents and teachers using the crosswalks bordering our campus and the parking lot crosswalk. Follow the flow of traffic single file for DROP OFF and PICK UP and pull ALL THE WAY FORWARD following the directions of staff who monitor the parking lot crosswalk from 7:50-8:05 and 2:20-2:45 daily. (Weds 12:10 – 12:40.)

**PARTIES:** Teachers and room-parents plan these together. Parties should only be held for holidays or special occasions. Please see District Wellness Policy and Birthday Party Guidelines in this handbook for more information.

**PARTNERSHIPS:** The San Mateo Foster City School District has engaged in productive partnerships with local universities and community organizations to explore, create and incorporate best teaching practices with a focus on literacy, technology and science. LEAD teachers will have access to professors and experts in their fields who will partner with LEAD to blaze a new trail for teaching and incorporating literacy and the Digital Arts in their everyday practice. Current partners include:

- **SMCOE:** Early Learning Math Initiative
- **Apple for Educators:** Many LEAD teachers have attended local professional development opportunities offered through Apple for Educators and have also had on site professional development in the past from Apple Educators.
- **CuriOdyssey** will teach hands on Next Generation Science Standards based lessons on our site to students in K/1, K/1/2/3 in the '16-'17 and K/1/2/3/4/5 in '17-'18 school year.
- **Google Apps for Education:** Teachers have attended professional development conferences and on site trainers have provided Professional Development and Coaching to all of our teachers.
- **Reading Bug:** Free author visit assemblies are offered through the school year to all grade levels at various times, depending on the reading level of the authors' books.
- **Toyonaka Municipal Oike Elementary School:** Oike School is our partner Friendship School in Toyonaka, Japan. We began the partnership with a commitment in the summer of 2014 to be pen pals and friends with Oike School. Principal Watanabe and Principal Dullea have been corresponding and all LEAD students grades TK-5 wrote pen pal letters to the students of Oike during the 14-15 school year. The school has our pen pal letters posted in their halls! Principal Watanabe visited and toured LEAD in early August of the 15-16 school year. Plans to skype and communicate throughout the year with the students and staff of Oike are in place. We even have a translator partner living in Menlo Park who attended Oike School and is donating his services to us as a grad of the school who recently traveled to Japan to attend his Oike school reunion for the class of 1959! Google Oike School and you will see the many similarities they share with us! Come admire our beautiful gifts from Oike. We will be doing a video for Oike in the fall of 2016.

**PETS ON CAMPUS:** Please understand that for health and safety reasons, pets are NOT allowed on campus during school hours unless prior arrangements have been made with teachers and administration.

**PHONES:** Office phones are available for students on an emergency basis only. Parents needing to get in touch with their student or their student's teacher, should call the office directly. Calling and texting students or teachers on a cell phone is prohibited during school hours. If your student needs to bring a cell phone to school, it should be turned off and kept in their backpack during school hours. Any student in violation of these protocols will have his/her cell phone turned in to the office and a parent will need to come pick it up. Repeat violations will result in students losing the privilege of having a cell phone on campus. Students are not to use the classroom phones unless closely monitored by their teachers. **Please make sure your child has memorized parents' or guardians' cell phone numbers, teacher's name and student's last name.**

**PROGRESS REPORTING/PARENT-TEACHER CONFERENCES:** Back to School Night is an opportunity to learn about the teachers' means of implementing the curriculum and classroom policies. Attendance is required. Individual parent-teacher conferences are held in October (At Risk), November, all students, and March as needed by appointment. Your child's progress is reported at these times and additional plans are made and summarized in writing. First trimester report cards will be sent home at the November conferences.

Report cards are sent home each trimester in the Tuesday envelopes. End of the Year Report Cards may be held until all textbook and library fines are paid. Either parents or teachers may initiate additional conferences throughout the school year by contacting the classroom teacher.

