

# FIRST STREET SCHOOL

## STUDENT HANDBOOK

FIRST STREET SCHOOL

1400 FIRST STREET

LINCOLN, CA 95648

916-645-6330

916-645-6284 (FAX)



RUBEN AYALA, PRINCIPAL

# IMPORTANT INFORMATION ABOUT FIRST STREET SCHOOL

Address:	<b>1400 First Street, Lincoln, CA 95648</b>
<b>Telephone Number:</b>	<b>916.645.6330</b>
Fax Number:	916.645.6284
<b>Attendance Line:</b>	<b>916.434.7240</b>
Principal:	Rúben Ayala
School Secretary:	Norma Lázaro
Clerk II	Angie Selter
School Hours:	8:15am - 2:40pm <b>(grades 1-5)</b>
Early Release Days:	8:15am - 1:40pm <b>(grades 1-5)</b>
<b>Kindergarten:</b>	<b>8:00am - 1:40pm</b>
<b>Office Hours:</b>	<b>7:30am - 4:00pm</b>
School Colors:	purple, silver and white
School Mascot:	roadrunner
School District Office:	916.645.6350
School Transportation:	916.645.6346
City of Lincoln Transit:	916.645.8576

"Western Placer Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

Questions can be directed to our Equity Compliance Officer Kerry Callahan  
600 Sixth St. Lincoln, CA 95648 916-645-6350

## **EMERGENCY CARDS**

It is extremely important to the welfare of your child that the student emergency card contains accurate information at all times. **PLEASE** complete the emergency card and return to school immediately. A telephone call to the office with any changes is greatly appreciated by the office staff

## **FIELD TRIPS**

Field trips will be scheduled throughout the school year. Students will be charged a small fee for each trip. Students may not be allowed to participate in field trips for disciplinary reasons. This is up to the discretion of the classroom teacher. Students are to travel to and from all field trips on district transportation. Parents serving as chaperones should plan to travel on district buses to and from the location of field trip. **Siblings are not to attend field trips.**

## **FOOD IN THE CLASSROOM**

Throughout the school year, homemade food items may be brought into the classroom holidays or celebrations. If you do not wish your child to partake in homemade food items, please sign the form that was sent home the first day of school. Because we are trying to teach students healthy eating habits, we are requesting that when you bring items for classroom celebrations that they be healthy (raw vegetables, low fat, low salt, etc.) or related to the day being celebrated. Ask your child's teacher for other ideas.

## **HEALTH SERVICES**

The district nurse is on site one day a week. You may contact the school office to find out her schedule if you need to speak directly with her.

**PLEASE NOTE THAT STUDENTS ARE NOT TO CARRY MEDICINE WITH THEM. ALL MEDICATION IS TO BE KEPT LOCKED UP IN THE FIRST AID CABINET IN NURSE'S OFFICE.** Proper paper work needs to be on file in the nurse's office for any medication being dispensed. This includes **ALL** types of medicine: prescribed and over the counter. Both types of medication need to be brought to the nurse's office in their original container.

## **LIBRARY SERVICES**

Our library provides excellent service for our students and classrooms will use it on a regular schedule. Please be aware that your child (ren) is responsible for the book(s) they check out. If damage occurs or if the book is lost, report cards or awards will be held until the charge is cleared.

## **TARDINESS**

Students are expected to be on time for school and the staff at First Street School would appreciate help from our families to see that this occurs. IF a child is late in the morning or arrives during the school day, they must first go to the school office and get an **ADMIT SLIP**. Teachers will not let students into class without this slip.

## **HOMEWORK POLICY**

ALL teachers will regularly assign homework beginning with approximately twenty minutes in kindergarten, gradually increasing to about an hour in fifth grade. The intent of homework is to extend classroom instruction, improve study skills and engage parent involvement. Homework is the responsibility of the student.

Teachers may request that parents sign individual assignments or a weekly assignment log. Teachers will notify parents if students accumulate three or more incomplete or missing assignments. After school detention may be assigned if homework is not completed on time.

## **INSURANCE**

Western Placer Unified School District takes appropriate steps to protect students from injury. Even so, accidents can and do happen while participating in activities that take place on campus, on school trips and during extra-curricular activities.

Since the district **DOES NOT** provide accident or medical insurance for school related injuries, it does make available affordable insurance plans to help in the event of an accident and urges the parents to consider purchasing the plan(s) that best fits your needs. Information on school insurance plans went home the first day of school. If you should have any questions please check with the school office staff.

## **ITEMS BROUGHT TO SCHOOL FOR STUDENTS**

Lunches, clothes, books or other items brought to school for students should be brought to the school office. Students will be notified of the item's arrival and are responsible for picking it up from the office.

## **LEAVING SCHOOL**

First Street School is a closed campus. Students are not allowed to leave the campus for any reason during the school day unless the parent or a designated person signs them out at the school office. Office staff will call students from their classrooms once they have been signed out. This practice is for the safety and security of our students.

