

Jack Northrop Elementary School



Parent and Student Handbook

2020-2021



Jack Northrop Elementary School

835 E. Avenue K-4
Lancaster, CA 93535
(661) 949-0435

Home of the Explorers

Principal — Charles E. Coleman Jr.
Assistant Principal – Ruth Girón-Wong

Secretary - Lori Hawkins
Attendance Clerk - Maria Elsa Piña
Enrollment Clerk – Viviana Castillo
Program Clerk – Christine Rodriguez
Campus Supervisor – Melissa Cowie & Debra McGuire
School Psychologist – Nicole Hollingsworth
Health Clerk – Angie Romero

School Hours

Transitional Kinder – 5th = 8:35-3:18
Minimum Day held each Tuesday = 8:35 - 12:50
Gates Open at 8:05
School Office Hours – 8:00 – 4:00

School Colors
Royal Blue and Silver

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Lancaster School District

Jack Northrop Elementary School

835 E. Avenue K-4, Lancaster, California 93535

Charles E. Coleman Jr., Principal
Ruth Girón-Wong, Assistant Principal
TEL: (661) 949-0435
FAX: (661) 945-3463
TEL: (661) 949-0435

A MESSAGE FROM THE PRINCIPAL

Welcome to Jack Northrop Elementary, Home of the Explorers! I would like to extend a warm welcome to your family for the new school year! The Lancaster School District and our highly qualified staff are dedicated to providing the best possible, well-rounded education for your children. Working as members of a professional learning community, the Jack Northrop staff will collaborate on an ongoing basis to plan and implement effective learning strategies for all students.

Research shows that parent involvement increases student academic achievement! Parents are encouraged to participate in their child's education. There are many ways in which parents can be involved such as volunteering in the classroom, joining the Jack Northrop PTO, or becoming members of our School Site Council (SSC), and/or English Learners Advisory Committee (ELAC), providing donations, or simply helping at one of the events throughout the year.

This handbook is designed to give you the basic information needed for your child to have a safe and successful school year. Please review the handbook with your child and return the "Acknowledgement of Receipt and Review" form to your child's teacher by 17, 2020. Please don't hesitate to call us at 949-0435 if you have any questions.

I am looking forward to a "Great Year"!
Again, welcome to Jack Northrop Elementary School.

Sincerely,

Charles E. Coleman Jr.
Principal

Jack Northrop Elementary Mission Statement

“At Jack Northrop Elementary School our mission is to provide all students with the 21st century skills needed to reach their full academic potential and develop as a productive and contributing member of our diverse society.”

Jack Northrop Elementary Belief Statements

We believe:

- ❖ *All children can learn.*
- ❖ *Open and regular communication between home and school is essential.*
- ❖ *Staff teamwork and supportive leadership make our school successful.*
- ❖ *Strong parental involvement is vital to our school’s mission.*
- ❖ *Our Student Study Team process helps underperforming students succeed.*
- ❖ *Staff development, articulation, and planning are necessary to keep us focused on reaching our goals.*
- ❖ *Clear goals, timely assessments, and high expectations must continue to guide our curriculum, instructional strategies, and learning activities.*
- ❖ *Jack Northrop Elementary will continue to provide a safe and welcoming learning environment.*
- ❖ *Proper use of instructional technology helps prepare our students for the future.*
- ❖ *School business partnerships enhance learning and make our students more aware of our community.*
- ❖ *By providing activities and educational opportunities for our parents, we strengthen the relationship between school and home.*



Jack Northrop Elementary School

Lancaster School District

835 E. Ave K- 4

Phone: (661) 949-0435

Lancaster, California 93535

Fax (559) 945-3463

JNES Distance Learning Guidelines and Expectations for Parents and Students

Distance learning presents us all with formidable challenges. We are all learning how to do things differently for a while. Across our community of students, teachers and staff there is a wide range of comfort with technology. Hopefully these guidelines will help make the transition to distance learning an easier process as students, teachers, and families are adapting to a rapid and unexpected shift to distance learning.

JNES DISTANCE LEARNING GUIDELINES

The guidance below can help us all make the best of our distance learning environments and outcomes. It can help you be ready for some of the more practical aspects of learning from home.