**PROMOTION 5<sup>th</sup> GRADE:** Held yearly at the end of the year to celebrate the successes of our 5<sup>th</sup> graders and bid them farewell as they move on to middle school. A flier with pertinent information regarding time, place, parking, promotion protocols, sign in procedures and dress code is sent home through the 5<sup>th</sup> grade teachers. 5<sup>th</sup> Grade Promotion is a student centered event with Student MC's and speakers, and 4<sup>th</sup> grade greeters. Family members are asked not to disrupt the flow of the ceremony by leaving their seats at any time once the students are seated and during the ceremony. The PTA and 4<sup>th</sup> Grade parents sponsor a Reception immediately after the ceremony. Siblings/Cousins who attend LEAD Elementary School do **NOT** attend the ceremony.

**SAFETY and STUDENT RESTROOMS:** Teachers and staff are trained in the County's "Big Five" plan for safety. These emergency plans include Drop Cover and Hold for an Earthquake, Evacuation when leaving the campus is necessary, Lockdown/Barricade drills, Secure Campus, and Shelter in Place. The campus safety coordinator updates plans as necessary and drills are practiced with staff and students monthly throughout the year. Our campus is a secure gated campus with strict sign in procedures through the 'Envoy' iPad system. We also have security cameras throughout the campus and teachers and staff who know our students and families well and are trained to report suspicious activity. In cooperation with the SMPD, Stranger Danger and Digital Citizenship assemblies are held periodically. All students must obtain permission before using the restroom and sign out on the classroom bathroom log in appropriate grades (grades 2-5). Grades TK-2 go with a buddy. No adults are to use the students' restrooms. If you need to use a restroom please use the one located on the right side of the hallway in the school office.

**SPECIALISTS/ENRICHMENT OPPORTUNITIES ON CAMPUS:** In addition to the core curriculum, students receive weekly instruction by specialists in PE, music, and library. All students school-wide participate in the Hour of Code. Students can also participate in the After School Academic Center and Digital Arts Enrichment, which provides both academic support and enrichment opportunities after school including producing our daily broadcasts of K-O-W-L. We have Enrichment opportunities this year after school with a focus on technology, Digital Arts, Cooking, Sewing and Bricks 4 Kidz in partnership with the PTA.

**STUDENT PROGRAMS AT LEAD:** Student programs at LEAD foster a culture of respect, empathy, responsibility, reporting and healthy play. Our LEAD community and family member are guided by the following:

TAKE CARE OF YOURSELF

TAKE CARE OF EACH OTHER

TAKE CARE OF THIS PLACE

Each classroom in addition to establishing their classroom community at the beginning of the year, also incorporate these three simple statements to guide student's as they make choices and interact with one another. Classrooms will create posters with their ideas generated around these 3 statements and use the language to guide student behavior and choices

- **BUDDIES:** Responsible Students from classrooms serve as "OWL BE YOUR FRIEND BUDDIES" to new students who join our LEAD family throughout the school year. These buddies meet and greet the new students in the office on the new student's first day at LEAD, escort them to class, introduce them to peers and the daily routine of being a student at LEAD Elementary. These special buddies serve as companions and friends for the new students.
- **BUDDY CLASSROOMS:** Upper Grade classes partner up with lower grade classes to gather together and learn from one another periodically throughout the school year. Buddy Activities may include art lessons, technology/Digital Arts projects, literacy based activities that include reading and writing and even plays and singing opportunities!
- **GARDEN:** Each class will plant and maintain a garden in our gardening area. Each class needs a parent garden buddy. The hope is that students will learn healthy eating habits through a hands on science experience. Please



contact the PTA Room Parent Coordinator (Maria Rivera) at x 6843 if you would like to be a parent volunteer to help with the planting or maintenance of the garden.

