Handbook

2019-2020

~Together we will ensure diverse paths to success and a quest for knowledge~

lje-martinez-ca.schoolloop.com

Filling buckets every day, that is the bullpup way!
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<th>Office Staff</th>
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<tbody>
<tr>
<td>Karen Carlson</td>
<td>Principal</td>
<td>925.335.5830 x</td>
<td><a href="mailto:Kcarlson@martinez.k12.ca.us">Kcarlson@martinez.k12.ca.us</a></td>
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<tr>
<td>Heidi Wise</td>
<td>Office Manager</td>
<td>925.335.5830 x 0</td>
<td><a href="mailto:hwise@martinez.k12.ca.us">hwise@martinez.k12.ca.us</a></td>
<td></td>
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<tr>
<td>Lori Martin</td>
<td>Typist Clerk</td>
<td>925.335.5830 x 0</td>
<td><a href="mailto:Imartin@martinez.k12.ca.us">Imartin@martinez.k12.ca.us</a></td>
<td></td>
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<tr>
<td>Amy Mark</td>
<td>Parent Liaison</td>
<td>925.335.5830 x</td>
<td><a href="mailto:amark@martinez.k12.ca.us">amark@martinez.k12.ca.us</a></td>
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<tr>
<td>Laurel Edgecomb</td>
<td>Counselor</td>
<td>925.335.5830 x</td>
<td><a href="mailto:ledgecomb@martinez.k12.ca.us">ledgecomb@martinez.k12.ca.us</a></td>
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<tr>
<td>Lauren Waitrovich</td>
<td>Counselor</td>
<td>925.335.5830 x</td>
<td><a href="mailto:lwaitrovich@martinez.k12.ca.us">lwaitrovich@martinez.k12.ca.us</a></td>
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<td>TK/Kindergarten</td>
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<tr>
<td>Kairrie Allio</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:kallio@martinez.k12.ca.us">kallio@martinez.k12.ca.us</a></td>
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<tr>
<td>Wendy Houseman</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:whouseman@martinez.k12.ca.us">whouseman@martinez.k12.ca.us</a></td>
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<tr>
<td>Bobann Welden</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:bwelden@martinez.k12.ca.us">bwelden@martinez.k12.ca.us</a></td>
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<tr>
<td>Sharon Geernaert</td>
<td>Teacher</td>
<td>925.335-5830 x</td>
<td><a href="mailto:sgeernaert@martinez.k12.ca.us">sgeernaert@martinez.k12.ca.us</a></td>
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<tr>
<td>Cyndi Reiley</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:creiley@martinez.k12.ca.us">creiley@martinez.k12.ca.us</a></td>
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<tr>
<td>Michelle Lobban</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:mlobban@martinez.k12.ca.us">mlobban@martinez.k12.ca.us</a></td>
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<td>Second Grade</td>
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<tr>
<td>Ruth Bumala</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:rbumala@martinez.k12.ca.us">rbumala@martinez.k12.ca.us</a></td>
<td></td>
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<tr>
<td>Marcy Savala</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:msavala@martinez.k12.ca.us">msavala@martinez.k12.ca.us</a></td>
<td></td>
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<tr>
<td>Nicole Dewes</td>
<td>Teacher</td>
<td>925.335.5830 x</td>
<td><a href="mailto:ndewes@martinez.k12.ca.us">ndewes@martinez.k12.ca.us</a></td>
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Third Grade
Niki Sprung  Teacher  925.335.5830 x 3309  nsprung@martinez.k12.ca.us
Amber LoveSnyder  Teacher  925.335.5830 x 3310  alovesnyder@martinez.k12.ca.us

Fourth Grade
Alexis Weingarten  Teacher  925.335.5830 x 3312  gweingarten@martinez.k12.ca.us
Laura Miller  Teacher  925.335.5830 x 3311  lamiller@martinez.k12.ca.us
Joanna Osmanski  Teacher  925.335.5830 x 3311  josmanski@martinez.k12.ca.us

Fifth Grade
Kitty West  Teacher  925.335.5830 x 3317  kwest@martinez.k12.ca.us
Ashley Lutz  Teacher  925.335.5830 x 3318  alutz@martinez.k12.ca.us