Students will receive core instruction through Google Classroom virtually. Approx. half of the classroom (students) will receive Live Instruction (Synchronous) in the morning and the other half will receive live instruction in the afternoon. While half of the classroom is receiving Live instruction the other half is engaged in Asynchronous work (Which is Teacher directed independent student work). **ALL Students must login each day at 8:00 AM to check for assignments and instructions from the teacher.**

1. Establish routines and expectations

It is important to develop good habits from the start. Create a routine and follow your daily schedule. This will be very important when we eventually go back to traditional at school instruction. Help students get up, get dressed and ready to learn by the 8:00 AM school start time. **Make sure students are logged on and in their distance learning classroom by 8:00 AM even if they have Afternoon virtual live instruction from their teacher. Those with Afternoon Live instruction will be doing Asynchronous learning in the morning.** Keep normal bedtime routines, including normal rules for digital devices.

2. Choose a good place to learn

Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Our teachers, counselors, School Psychologist, and other staff will do the same.

3. Stay in touch

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful. Stay in contact with classroom and support teachers, school leaders and counselors. If you have concerns, please let someone know.

4. Help students 'own' their learning

We don't expect parents to be full-time teachers or to be educational and content matter experts. However, we would like parents to provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice. At JNES, your child usually engages with others students and any number of adults hundreds of times each day. Many of these social interactions will continue during distance learning, but they will be different. You cannot replace them all, and that's OK.

5. Begin and end the day by checking-in

In the morning, you might ask:

- What **Asynchronous(Teacher instructed Independent student Work)/Synchronous(Live Teacher Instruction)** work do you have today?
- Do you have any assessments?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?

Checking in on students to process instructions they received from their teachers, and it helps them organize themselves and set priorities – older students too. Not all students thrive in distance learning; some struggle with too much independence or lack of structure. These check-in routines can help avoid later challenges and disappointments. They help students develop self-management and executive functioning that are essential skills for life. Parents are good life coaches. Each Teacher will go over their individual classroom expectations in additions to these guidelines.

IMPORTANT LINKS

Tech Help:

How to Login to a Chromebook -- Cómo iniciar sesión en una Chromebook
Connect a Chromebook to the Internet -Cómo conectar una Chromebook a Internet
How do I sign in to Classroom--¿Cómo inicio sesión en Classroom?

Jack Northrop Website:

<https://www.lanbsd.org/Domain/14>

Power School Login:

<https://www.lanbsd.org/Page/1120>

Jack Northrop Peachjar Link:

<https://app.peachjar.com/flyers/all/schools/50322>

Houghton Mifflin Online text and workbook:

<https://connected.mcgraw-hill.com/connected/determineUserDashboard.do>

Students will be given Live Online Instruction from their teacher in either the Morning or Afternoon Group, however ALL students must check-in online every morning at 8:00 AM with their teacher!!!!

**TK-6 Distance Learning Schedule
Parent Overview**

<u>Transitional Kindergarten & Kindergarten</u>	<u>Grades 1-6</u>
<p>Both groups Morning and Afternoon check-in for attendance and Teacher instructions</p> <p>8:00-9:50: Morning Both groups check-in for attendance and Teacher instructions</p> <p><u>Morning Group : Teacher Led Live Online Instruction</u></p> <ul style="list-style-type: none"> • SEL- 25 min wkly; can be integrated • English Language Arts- 40-45 min daily • English Language Development 15 min & ELD 15 min during Asynchronous daily • Math- 40-45 min daily <ul style="list-style-type: none"> ◦ Block includes 20 minutes for breaks as needed <p><u>Afternoon Group: Begins Asynchronous work- 60 minutes, Teacher Directed</u> <i>Examples:</i> 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading or Math 20 minutes: PE Etc- all asynchronous minutes documented on the weekly report</p>	<p>Both groups Morning and Afternoon check-in for attendance and Teacher instructions</p> <p>8:00-10:05: Morning Both groups check-in for attendance and Teacher instructions</p> <p><u>Morning Group : Teacher Led Live Online Instruction</u></p> <ul style="list-style-type: none"> • SEL- 25 min wkly; can be integrated • English Language Arts- 45-50 min daily • English Language Development 15 min & ELD 15 min during Asynchronous daily • Math- 45-50 min daily <ul style="list-style-type: none"> ◦ Block includes 15 minutes for breaks as needed <p><u>Afternoon Group: Begins Asynchronous work- 100 minutes, Teacher Directed</u> <i>Examples:</i> 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading or Math 20 minutes: PE Etc- all asynchronous minutes documented on the weekly report</p>
<p>9:50-11:00: Intervention Block</p> <ul style="list-style-type: none"> • Small group intervention • Assessments (1:1, small grp, etc) • Parent/Student Support hours • Teacher Planning 	<p>10:05-11:00: Intervention Block</p> <ul style="list-style-type: none"> • Small group intervention • Assessments (1:1, small grp, etc) • Parent/Student Support hours • Teacher Planning