Students need to leave for home or designated childcare immediately after school has been dismissed unless they have written permission to remain on the school campus.

## **LOST AND FOUND ITEMS**

Clothing items found at school should be placed in the lost and found area. Money or other valuable items will be kept in the front office until claimed. Periodically throughout the school year items not claimed are donated to local organizations for distribution to those in need.

## **PERSONAL ITEMS**

Cell phones, IPODS, IPADS, video games, skateboards, hats, water pistols or any other non-school related items are not permitted on school grounds and will be confiscated. Parents will be requested to pick the item(s) in question up from the school office.

If you have any questions whether or not a specific item is allowed on campus please feel free to contact the school office at 645-6330.

## **POSITIVE INCENTIVE PROGRAMS**

All of our staff support students and encourage them to maintain appropriate behavior at all times. In addition to individual classroom positive incentive programs offered by the teachers, we recognize appropriate student behavior and reward students with these school wide positive activities: Positive Behavior BBQ, No Citation Free Play, Perfect Attendance and Student of the Month.

## **REPORT CARDS**

First Street School is on the trimester system and report cards will be sent home at the end of each one. Teachers will contact parents to arrange conferences as needed during the school year.

## **STUDENT NUTRITION**

The school district cafeteria staff strives to provide a well-balanced and nutritious meals for our students.

The staff at First Street School requests that parents support this by limiting the amount of "fast food" brought onto campus for our students. We realize that there are special occasions where a "treat" is appropriate but would like to encourage that this practice be held to a minimum. Also the office staff is extremely busy at lunchtime and will not be able to deliver lunches. Parents are always welcome on campus to eat with their students. We request that they sign in at the school office when they arrive and sign out when they leave.

## **RISK OF RETENTION NOTICES**

Risk of Retention notices are sent home four times throughout the school year to those students who are not meeting grade level standards. These students are given the opportunity to participate in intervention programs that are intended to help them meet the grade level expectations.

## **STUDENT SAFETY**

The safety of our students is a primary concern of the First Street School Staff. The Lincoln Police Department offers safety assemblies to our students, focusing on bike and pedestrian safety tips. **PLEASE TAKE THE TIME TO REVIEW A SAFE ROUTE TO SCHOOL WITH YOUR CHILD. REMEMBER THAT ANY CHILD RIDING A BIKE TO SCHOOL MUST WEAR A HELMET.** Students observed without a helmet WILL not be allowed to leave the school campus with their bike. Students will be required to call home for either a ride or a bike helmet. Your cooperation with this is greatly appreciated. A combined effort by our First Street School parents and staff will make the campus a safe environment for our students.

## **COMMUNICATION**

Messages to students are delivered to classrooms at 2:00pm each day. The office staff can't guarantee that messages received after that time will reach your child (ren). The staff at First Street School puts a high priority on parent and teacher communication. Our school uses the following avenues of communication and recognition: weekly notes from the office, trimester report cards, parent teacher conferences, Back to School Night, Open House, telephone conferences, achievement certificates and many others. Each teacher has his/her own way of communicating with parents as well. Your concerns can be addressed by contacting the school office at 916- 645-6330.

## **DRESS CODE**

\*Students are to attend school in suitable attire, appropriate for learning and comfortable for school activities. Students should always:

\*Dress neatly

\*Be clean

\*Footwear must be worn at all times. Open toed sandals should be worn with socks for playground safety. "Thongs", "flip flops" or other such footwear that fits the foot loosely are not allowed at any time.

\*Shorts must reach at least to fingertip length when standing with arms at side.

\*Blouses and shirts must cover the midriff. "Crop tops": and "tube tops" are not acceptable.

\*Spaghetti straps are not to be worn without another shirt over the top.

\*If overalls are worn (girls), both straps must be fastened and the straps are to be worn at the shoulders.

\*Pants must fit snugly at the waist and underwear must not be visible.

\*Colored handkerchiefs are not acceptable at school.

\*Apparel with offensive words, pictures or symbols are not allowed. Clothing exhibiting drugs or alcohol is not to be worn at anytime.

## **PARENT VOLUNTEERS/VISITORS**

Parents are welcome to visit classrooms after signing in at the school office. New legislation makes it necessary for classroom volunteers to complete the following: proof of a negative TB test and completion of a Volunteer Information Form. These two items need to be on file in the school office. When on campus, all visitors are requested to sign in at the school office and wear a visitor sticker. Your cooperation with this is greatly appreciated!

## **NON-PARTICIPATORY STATUS**

Non-participatory status is a disciplinary consequence that the administration employs to encourage proper behavioral responses from students and may include one or all of the following: loss of activities, loss of participation in recesses, loss of participation of lunch time activities and/or loss of campus privileges such as a field trip.