- **OWL STUDENT AMBASSADORS:** Under the direction of the school Principal, a student from each class is nominated to serve as an OWL (**O**utstanding and **W**illing to **L**ead) Student Ambassadors. These student ambassadors will serve as Spirit Leaders for their grade level, as well as tour guides, guest escorts and school wide role models for Kindness, Empathy, Respect, Responsible Reporting and Healthy Play. For the 2016- school year, they will meet monthly with the Principal at lunchtime to plan Monthly Spirit Fridays, organize and tabulate Grade Level Spirit points, choose character traits for the month, generate ideas and offer a student perspective on the school as a whole.
- **PEACE SIGNS PEACE KEEPERS:** Student Peace Keepers will serve as School wide conflict resolution managers to help the students resolve disputes on the playground in a step-by-step process. Peace Keepers will wear bright orange caps to help distinguish them on the playground. Classroom teachers, classes new to the school, new students, and aides are trained to teach the student to utilize this consistent school wide approach. The Stoplight Solution incorporates the Peace Signs language:
- Peace Signs Steps
  - STOP: Take a deep breath, count to ten.
  - 2 THINK: Think about how you are feeling and how the other person is feeling. What can you do to solve the problem?
  - 3-ACT: Pick a solution to solve the problem and give it a try! If you need further help after trying your solution, find an adult on campus

**POWER of PLAY/PEACEFUL PLAYGROUND:** Healthy Communities are created through healthy play. Play creates essential opportunities for students to explore their imaginations, to connect with other people and to stretch and grow physically. RESPECT, INCLUSION, HEALTHY PLAY and HEALTHY COMMUNITY are the core values of The Power of Play. Students will be introduced to the Power of Play Principles and Games through PE at the beginning of the year with the core values reinforced throughout the year in classes and on the playground before school and during recess.

**SPIRIT POINTS:** Spirit Points will be awarded monthly throughout the school year for grade levels (TK/K-2 and 3-5) whose students earn points for: 1) Participation in school activities and spirit days, 2) The least number of tardies, 3) The least number of office referrals for poor choices, 4) Parent participation at Principal/PTA/Parent Coffees, evening offerings and meetings, 5) The most "Give A Hoot" cards for taking care of themselves, others and our place, and 6) Participation, role modeling and leadership in special activities such as the Jump Rope for Heart, Olympics, Read A Thon, and Walk and Bike to School Days. Monthly updates of grade level spirit points will be in the-face case near Room 2. At the end of the year, the K-2 and 3-5 grade level winners will be treated to a special Principal's Field Trip!

**STUDENT SUPERVISION:** Lead Elementary staff members supervise students before school on the yard from 7:50am - 8:00am, at morning recess, at lunch, and at pick up until 2:30pm (Weds 12:10 pm) for grades K-3 and until 2:45pm (Weds 12:40) for grades 4-5.

Supervision will also be provided for students waiting for the bus after school. Running in the hallways is not allowed. Please walk respectfully onto the campus daily. Students should walk to and from classes to the parking lot, recess, playground, class, library, etc. Please help us by encouraging your students to walk to class and to the play yard

**SUPPORT and STUDENT SERVICES:** The following public and on campus agencies provide support services for parents and their students:

- **Child and Adolescent Hotline and Prevention Program:** This is a free resource available to San Mateo County residents. It is called Child and Adolescent Hotline and Prevention Program and is available 24/7 to support community members. They can be reached at (650) 567-5437, [567kids@star-vista.org](mailto:567kids@star-vista.org). Contact information- Adam Beyer, MFTI, (650) 339-5536.
- **Family Resource Services:** Located in room LGI-3 and social work counselor (Tara Currie-Martinez at 650-743-5883) is available five ~~four~~ days a week. This service is funded by county measure A and is available free of charge to all Lead Elementary families throughout the year. We are excited to have this resource on our campus. If you need assistance deciding which agency to call, contact the Family Resource Center at 650-743-4963 or The Community Information Program at 650-802-7950. A Benefits Analyst can be contacted by Tara Currie-Martinez at 650-743-5883.
- **Parliament:** This team is comprised of the Principal, School Psychologist, ELD teacher, Reading Recovery/ Reading Intervention Teacher, Resource Teacher, and Literacy Coach as well as the Digital Arts Coordinator and teacher leaders who may attend meetings on an as needed basis. They Parliament meets weekly to support all students at Lead Elementary. In the process they review referrals, data, and discuss student profiles, services and assessments needed for students. The Parliament group organizes and leads the bi-yearly Grade Level Profile Meetings and May Placement Meetings. Parents may write a letter to the Parliament team if their child has a particular need for placement that may be described in terms of classroom culture/ teacher style, but may not include a teacher name.
- **PARENT ED: Parent Education Programs** are held at the school site during the school year. These programs are designed to meet the current parents' or guardians' needs for keeping up to date with positive interventions that they can utilize with their students to promote healthy family interactions. Opportunities include evening meetings organized through our Parent Involvement Project and PTA, as well as presentations at the monthly PTA/Principal Coffees held on the last school Friday of every month. We are hoping to also provide technology and English language classes throughout the school year.
- **PIP: Parent Involvement Project:** This unique and highly successful project addresses the achievement gap by uniting community, parents and schools. The Parent Involvement Project's innovative approach provides high quality learning experiences to enable parents to have a more positive and supportive impact on their students development. Some of the resources available through PIP are Parent Education Workshops, help with Classroom Participation, Home Visits, and Enrichment Activities. We are fortunate to be home to a PIP Preschool on campus!
- **School Counseling and Services:** Provided by the social work/counselor in the Family Resource center, the counseling intern, and school psychologist. Counseling Services are designed to support the school mission, enhance students' learning, provide support and suggest possible resources. Counseling staff runs small group counseling meeting for students on a variety of topics including self-esteem, changing families, anger management and social skills/friendship. Our school is fortunate to also have full time an art counseling therapist on our complex. . This intern is able to meet with students and families on an as needed basis but must have signed permission for ongoing counseling services available to 20 students.
- **Outreach:** Our PTA outreach campus coordinator and counselor can assist you with school- related outreach needs including uniforms and school supplies, and will direct you with any family concerns to the Principal, Support Personnel and/or the Family Resource Center.
- **School Psychologist:** Our school psychologist is on campus Wednesday, Thursday, and Friday. The school psychologist leads SST and IEP meetings along with the resource teacher and the Principal. She is also available to our students and parents on the days she is on campus.

- **Special Education:** Students with IEP's are served through the Special Education Department of our District and school. LEAD has a full time Resource Teacher and Para Professional who provide services to students with IEP's as well as a Speech Pathologist and School Psychologist (see above) who also provide services and assessments. LEAD also has three SDC teachers who service qualified students in their SDC classrooms.
- **Student Success Team (SST)** is a problem solving and coordinating structure that assists students, families and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parents and student to participate in finding solutions. Additionally, it also provides a structure to review the academic, behavioral, and health status of each student in a particular classroom. This process informs individual actions for students, including referral to the formal SST process, and class-wide actions to address issue such as use of class resources, behavior management, classroom modifications, and health education. The SST also provides an opportunity for school staff, family members, community agencies, and other important people to present their concerns about an individual student, and through discussion and study, to plan a positive course of action, assign responsibilities and monitor results for a student/family. For students receiving Special Education services, request an IEP meeting to address these issues. A SST brochure is available in the office for families requesting more information.

## TECHNOLOGY:

LEAD has emerged as a new K-5 magnet school with a focus on Integrated Literacy and Digital/Literacy Arts ~ an emerging field of study that uses technology to facilitate literacy, writing and creative arts through recording, video production, graphic design, coding and other mediums. Lead Elementary is a dual platform school that currently houses an iPad LAB, 3 iPad carts utilized by all grade levels and teachers, 3 Nexus Tablet carts for primary grades and 3 Chrome Book carts. Each teacher is also equipped with an iPad and MacBook Pro. Current technology in classrooms includes E-Beam, document cameras and teacher microphones. Corporate funding is being sought for additional chrome books, tablets and classroom, lab technology and literacy materials. All LEAD students are expected to be responsible and competent digital citizens.

## TRANSITIONAL KINDERGARTEN (TK)

Transitional Kindergarten is the first of a two year kindergarten program at Lead Elementary School. Students learn mainly through hands on experiences and benefit from many opportunities for practice. They strive to make connections between all the new ideas and information they are learning. Throughout the day our TK teachers integrate math, language, literacy development and social emotional skills into small group activities. They are busy teaching within each child's zone of proximal development so that each child reaches his or her potential. What looks like play is actually a well-orchestrated ensemble of learning. TK will remain a half day program throughout the school year. Absent policies for TK are the same as for K.