11:00-11:50 Lunch	11:00-11:50 Lunch
<p><u>11:55-1:45: Afternoon Group: Teacher Led Live Online Instruction</u></p> <ul style="list-style-type: none"> • SEL- 25 min wkly; can be integrated • English Language Arts- 40-45 min daily • English Language Development & Language Development- 15 min & 15 min in Asynchronous daily • Math- 40-45 min daily <ul style="list-style-type: none"> ◦ Block includes a 20-minute break as needed <p><u>Morning Group : Begins Asynchronous work- 60 minutes, Teacher Directed</u></p> <p><i>Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading 20 minutes: PE Etc- all asynchronous minutes documented on weekly report</i></p>	<p><u>11:55-2:00: Afternoon Group: Teacher Led Live Online Instruction</u></p> <ul style="list-style-type: none"> • SEL- 25 min wkly; can be integrated • English Language Arts- 45-50 min daily • English Language Development & Language Development- 15 min & 15 min in Asynchronous daily • Math- 45-50 min daily <ul style="list-style-type: none"> ◦ Block includes a 15-minute break as needed <p><u>Morning Group : Begins Asynchronous work- 100 minutes, Teacher Directed</u></p> <p><i>Examples: 20 Minutes: Assigned ELA and/or Math work; extension of in-class work, feedback required 20 minutes: iReady Reading 20 minutes: PE Etc- all asynchronous minutes documented on weekly report</i></p>
<p>1:45-2:55: Intervention Block</p> <ul style="list-style-type: none"> • Small group intervention • Assessments (1:1, small grp, etc) • Parent/Student Support hours • Teacher Planning 	<p>2:00-2:55: Intervention Block</p> <ul style="list-style-type: none"> • Small group intervention • Assessments (1:1, small grp, etc) • Parent/Student Support hours • Teacher Planning

TK-6 Minimum Days Schedule (9/22, 12/18, 6/3)	
Minimum Day TK/K	Minimum Day Schedule 1-6
8:00-9:50 <u>Morning Group: Online Live Instruction</u>	8:00-10:05 <u>Morning Group : Online Live Instruction</u>
9:50-10:15 Break	10:05-10:15 Break
10:15-12:05 <u>Afternoon Group: Online Live Instruction</u>	10:15-12:20 <u>Afternoon Group: Online Live Instruction</u>
12:05 Lunch	12:20 Lunch
Independent work time	Independent work time

GENERAL INFORMATION

Closed Campus

In accordance with Lancaster School District Policy, Jack Northrop Elementary School has a closed campus. Students must stay on the school grounds from the time they arrive until the end of the school day. Once students arrive on campus, they are to proceed to the quad, playground, or cafeteria. They should remain in the quad, playground, or cafeteria until the bell rings signaling the beginning of school. Please note that school begins promptly at 8:35. Students not in their class at 8:35 will be considered tardy and will be required to enter through the front office as our gates will be closed promptly for the security of our campus.

Visitors

The Lancaster School District Policy states that the Board of Trustees and staff of the school district welcomes and strongly encourages parents and members of the community, as well as other interested persons, to visit our schools. Visits during school hours should first be arranged with the teacher, principal, or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. Unless otherwise arranged, classroom visits may be limited to 20 minutes and will be scheduled at the discretion of the administrative and teaching staff (AR 1250). To minimize disruptions to the educational environment during classroom visits, we ask that parents make other arrangements for children who are not enrolled in our school.