## SCHOOL WIDE RULES

### Playground rules:

- ❖ Walk quietly around classrooms;
- ❖ Stay in designated areas;
- ❖ Skateboards, radios, electronic games, stuffed animals and toys are not allowed at school;
- ❖ Freeze when whistles are blown or the bell rings and line up when instructed;
- ❖ Use the restroom and get drinks during recess BEFORE the bell rings and line up when instructed;
- ❖ Use playground apparatus safely at all times;
- ❖ Food and drink are not to be on the playground and follow directions of supervisors and teachers.

### Cafeteria rules:

- ❖ Walk quietly to the cafeteria;  
Keep hands and feet to yourself;
- ❖ Speak quietly and politely at all times;
- ❖ Sit at assigned tables;
- ❖ Remain seated until excused
- ❖ Follow the directions of supervisors and teachers.

### Bus rules:

- ❖ Wait quietly at the bus area;
- ❖ Speak quietly
- ❖ Follow the directions of supervisors, drivers, teachers
- ❖ Follow ALL bus rules.

## CONSEQUENCES

Students are expected to cooperate with all school personnel. Each teacher handles classroom discipline; however, continued problems could result in a referral where disciplinary action to correct unacceptable behavior will be taken.

All classroom teachers develop, post, and consistently enforce classroom standards for behavior with positive and negative consequences. The following rules applied when students choose to break a school rule:

1. The Teacher circles warning or citation.
2. If it is a warning, the student goes directly to "Time Out Area."
3. 1<sup>st</sup> Citation (in the month) = 2 recesses and RDR.
4. 2<sup>nd</sup> Citation (in the month) = week of lunch detention and field trip privileges will be revoked for the month.
5. 3<sup>rd</sup> Citation (in the month) = parents will receive a letter home from Mr. Ayala and lunch detention.
6. 4<sup>th</sup> Citation (in the month) = suspension  
\*After suspension, all field trip privileges are revoked for the year.

## FIRST STREET SCHOOL CITATION INFRACCION ESCUELA CALLE PRIMERA

Name of student:

Nombre del estudiante \_\_\_\_\_

Time/Hora: \_\_\_\_\_ Teacher/Maestro(a) \_\_\_\_\_

Date/Fecha: \_\_\_\_\_ Staff/Personal escolar: \_\_\_\_\_

Student failed to:

El estudiante no cumplió con las siguientes reglas:

\_\_\_\_\_ Follow classroom rules (see comments)  
No observó las reglas del salón (vea los comentarios)

### Playground/Patio de recreo:

\_\_\_\_\_ Show respect for students and adults  
Demonstrar respeto con otros estudiantes y adultos

\_\_\_\_\_ Stop playing when the bell rings  
Dejar de jugar después de la campana

\_\_\_\_\_ Keep the school grounds clean  
Mantener la escuela limpia

\_\_\_\_\_ Keep hands, feet or objects to yourself  
No usar los pies, las manos o otros objetos para golpear

\_\_\_\_\_ Obey school personnel  
Obedecer al personal escolar

\_\_\_\_\_ Use equipment safely  
Usar los juegos de una manera segura

\_\_\_\_\_ Walk to and from the classroom  
Caminar al ir y regresar del salón

### Cafeteria/Cafetería:

\_\_\_\_\_ Follow directions of supervisor  
Seguir las instrucciones del supervisor/a  
\_\_\_\_\_ speak softly  
Hablar en voz baja

\_\_\_\_\_ Move about the cafeteria without bothering other students  
No molestar a otros estudiantes en la cafeteria

\_\_\_\_\_ Remain seated until excused  
Permanecer sentado/a hasta recibir permiso de salir

\_\_\_\_\_ Use good table manners  
Usar buenos modales para comer

\_\_\_\_\_ Other – see comments  
Otra Cosa – vea los comentarios

Comments/Comentarios:

Student response/comentarios del estudiante:

Action taken/Acción tomada

\_\_\_\_\_  
Parent Signature/Firma del padre o madre:

(Please sign and return to school)

(Por favor firme y regrese a la escuela)

# FIRST STREET SCHOOL

Dear Parents:

Please read and discuss this handbook with your child and keep it for future reference. It would be appreciated if you and your child would sign this page and return it to school.

I have received a copy of the parent/student handbook and behavior plan for First Street School. I understand the importance of reviewing this plan with my child and we both agree to support the behavior standards outlined.

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**REMOVE THIS PAGE AND  
RETURN TO YOUR CHILD'S TEACHER  
AS SOON AS POSSIBLE!**

## Escuela Calle Primera

**Estimados Padres,**

**Por favor tomen un poco de tiempo para leer y discutir el Manual para Padres/Estudiantes con su hijo(a).**

**He recibido una copia del Manual de Padre/Estudiante y el plan escolar de conducta. Entiendo la importancia de revisar este plan con mi hijo(a) y apoyar las normas escolares.**

**Estudiante:** \_\_\_\_\_

**Firma de Padres:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

Por favor de regresar esta página al maestro(a) de su hijo(a).