SDC
Jaime Bishop  Teacher K  925.335.5830 x 3323
Esther Whiteman  Teacher 1-3  925.335.5830 x 3313
Sarah Atchison  Teacher 4-5  925.335.5830 x 3314  satchison@martinez.k12.ca.us
Specialists
Jessica Whitlatch  Music Teacher  925.335.5830 x 3307  jwhitlatch@martinez.k12.ca.us
Shane Velez  PE Teacher  925.335.5830 x 3391  svelez@martinez.k12.ca.us

Instructional Support & Special Education
Jamie Nunes  Resource Teacher  925.335.5830 x 3319  jnunes@martinez.k12.ca.us
Anne Rosecrance  Speech Teacher  925.335.5830 x 3321  asinclair@martinez.k12.ca.us
Lindsay Fuller  Intervention Teacher  925.335.5830 x 3320  lfukui@martinez.k12.ca.us
Michelle Martorano  Psychologist  925.335.5830 x 3471  @martinez.k12.ca.us
Debra Cotter  Paraeducator  925.335.5830 x 0  dcotter@martinez.k12.ca.us
Tammy White  Paraeducator  925.335.5830 x 0  twhite@martinez.k12.ca.us
Donica Katayanagi  Paraeducator  925.335.5830 x 0  dkatayanagi@martinez.k12.ca.us
Noel Paris  Paraeducator  925.335.5830 x 0  nparis@martinez.k12.ca.us
Stacy Woodard  Paraeducator  925.335.5830 x 0  swoodard@martinez.k12.ca.us

Support Staff
Janice Collins  Computer Lab  925.335.5830 x 3326  jcollins@martinez.k12.ca.us
Tracy Yearick  Library  925.335.5830 x 3315  tracyyearick@martinez.k12.ca.us
Diana Braun  Food Service  925.335.5830 x 3385  dbraun@martinez.k12.ca.us
Liovi Pena  Food Service  Lpena@martinez.k12.ca.us
Mario Mcintosh  Custodian  925.335.5830 x 0
Steve Cornell  Custodian  925.335.5830 x 0
School Information & Rules

(organized in alphabetical order)

Arrival Times/Procedures
For safety reasons, students may not arrive at school or on the playground before 7:45 a.m. unless eating breakfast at school. For those enjoying breakfast at school, please arrive to the cafeteria at 7:45a.m. to allow enough time to eat and get to class on time. Breakfast will ONLY be served until 8:05a.m! Students wanting breakfast after 8:05a.m. will be allowed a “second chance breakfast” at recess.

For the well being and safety of all Las Juntas students, we ask that parents ONLY drop off and/or pick up children in front of the school. The Ellis Road and Karen Lane gates are only for the local students that walk to and from school. Motorists should not plan to meet their child(ren) on Ellis Road or Karen Lane. This creates major traffic congestion and a potentially dangerous situation for our student pedestrians. Students being picked up in the front of the school are monitored and supervised by our staff. Parent cooperation on this matter will help reduce safety problems.

Attendance
Regular and punctual attendance is very important at all grade levels. Absences are excused for illness, quarantine, medical, dental, optometric, chiropractic appointments, participation in religious instruction or exercises in accordance with
district policy, and attendance at funeral services for a member of the immediate family. The compulsory education laws require the district to track all absences. Please call (335-5830 x 3), send a note or email the office manager at hwise@martinez.k12.ca.us. Please state your child’s name, grade, teacher and the reason your child is out of school for all absences or tardies within 72 hours of your child’s absence. Any other absences are considered unexcused absences. Letters will be sent monthly to parents of students who are experiencing attendance problems. If attendance problems continue, a parent SART conference will be required. Chronic attendance problems will result in a referral to the School Attendance Review Board (SARB) and/or other child welfare agencies. All work missed during your child’s absence should be made up.

Tardies not only cause your child to miss instruction, but also can disrupt the rest of the class. If your child is tardy after 8:30 a.m, he/she must check into the office for a tardy slip before reporting to class. Habitual tardiness will result in letters, SART conferences, and referral to the School Attendance Review Board.

When returning from a doctor’s appointment your child needs to bring a slip from the doctor to return to school.

If you know that your child will be absent for more than 4 days, please check in with the office about completing an independent study application. These must be filled out and approved by the principal prior to the absences. This contract allows your child’s teacher an opportunity to provide assignments for your student to complete and get credit while they are absent. ALL WORK must be turned in on the first day back from the extended absence.***Independent studies will NOT be granted during SBAC testing periods at our school.