For the safety and protection of all students, visitors must check in at the office and receive a visitor badge before entering any area on campus. Per Civil Code 3-2.10, persons without specific written authority or permission to occupy premises, excluding playground areas, are considered trespassers. All visitors must provide photo identification and register in the school office prior to proceeding on campus. The principal or designee may assign a staff member to accompany visitors while they are on the school site.

Attendance

Research shows good attendance supports academic achievement. Consistent attendance enables the student to benefit from the teacher's direct instruction in addition to printed materials. Parents may contact the school office to discuss an ongoing situation or concern that may affect a student's attendance. Pupils are expected to attend school every day school is in session. Any pupil who is absent without excuse more than 10 days in a semester may be placed on probation, may be referred to the Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) program, and may be referred to the School Attendance Review Board (SARB) for further evaluation. Any pupil who accumulates absences in excess of 30 days will be considered for retention. These attendance guidelines do not pertain to pupils who are in Independent Study programs or who are served by a home/hospital teacher.

California State law requires that students attend school regularly and punctually. If circumstances prevent a student from attending school, parents must notify the office by phone before 10:00 a.m., or upon the student's return to school, the student must bring a note from the parents explaining the absence. The note must include the student's first and last name, date of absence, reason for absence and the parent/guardian signature. The note must be presented to the teacher for proper clearance.

Arrivals and Departures

For the safety of your child, students are **not** to arrive prior to 8:05 a.m. at which time proper supervision will be provided. Likewise, children should immediately leave the school grounds when dismissed, as we do not provide after-school supervision or child care. Students who are enrolled in Lancaster C.A.R.E.S. program should go to the cafeteria at 3:18 p.m. Your child needs to be picked up on time on a regular basis.

Law in California prohibits tardiness. Students are considered to be tardy if they are not at their designated classroom when the morning bell rings. If a student is tardy, he or she must report to the office to be admitted to the classroom. Any unexcused tardy over thirty minutes will compute as an absence when reporting to the ACT Officer. Tardies will exclude a student from receiving perfect attendance acknowledgements at our Awards Assemblies.

In accordance with Lancaster School District Policy, JNE is a closed campus. Students must remain on the school grounds from the time they arrive until they are dismissed, **unless they are signed out through the school office by a parent or another adult listed on the Emergency Card and who have proper ID.**

Release of Students During School Hours

All students are required to remain on campus. Students leaving school during the school day must be picked up and signed out in the school office by a parent or designated adult (18 years of age or older) who is listed on the student's emergency card and has received permission from the legal guardian. Any person checking a student out from class must come to the main office and show photo identification. This person's name must appear on the emergency card. No student will be allowed to leave with someone who is not designated on the emergency card and received parent permission to pick the student up.

Please note that students arriving late or leaving school early disrupt not only their own learning, but that of the entire class. Please make every effort to be on time and to arrange appointments outside of school hours. **Students will not be released after 2:45 p.m. unless prior arrangements have been made with the office/administrator or a doctor's note is provided.**

Three early releases during a semester will exclude a student from receiving Perfect Attendance acknowledgement at our Semester Awards Assembly.

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when valid restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee.

Should any such situation become a disruption to the school, the Sheriff's Office will be contacted and an officer will be requested to intervene.

PARENTS ARE ASKED TO MAKE EVERY ATTEMPT NOT TO INVOLVE SCHOOL SITES IN CUSTODY MATTERS.

HEALTH SERVICES

Administration of Medicine

It is important that we know if a student has any special medical restrictions or needs. Only in that way may we help parents help their student. Parents must furnish the school office with a "Request for Medication" form supplied by the school and completed and signed by the student's physician if medication of any kind is to be administered at school. This medication should be brought to the school office by the parent only. Students will come to the office to take their medication at the prescribed time. All medication, whether prescription or over-the-counter, must be administered in the Health Office.