**TOYS/SPORTS EQUIPMENT:** Students come to school to learn. Teachers have created learning environments that minimize distractions. In keeping with this philosophy, as a general rule, toys and sports equipment from home are not allowed at school, as they are distractions. Please monitor your child's backpack to make sure that toys such as stuffed animals and video games are left at home. Students are not to bring valuables or money to school unless bringing in money for a fundraiser or fieldtrip, which should always be in an envelope clearly marked with the student's name, teacher and grade level.

**TUESDAY ENVELOPES:** Every Tuesday you can expect your students to bring home a large white envelope with school information. The yearly calendar is printed on the front of the white envelope. Please read correspondence from the school carefully, review the contents to see if it pertains to your family, and then have your child return the empty envelope to school, with signed forms if required that week. All correspondence from the school will be written on **white paper with the school logo at the top**, and is available on the website, lead.smfcsd.net.

**STUDENT BEHAVIOR:** In the first week of school, the Principal and Counselors will invite students to special assemblies to discuss student behavior and expectations as well as empower them on how to be a friend, stand up, not stand by, when conflicts arise, and problem solve. They will review our 3 Pillars and the Peace Sign Stoplight Solutions. Please review the following sections carefully with your child: Lead Elementary School Behavior Expectations and Lead Elementary Student Transportation Rules, Consequences and Regulations.

**BEHAVIOR EXPECTATIONS:** It is our goal to maintain a happy, positive and safe school environment for all students and staff members. To further this goal, we have developed the following behavior expectations for students. These expectations for students are built around three overarching pillars that we foster at school:

- Take care of yourself- be safe in the classroom, hallways and on the playground.
- Take care of each other- be courteous and respectful of those around you.
- Take care of this place- be responsible for your actions, words, belongings, and trash.

The staff has been trained in the elements of conflict resolution. Students are given practice in talking out solutions when there is conflict in the classroom or on the yard. The students should be able to follow these steps at school and home. The basic steps toward conflict resolution are:

#### **Basic Steps/Peace Signs Model**

- Stop. Cool off. Count to ten and take a breath.
- Talk and listen to each other.
- Find out what you both need and Brainstorm solutions.
- Choose the ideas you both like best.
- Make a plan, make a positive impact, GO FOR IT!

Classroom rules are developed at the beginning of the year and Peaceful Playground guidelines and games are introduced and discussed in classrooms and in each PE class. Positive behavioral interventions for infractions may include mindful walks around the track at recess, campus community service, loss of privileges, time outs away from peers, parent join the classroom and time suspension from classroom by the teacher, or referral to the office.

When students have a discipline meeting with the Principal or administrative designee, conversations occur and due process for students is followed. The follow through from the meeting is communicated to the classroom teacher and if need be, parents may also be contacted by phone or asked to conference at school.

All staff members have a responsibility for assisting in explaining and enforcing school rules. Students may be corrected by any school employee. Most behavioral guidance and follow through with students take place at the classroom level by the teacher. Most behavioral incidents require restorative justice practices such as, a conference with the student, student call to the parent, loss of privileges at home, a teacher or office assigned consequence, such as a written letter of apology, conversation, conflict resolution, or loss of privilege.

More serious incidents or persistent problems may result in parents being invited to attend school, referral to counseling or counseling groups, creation of a behavior plan for the student, referral to the Family Resource Services, or in very serious cases, in house suspension, off campus suspension, referral to outside authorities or referral to the Board of Trustees for expulsion. The following are prohibited: threatening or causing physical harm to others, using inappropriate language or gestures, possession of dangerous objects, weapons, or controlled substances, unauthorized sales between students, sexual harassment, and damaging school or private property. As a general rule, more serious consequences are used only when other positive behavioral interventions have failed to bring about a change, except in those instances where the behavior itself was serious enough to warrant suspension on first offense.

Sexual/Gender/ Physical/Racial harassment is not tolerated at Lead Elementary School. This includes any action that makes a student feel uncomfortable or teased based on their gender, race, physical appearance, or religious beliefs. These types of actions violate Ed Code and will be dealt with seriously by administration.