**Back To School Night/Open House**
Parents are invited and STRONGLY ENCOURAGED to attend “Back to School Night” in the fall to receive information on classroom procedures and policies as well as an overview of the grade level curriculum. Open House is held in the early spring so students can share their projects and accomplishments with their families. Attending these events will help your child see your commitment to his/her education.
Behavior Expectations
Las Juntas Elementary School provides each student with the maximum opportunity to acquire a quality education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. All students are expected to follow school and classroom rules. School rules apply on the school grounds, going to and from school, and at any event where our school is represented. Continued on next page.

The Las Juntas Elementary School's Discipline Plan was designed under the premise that each student takes responsibility for his/her own actions and that the classroom teacher be knowledgeable about any problems that occur outside of his/her class. We appreciate all parents/students reviewing the expectations and working with your child to make sure they give us their best “self” each day!

Positive Behavior Systems - Student Motivation
• “LJE Bucket Filling” Coupons: Students may earn these coupons for exceptional school service, acts of kindness, integrity and honesty. When a student earns five (5) coupons, he/she can redeem them after school on Fridays in the office for a Bullpup Pop.
• “GOTCHA”: “Gotcha” coupons are used by each classroom teacher as a positive reinforcement incentive. A drawing for prizes (from the office treasure chest) is held each month for grades 1-5.

Las Juntas Campus Rules
• Bells: Students are expected to stop activity and walk to line. Each class has an assigned position for lining up from a playground activity.
• Hallways: Students are to walk quietly and respectfully in hallways at all times. Hall passes are required anytime a student leaves their classroom during class time.
• Closed Campus: Students are required to remain on school grounds during the school day. Students must have permission to leave school grounds.
• Personal Items: Students must have teacher and/or administrator permission before bringing personal items and equipment to school. The school is
not responsible for lost, stolen, or broken personal items (including items such as toys, cell phones, and electronics). Personal items that are brought to school without permission can be taken away and will be picked up by a parent.

- **Bicycles/Scooters:** Bicycle racks are provided for students who ride their bikes/scooters to and from school. Students are encouraged to lock bicycles to the bike rack. Helmets must be worn while riding bikes/scooters. Bicycles/scooters are to be walked on school grounds. The school cannot guarantee that bicycles will not be vandalized or stolen.

- **Sunflower Seeds/Gum:** Gum or sunflower seeds are not allowed at school.

- **Restrooms:** It is expected that students respect the privacy of others and use the restroom at school as they would at home. Playing in, trashing, vandalizing, or misusing the restrooms is never allowed. If students are unable to follow these guidelines they may be asked to use the student bathroom in the office.

- **Food Items:** During recess, snacks must be eaten in the designated area. Wrappers and containers need to be disposed of properly. Food items are not to be taken onto the playground. Healthy snacks are required. For the safety of all students, food cannot be shared with other students.

- **Office:** All students must have a pass before entering the office during school hours. Students are not permitted into the staff room or teacher work room.

- **Fighting:** Fighting is never acceptable at school. Parents will be notified and consequences will occur.

- **Play Fighting:** Play fighting, tackling, kicking, pushing, shoving, and piggy-back riding are not permitted.

- **Threats:** Threats in any form to other students and/or staff members will not be tolerated.

- **Conflicts:** Conflicts are to be resolved by using words, walking the peace path or getting assistance from Peacemakers, yard duty or other staff members. Students are never to use hands or feet to resolve conflicts.

- **Bullying:** Any form of bullying or intimidation is unacceptable. Please inform your teacher immediately if you have concerns that this is happening to your child. We also have forms in the office if you would like to report your concerns formally.

- **Language:** Obscene or foul language/gestures are not allowed at school.

- **Climbing:** Students are not to climb on fences, trees, or buildings.

- **Play Structure:** The play structure must be used properly and safely. Students are not permitted to run on play structure surface. Students are to follow safety rules set by staff and noon duty supervisors.
● **Teasing/Harassment**: Teasing and harassment of other students is unacceptable.
● **Weapons**: Bringing anything to school that can be used as a weapon could result in suspension or expulsion.