Illness and Injury

While we encourage students to maintain perfect attendance, it is counter-productive for students to be at school when they are sick. If your child becomes ill during regular school hours, the nurse/health clerk will provide basic care until parents or alternate persons listed on the emergency card can be contacted. If your child vomits while on school premises, they **MUST** go home, and be vomit free for 24 hours before returning. If your child has a fever, they must be fever-free for 24 hours without medication before returning to school. If your child has asthma, we recommend that you keep an inhaler in the nurse's office. You need to keep the information on your child's emergency card up-to-date. Children must be picked up promptly when the school calls you if they are ill or injured.

In case of a student injury, the school will provide basic first aid only. If an injury requires more than basic first aid, the parent will be notified immediately. In the event of a serious injury, paramedics will be called first as the safety of the child is of primary importance. Parents will be notified as soon as possible.

Medical Restrictions

It is important you make us aware of any special medical restrictions or needs for your child. Please furnish the school office with written notification or an excuse from your doctor if your child cannot participate in regular school activities. All information regarding medical restrictions **MUST** be placed on the student's Emergency Card. All students requiring medical procedures must have an Individual Health Plan (IHP) stipulating medical protocols.

CHILD NUTRITION

Breakfast and Lunch Program

Students may choose to bring a sack lunch or receive a lunch in our school cafeteria. **Please do not send soda as part of a student's lunch or snack. Students are not allowed to have soda or caffeinated beverages at school. Please do not bring fast food lunches to the office during the day.** All lunch arrangements should be made prior to arriving at school. **Classrooms will not be called for lunch/snacks pick up.** To minimize classroom disruptions during instructional time, please make arrangements with your child to pick up his/her lunch or snack at the office during their break. Snacks and lunches will be labeled and placed on a table in the front office. Students who believe they have a lunch in the office may come to the office on their way to lunch with teacher permission.

Grab 'n' Go Meals

During distance learning, families will continue to qualify for meals for their students. All meals will be picked up at a specific time of the day. Parents/Guardians are responsible for bringing identification.

Breakfast and hot lunches are available in the cafeteria each day at NO CHARGE, or students may bring a sack lunch from home.

The following items may be purchased:

- Milk 50 cents
- Juice 30 cents

Concerns/questions regarding the breakfast and/or lunch program should be directed to the Lancaster School District Department of Child Nutrition office located at the Lancaster School District offices. (661) 948-4661 Ext. #141

Celebrations in the Classroom

Prior arrangements need to be made with your child's teacher and a time for the celebration must be agreed upon. *Balloons are not allowed at classroom celebrations.*

Home-prepared food cannot be accepted in the classroom. In accordance with Health Department Regulation Article 6, Section 27591:

"Items brought in for public consumption must be commercially prepared and wrapped (This means that unless purchased at a store and completely sealed, it cannot be eaten by school age students)."

Food items brought for celebration will only be offered to students in the afternoon following lunch.

Snacks

Students may bring healthy snacks to school, such as fruit or vegetables. Snacks with no nutritional value, such as candy, soda, chips, and high energy candy and drinks are **NOT** allowed. Snacks may be eaten in the designated area at recess and break time only. Students who bring a junk food snack or eat snacks without permission other than during recess or lunch may have their snack confiscated by school staff.

Appearance and Dress Code Policy

California Administrative Code Title 5, Education, Section 302 states: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare himself for the school room, before entering.

Lancaster School District Policy 5132 states that: The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. Our dress code creates an effective climate for learning on our campus. We rely on the vigilance of our parents to ensure the safety of our students by adhering to the following standards:

1. Appropriate shoes must be worn at all times. Open-toed shoes, flip-flops, or backless shoes are not allowed. Slippers or "house shoes" are not appropriate for school.
2. Clothes must be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tank tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts above mid-thigh are prohibited. All shirts and blouses must have at least a short sleeve. Sagging pants or rips/tears/slits in pants that reveal undergarments or skin above mid-thigh are prohibited. Thin leggings and/or tights are not allowed to be worn in place of pants or an appropriate skirt, dress, or shorts.
3. Clothing, hats, jewelry, skin and other personal items (backpacks, notebooks, gym bags, water bottles, etc.) shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice. No articles of clothing, jewelry, paraphernalia or accessories that are a threat to the physical well-being and safety of students will be allowed.
4. Caps, hoods, and hats may be worn outside to protect from weather; however, they are not to be worn inside buildings or classrooms unless special permission is granted. Caps and hats must be appropriate for school (see above guidelines). Scarves and other cloth head coverings may be allowed provided they are securely tied and do not obscure the individual student's face.
5. Large, sharp or dangling jewelry and/or piercings are not permitted. Hoop style earrings and/or piercings cannot be larger than the size of a quarter. The school assumes no responsibility for injuries resulting from pierced jewelry worn at school. Students will be asked to remove jewelry and accessories that present a safety concern or detract from the learning environment.
6. Pajamas may not be worn to school.
7. Hair must be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Anything that distracts from the smooth functioning of the school program, as determined by the administration, is unacceptable.

Behavior Management

Jack Northrop Elementary uses a School-Wide Positive Behavior Interventions and Support (SWPBIS) system for the purpose of enabling the student to become self-disciplined. Being self-disciplined means doing the right thing even when no one else is looking. Students are expected to conduct themselves in an appropriate manner at all times and are held accountable for their behavior on the way to school, at school, and on the way home from school, as well as at all school-related activities. **All students and adults have the right to be treated with dignity and respect at all times.**

Our Positive School-Wide Behavior Expectations are that all students be Respectful, Responsible, and Safe. Jack Northrop Elementary is a **“HANDS-OFF”** school and students are expected to show respect for each other by keeping hands, feet, and objects to themselves. Students are also expected to show respect for all staff members, and the rights and welfare of others.

Students have the right to learn, teachers have the right to teach, and anything that hinders this process or endangers another person is unacceptable. Consequences for behavioral infractions may include trash pick-up, recess and lunch detention, losing recess privileges, referrals to the office, telephone call home, time-outs in another classroom, in-school suspension, out of school suspension and expulsion. Verbal bullying, physical bullying, or cyber bullying will not be tolerated. Bullying is defined by the California Education code as “...any action that creates a hostile educational environment.” This can include words (spoken or written) threats, proximity or group, intimidation and/or any action that leads to a feeling of fear. Every child has the right to attend school in an environment free from being bullied. Bullying will result in disciplinary action.

Students who are experiencing poor/failing citizenship or work habits may be excluded from all special school activities including, but not limited to, field trips, sports programs, assemblies, special classroom and school events and promotion ceremony (Board Policy 6153 R&R).

Managing Conflict

Listed below are a number of strategies through Kelso’s choices and our Second Step social-emotional curriculum which students are instructed to use in managing conflicts that may arise in a school with a large number of students:

- | | |
|---------------------------|-------------------------------|
| 1. Talk it over | 5. Take turns |
| 2. Walk away | 6. Share |
| 3. Say “I’m sorry” | 7. Ignore |
| 4. Do something different | 8. Ask for help from an adult |

Always think through possible consequences of your actions and make wise choices. Inappropriate behavior needs to be reported to an adult.

PLAYGROUND RULES:

Jack Northrop Elementary students are always expected to **Be Respectful, Be Responsible and Be Safe**. Appropriate play is encouraged and sufficient time is provided for this activity. For the safety of your children, we have established the following guidelines to be used any time students are on the playground, using the restrooms, or school facilities:

1. Obey and Respect all playground supervisors and staff – they are there to keep everyone safe. **Report any problems to a duty aide right away.**
2. No fighting, pretend or otherwise. Rough play can lead to hurt feelings or injury.
3. Treat fellow students with courtesy and respect. Put-downs are not allowed.
4. Play safely by:
 - Walking in the Quad and blacktop areas. Running is not allowed in these areas.
 - Keep hands and feet to yourself.
 - No piggy back rides, tackle, or tag games.
 - No throwing rocks or other objects that could hurt someone.
 - Bats, hard balls, and footballs are not allowed except under the direct supervision of a teacher.
 - Remain in the play areas where there is supervision (playground, blacktop, or field)
 - Use restrooms for intended purpose only, not as a play area.