Bullying of any kind is not allowed at Lead Elementary School. Bullying can be name calling, physical violence against another student, or social exclusion. We encourage students to **report** bullying and help support other students being bullied by reporting the bullying of others. Bullying will not be tolerated and will be dealt with by classroom teachers, Administrative Designee and/or Principal.

## TRANSPORTATION RULES, CONSEQUENCES AND PROCEDURES

- **STUDENT CONDUCT ON SCHOOL BUSES**

- Appropriate behavior is critical to the safety of all persons on and off the school bus. The school bus is an extension of the school, and all rules and regulations pertaining to conduct on the school grounds apply to riding on school buses and waiting for the school bus. The bus driver has the legal authority and responsibility to enforce school bus rules and regulations. Students on board a school bus are directly responsible to the driver for their conduct and actions.

- **RULES**

- Loud talking, yelling, and horseplay distract the driver and will not be tolerated. Except for emergencies, students should not talk to the driver when the bus is in motion.
- Students are to stay seated, except when exiting the bus. Students must accept or change seats as directed by the driver.
- Students are not to open or close windows or emergency doors except as directed by driver. All parts of the body and objects must be kept inside the bus at all times.
- No animals, birds, reptiles, fish or insects may be transported on a school bus, whether in containers or not. No knives or other sharp pointed objects are allowed.
- Students are expected to be courteous and respectful to the driver, each other and other motorists. Profanity, rude remarks, obscene gestures, etc. will not be tolerated.
  
- Eating, drinking, chewing gum, or spitting is not allowed on the bus, nor marking, destroying or tampering with the bus.
- Disrespect or disobeying the bus driver will not be tolerated.

## CONSEQUENCES

By State Law and Board Policy, students may be denied bus riding privileges when it is necessary in the interest of discipline and safety. Notification of such action will be communicated to the parent or guardian by the principal.

- *1<sup>st</sup> Violation* Warning by the Bus Driver
- *2<sup>nd</sup> Violation* Denial of ability to ride the bus for up to 5 days.
- *3<sup>rd</sup> Violation* Referral to the principal and possible suspension from riding the bus.
- In cases of severe misconduct a student may be assigned a penalty more severe than provided for in the normal process.

**VOLUNTEERS/SUPPORT IN INDIVIDUAL CLASSROOM:** TK/K/1 volunteers are coordinated through the PIP program. Grade 2-5 teachers may make specific requests for support. This could be in your child's or any other classroom. Examples may be: clerical support, support with activities occurring in the classroom, field trip chaperones, school events, etc. Please contact PIP, your child's teacher or room parent if you are interested in volunteering. LEAD Elementary is dependent on your participation as a parent volunteer. It is a rewarding experience for both you and your child. Please consider volunteering on campus. We love our parent volunteers!

**VOLUNTEER GUIDELINES: GUIDE LINES FOR FINGERPRINTING VOLUNTEERS:** Volunteers who work directly with students and are not under the direct supervision of a certificated staff member must be fingerprinted. This will include anyone driving students on a field trip or possibly being alone with a group of students on a field trip.

- The LEAD school office has Livescan Request Forms with our school name printed at the top.
- A Livescan Request Form is distributed in the first day packet to each parent/guardian wishing to be fingerprinted. This form is to be completed prior to their fingerprint apt and taken to the appointment.
- Parents/Guardians make their own appointments. They may go to **ANY** facility that uses "livescan". There are several UPS stores (check with store for fee) that use this technology in addition to these places:
  - UPS Belmont – 951 Old County Road, Belmont, CA ([650\) 598-9611](tel:6505989611); the fee is \$56.00 (subject to change).
  - Contemporary Services Corp. Contemporary Services Corp - 21216 Cabot Blvd, Hayward, CA , 650-524-8889; the Fee is \$47.00 (subject to change).
- Parents/Guardians will need to bring their driver's license/California ID or Passport, payment for livescan (personal checks ok) and Livescan Request Form to their appt.
- Parents/Guardians keep the pink copy and the "yellow" part of the Livescan form must be returned the LEAD office staff who in turn will submit it to the District Human Resources.
- The fingerprinting process can take up to two weeks; please plan accordingly before field trips.
- Once you've completed the process, you're done through 8<sup>th</sup> grade!