**Consequences**
Consequences for breaking school rules may involve one or more of the following actions:
- Student reflection letter
- Loss of privileges
- Peer/individual social or behavior group sessions with school counselor-(with parent consent)
- Litterbug club or walking the perimeter during recess
- In office monitoring or restricted access during recess
- Parent contact by email/phone
- Parent/Teacher/Student/Counselor/Principal conference
- Exclusion from various school/extracurricular activities
- Placed on behavior contract/alternate lunch or recess schedule
- In School Suspension
- Suspension
- Recommendation for expulsion
- Out with Love (Time out in new environment)

**Birthday Celebrations**
In an effort to support students with food allergies, promote overall student health, and protect instructional time, students are no longer able to bring birthday food treats to share with other students. We realize that birthdays are special to students and our teachers provide acknowledgment of these days in class. If you would like your child to share something with his/her class in honor of their birthday, here are some suggestions: a book or rainy day game for the classroom collection, pencils and/or erasers for classmates, etc. Please do not send toys for classmates as they can be distracting. We cannot allow deliveries of balloons, flowers, etc., to students in their classrooms. Any deliveries will be held in the office until the end of the school day.
**Breakfast Program**
Breakfast is provided daily from 7:45-8:05 AM. If your child qualifies for free/reduced lunch, he/she will automatically qualify for free/reduced breakfast. Please fill out the required free/reduced lunch forms available in the office. This form needs to be filled out each year! Menus for breakfast/lunch will be sent home monthly. You can load your child’s lunch card for lunch/breakfast online by going to myschoolbucks.com.

**Calendar**
Please check out our online Google calendar weekly throughout the year to be sure you don’t miss any important school events. The online calendar is updated daily and is a good way to find out about minimum days, class field trips, special events, performances, and school holidays. Go to lje-martinez-ca.schoolloop.com and click on the “calendar” link.

**Campus Visitors**
All visitors to the school are required to sign-in at the office upon arrival and before departing campus. ALL visitors MUST WEAR a visitor badge/sticker while on campus. Please note that parent volunteers are not allowed in the staff room from 11:00-1:00pm daily. We really appreciate your gift of time!

**Classroom Visitation/Observations**
Parents/Caretakers may visit their child’s classroom by appointment and prior notice with the site administrator and/or classroom teacher.

**Cell Phones**
We understand that some parents may give cell phones to students to be able to communicate with them after school. Parents are responsible for reviewing proper use/respectful procedures when sending texts or leaving messages. **Students are to keep cell phones off and not use them during school hours, and are asked to turn them into their teacher for safe keeping during the school day.** If you need to communicate during school hours, please contact the school office at 335-5830. Any misuse of cell phones will result in a call home to a parent. The school is not responsible for lost or stolen cell phones. The school reserves the right to permit or deny possession of a cell phone on school campus.
**Computer and Internet Use Policy**

Students and their parents are required to sign a Student Computer and Internet Acceptable Use Policy contract. Please make sure that this form is signed and returned or your child will not be allowed to use the computers at school.

**Conferences**

Parents will be invited to attend a parent / teacher conference in October to discuss your child’s academic, behavior and socio-emotional needs. For the scheduling of other conferences, please contact your child’s teacher directly.

**Counseling Services**

Las Juntas Elementary School has elementary school counselors to help ensure that all students are successful. Please fill out the counselor permission form so your child can have access to social/peer groups and peer-conflict resolution activities if needed throughout the year. The school counselors provides FREE support services to students and parents/families. Students or families may wish to see the counselors for a variety of reasons. These could include playground/classroom concerns, peer or teacher relationships, or problems at home. The school counselor are also an excellent resource for outside agencies that may be of assistance to Las Juntas Elementary School families. Families can make an after school appointment with the school counselor directly. Please be respectful of our counselor’s time and give a 24 hour notice if you are unable to attend an appointment or if you need to reschedule.

**Dogs**

We are at full Bullpup capacity! We ask that for the safety and well being of the students and your dog that you please keep them at home.

**Dress and Grooming**

The Martinez Unified School District Board of Education expects students will present themselves in a manner conducive to the advancement of education. Student dress and grooming should be within the limits of generally accepted community standards and show proper attention to personal cleanliness. Students’ dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. The school shall have the right to designate which types of dress or appearance disrupt
or detract from the educational program and/or may be a safety concern. The following requirements will be included:

1. Require the wearing of shoes. Please wear appropriate shoes for running on P.E. days in grades 1-5. Footwear without backs are prohibited.
2. Require the wearing of shirts or blouses appropriately buttoned in accord with the design of the shirt or blouse.
3. Prohibit wearing transparent, see-through, bare midriff, strapless, or low-cut clothing. This includes spaghetti straps.
4. Prohibit the wearing of skirts, dresses, and shorts that are too short (end of skirt, dress, or shorts must reach fingertips when arms are at sides).
5. Prohibit slogans or advertising on clothing or body which by their controversial or obscene nature disrupt the educational setting.
6. Prohibit the wearing of hats in inappropriate areas such as classrooms, multipurpose room, and office.
7. Prohibit slogans on clothing or body that advertise tobacco, alcohol, or illicit drugs.
8. Makeup is not to be worn at school.
9. Undergarments are not to be visible.
10. Prohibit pajamas being worn to school (except on spirit "pajama" days)

**Emergency Procedures**

In case of an emergency which causes us to evacuate students, all students will remain at school until picked up by an adult listed on their emergency contacts. There will be a table or sign-out area located by the white ball wall. Please go directly to this area and be patient as we ask you to follow the reunification process so your child can be brought to you. For the security and safety of your child, all parents must follow the reunification process when picking up your child.

**Field Trips**

During the school year, teachers may schedule field trips to provide enrichment to the academic program. Thanks to the fundraising efforts of PTA, transportation and/or admission fees are paid for one trip per class, per year. We love parent chaperons, however, siblings are not allowed on field trips.
Please read the Behavior Agreement for all field trips: Field trips have certain inherent problems and dangers which make cooperation, responsibility and good behavior mandatory for the safety of all involved. A field trip is counted as a school day and students are considered to be in school for the entire trip. Any student who is a discipline problem while on this trip will be referred to the teacher-in-charge for appropriate consequences which may include phoning a parent to require that the student be picked up immediately and taken home. Additionally, the matter will be referred to the school principal for appropriate sanctions. In some cases a parent or guardian may be asked to accompany their student on the trip due to behavioral incidents on campus. We understand the above, realize the necessity for the requirements and agree to cooperate.

If you are asked and are willing to provide transportation for a school sponsored activity, you will be required to complete the transportation and waiver form. The form can be picked up in the main office. You will be required to show not only proof of insurance, but your policy declaration page as well. Without the insurance limits, a parent cannot drive any children on fieldtrips. Insurance amounts must not be less than:

- Bodily Injury $100,000/$300,000
- Property Damage $50,000
- Medical Payment $5,000

Homework
The most important activity a child can do to increase their academic success is READ EVERY DAY for at least 20 minutes. Traditional homework is changing as we move towards deeper critical thinking a problem solving activities with the Common Core. The education of a child requires close cooperation between school and home. The family should provide a consistent time and place for their children to read and complete assignments. The consistency will help to establish good work habits, which will enable him/her to be more successful. Please contact your child's teacher directly with any questions or concerns.
Injury/Illness at School
If your child is injured or ill at school, every effort will be made to contact you or the person you designate on your child’s emergency card. Therefore, it is vitally important that you keep your child’s emergency card current. In the best interests of all students, parents have the responsibility to keep children home who are ill. In the case of minor bumps, scrapes, and bruises first aid will be administered in the Office. First Aid may include washing the injury with soap and water, applying a bandage, and applying ice. If your child comes home with a bandage on please check the injury as it may need further cleaning. We are only allowed to use soap and water on scrapes and cuts. We take great care in comforting a child with a minor injury before they return to class.

Lost and Found
Clothing articles, backpacks, and lunch pails, which have been found, should be taken to the Lost and Found area in front of the multipurpose room. Other articles should be turned in to the office. It is a good idea to clearly mark items with the student’s first/last name so they can be returned without delay. This also discourages students from taking things that do not belong to them. Please encourage your child to periodically check our lost and found for missing articles. Unclaimed articles in the lost and found will be donated at the end of each month.

Lunch Program
Lunch is available for purchase daily. Free and reduced price lunches are available by meeting established criteria. Forms for free and reduced price lunches are included in your child’s registration packet. Monthly lunch menus will be distributed to students. Parents are encouraged to pay for lunches in advance. Please log on to myschoolbucks.com to register your child for an electronic account. You can make payments to this account online. Please make all checks payable to Las Juntas Cafeteria. Students bringing their lunch from home may purchase milk as a separate item. A student who has forgotten his/her lunch money may call home or charge two meals from the cafeteria. Charged meals must be repaid the following day.