Swings – Count 30 complete swings (one swing = one forward and back motion) to get a turn. Do not jump from the swings. Stand far enough in front while waiting for swings. Count backs (counting for a turn once you have been on the swing) are legal.

Tetherball – No catching, stopping, or grabbing the tetherball after the game has started. No touching the pole. No stepping into the striped area. No rewinds (taking time to unwind the ball one your turn is finished). Only two wins are allowed per person. You must line up again.

Twirling Bars – Count of 30 equals one turn, example one-one thousand, two-one thousand, etc.

Handballs – The school furnishes rubber balls. They are not to be kicked. Playground balls and equipment are provided at the school and should not be brought from home.

When the bell rings, students are expected to stop their play, return play equipment, and safely walk to their classroom lines.

Playground Supervisors are on the playground before and during school and for all recesses. They are there for the safety of the students. Disrespect toward playground supervisors will result immediately in consequences including parent contact and possible loss of recess privileges. Report any injury or problem immediately to the teachers or playground supervisor. Jack Northrop does not provide playground supervision other than at recess. If you are on campus for a conference, Back-to-School, or any other activity, and must bring your children, please keep them with you and off the playground for their safety. If at all possible, leave other children at home, thus making the event special for your student.

POSITIVE REINFORCEMENT

Jack Northrop Elementary staff believes that students who display qualities of good citizenship and academic achievement should be recognized.

Honor Roll — Third through Fifth grade students who earn the following grade point average on their report cards, with no N's or U's in conduct qualifies for the Jack Northrop Elementary Honor Roll:

3.4 – 3.59 = Teacher's Honor Roll
3.6 – 3.99 = Principal's Honor Roll
4.0 = Superintendent's Honor Roll

Honor Roll students are recognized in a special semester award assembly. In addition, each student receives a certificate recognizing their achievement.

Student Achievement — Jack Northrop Elementary is proud to sponsor the Student Achievement awards for students in first and second grades. Teachers nominate students from each class who exemplify high standards in academic achievement and citizenship.

Perfect or Improved Attendance — All students who display perfect or improved attendance throughout the grading period are recognized with a certificate for their achievement. Reminder that tardies, and early releases can disqualify students for perfect a — Transitional Kinder through 5th grade students will be recognized for their citizenship at regular assemblies with Student of the Month certificates. Each week, the principal delivers a treat to the classrooms for students who have had perfect attendance that week. Each month, we hold a drawing for students who have had perfect attendance for the Month. The winner is announced at the end of the day Friday and gets lunch with the principal or a special treat. There will be whole class perfect attendance incentives, attendance clearance incentives for teachers on a monthly basis, and movie day rewards for grade levels every other month.

Space Bucks - Students earn Space Bucks for being on time, doing their best work, and being great citizens. Space Bucks can be used to purchase items in the class Treasure Box for Grades K- 5 or other school incentives.

Good Citizenship Activities – Students who maintain good citizenship including behavior, and homework completion for the entire semester will be included in special activities at the end of each semester.

FIELD TRIPS:

The Lancaster School District board recognizes that field trips are important components in the instructional program (Policy 6153). All school-sponsored trips involving students that **maintain good citizenship**, attendance, and academic effort shall have proper supervision by school employees. Parents are encouraged to participate in such supervision. However, younger non-school age children, older siblings and students in other classrooms may not attend the field trip. All students attending a school-sponsored field trip must ride on the school bus to and from the field trip.

Per Ed. Code 35330(d), all persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during the field trip or excursion.

PARENT INVOLVEMENT

Support Your School

At Jack Northrop Elementary, we encourage our parents to get involved! We offer a variety of ways for you to support your children, as well as keeping yourself informed about school, community and district activities and decisions. We have monthly "Coffee with Coleman" parent meetings to discuss the great things happening at JNES and to have a discussion forum for parent wants or concerns.

Communication

If you would like to discuss a concern with the principal, the first step would be to speak to your child's classroom teacher. If the concern is not addressed in a satisfactory manner you may make an appointment to speak with the principal. He or she will then offer to set up an appointment with the teacher present to discuss concerns in more detail.

Volunteers - We welcome family members, friends and community members (18 years or older) to assist in our classrooms and other support areas. Anyone interested in being a volunteer needs to provide a negative TB test result which will be kept on file in the office. For the safety and protection of all students, volunteers must first check in at the office before entering the school campus. To minimize disruption to the educational environment, we ask that volunteers make other arrangements for children who are not enrolled in our school. Volunteers who would like to stay for longer durations or help on a more regular basis are also required to have fingerprint results on file. Please see the front office for more details.

Parent Teacher Organization (PTO) — The PTO is an integral part of your child's school. All funds collected through the PTO come directly back to the school to support academic, citizenship awards and other programs. PTO parents are active participants in their child's education. **Join today – it's fun!**

School Site Council — Jack Northrop Elementary School Site Council (SSC) provides a forum where parents, principal, teachers and classified staff can come together to identify goals to increase school wide effectiveness and improve student achievement. A plan is established to achieve these goals. This plan is called the Single Plan for Student Achievement (SPSA).

Parents interested in becoming a member of the School Site Council should call the school office. Meetings are open to the public. Meeting agendas are posted in the school office three days prior to meetings.

Classroom Visits – Board Policy AR 1250

"Visits during school hours are encouraged and should first be arranged with the teacher, principal, or designee. If a conference is desired, an appointment should be set with the teacher during non instructional time. Unless otherwise arranged, classroom visits may be limited to 20 minutes and will be scheduled at the discretion of the administration and teaching staff."

2020-21 SCHOOL CALENDAR-LANCASTER SCHOOL DISTRICT

July/August				
M	T	W	T	F
3	4	5		
	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

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

November				
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				

December				
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	31	

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
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

March				
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		

April				
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

May				
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				

June				
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		

Schools Closed
No School for Students Teacher Prep/PD/Orientation 8/6, 8/7, 8/10, 9/23
Parent Conferences No School for Students
Early Release Parent Conf.
Early Release for Prof. Dev. No PD on 9/22, 12/18, & 6/3
First/Last Day of School
New Teacher Orientation

Board Approved: February 4, 2020

Lancaster School District

2020-2021

School Calendar

Holidays

Labor Day	September 7
Veteran's Day	November 11
Thanksgiving	November 23-27
Winter Break	December 21 – January 8
Martin Luther King Day	January 18
Lincoln's Birthday	February 12
President's Day	February 15
Spring Break	March 22 – March 26
Memorial Day	May 31

	<u>End of Reporting Period Dates</u>	<u>Progress Reports/ Report Cards Home</u>
First Semester Progress:	October 9, 2020	October 23, 2020
First Semester:	December 18, 2020	January 22, 2021
Second Semester Progress:	March 19, 2021	April 9, 2021
Second Semester:	June 3, 2021	June 3, 2021

Back to School Night (**MIDDLE SCHOOLS ONLY**) August 27, 2020

Back to School Nights for Elementary Schools will be determined individually by each school.

Dear Parents and Students:

You have just completed reviewing the Jack Northrop Elementary Parent and Student Handbook. You are welcome to view the District Handbook in its entirety on our website at www.lanctsd.org or come to the school office where we also have a copy. We have attempted to cover all the important rules, regulations, and procedures that you will be responsible for during this school year. You know that:

1. Positive work habits and good behavior will be rewarded in many ways.
2. Inappropriate or disruptive behavior by students or adults will result in serious consequences.
3. Attendance is a high priority at Jack Northrop Elementary School and students are expected to be on time and ready to work when they enter the classroom.
4. Academic achievement for all students is our goal.
5. Students are responsible for following the dress code guidelines.
6. Students are responsible for the proper care of all school materials given to them.
7. All students will be treated fairly and with respect.
8. **Your success at Jack Northrop Elementary School will be equal to your effort and desire.**

We have read and reviewed the Jack Northrop Elementary Parent and Student Handbook. In signing, we indicate an awareness and understanding of school and district practices, policies and procedures. By signing this we are also acknowledging that we have read the Parent, Teacher, Student Compact and agree to meet our responsibilities to ensure quality learning.

Teacher Name _____ Rm # _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

(This section must be returned to school)