Lunchroom Rules
1. Students waiting in line will do so patiently and quietly.
2. Students are to sit at their tables while eating.
3. Students will use good manners (including the removal of hats) and display appropriate behavior while eating lunch.
4. Students are to use whisper voices.
5. Students will clean their table area before being dismissed.
6. All food and drink must be eaten in the cafeteria and cannot be shared with other students.
7. Students will remain seated until excused by a noon duty supervisor or other staff member.
8. Students will follow the directions of all noon duty personnel, cafeteria workers, and other staff members.
9. Students not abiding by the lunchroom rules may be prohibited from eating with the other students.
10. A "nut free" table for the safety of students with allergies is available.

**Medication**

If a physician has prescribed medication for your child, which is to be taken during the school day, a form is to be completed by the doctor and parent/guardian. The medication will be kept in the school office. Please contact the school office for a medication consent form.

Section 49423 of the California Education Code provides that any student who is required to take medication during the regular school day, prescribed or over-the-counter medication, medical test, or treatment may be assisted by school personnel. Before a student receives assistance with the administration of prescription or over the counter medication, medical monitoring or medical test the Martinez Unified School District’s policy requires: (1) A written statement for a parent or guardian that requests and authorizes the district to assist the student with the administration of medication, medical test, or treatment; (2) For prescription medication, medical test, or treatment, a written statement from a physician that specifies the dosage, name of the prescribing physician, method of administration, and the time schedule for the administration of the medication, and (3) for over-the-counter medication, a written statement from the parent or guardian that specifies the dosage, method of administration and time schedule for the administration of the medication.
Prescription medication, medical test, or treatment containers must be labeled by a California pharmacist. The label must indicate the student’s name, name of the prescribing physician, time of administration, the circumstance in which the medication is to be administered, dosage, expiration date and the name and telephone number of the pharmacy. Over-the-counter medications shall be provided to school personnel in the original container and packaging. The parent or guardian should personally deliver medication, medication utensils, medical test or treatment equipment to school or send the medication, utensils, equipment, or supplies with a designated adult.

At the conclusion of the school year, a parent, guardian, or designated adult should take all remaining medication home. All medication not returned home will be disposed of.

**Newsletter**

The Bullpup Bark Newsletter will be distributed once a month to your child. This bulletin will contain information regarding upcoming events and important announcements. This is an important communication tool between school and home. Please take a few minutes to review this newsletter to keep informed about what is happening at Las Juntas. A copy of the newsletter is also available on our website lje-martinez-ca.schoolloop.com

We will also have a monthly PTA newsletter to keep you informed about upcoming fundraisers and family events!

**Nurse Information**

The district nurse for Martinez Unified School District is responsible for conducting all mandated health screening for the state of California. At Las Juntas, those screenings include testing vision and hearing for grades kindergarten, two, three, and five. If there is a concern about the results of any screening, parents will be notified by the district nurse.

Other responsibilities of the district nurse include checking each student's immunization requirements and making sure they are up to date. California Law states that there is no grace period for immunizations and that the immunizations need to meet the state requirements at the time of registration. Be sure to check with the district nurse or your health care provider for the most up-to-date list of immunizations needed for entry into school. In
addition, the district nurse will check on the requirements for physicals for the students needing them at school entry.

**On-Site Childcare**
Woodbridge Children's Center is an independent agency that provides on-site daycare for either before school or after school needs. Parents who find it necessary to have their children arrive at school more than fifteen (15) minutes before the start of class or after dismissal time should make appropriate childcare arrangements. Woodbridge Children's Center hours are 6:30 a.m. to 6:00 p.m. Please contact the director of Woodbridge Children's Center at 228-0672 for more information.

**Pick up Procedures/Parent Wait Zone:**
Parents MUST wait behind the gates/yellow lines (located at the front of the school and at the side playground gates) until the bell rings at the end of the day. For the safety of our students, nobody is allowed to wait in front of classrooms or in hallways prior to the last bell at the end of the day. All students will be escorted by school staff to the front of the school to be picked up at the end of the day.

***Please note: If you need to pick up your child early from school, you must check them out at the front office! Early pick-ups requested 15 minutes or less prior to the end of the day release are STRONGLY discouraged! The last few minutes of school are crucial to reviewing important items with students and are very disruptive to the class as they prepare to leave for the day. The staff truly appreciates your understanding and consideration with this matter. Chronic "early pick-ups" could result in attendance issues and/or a parent conference with the principal/counselor/teacher.

Students must go straight home after school unless students are participating in an after school activity or program. ANY STUDENT PARTICIPATING IN AN AFTER SCHOOL ACTIVITY MUST BE PICKED UP IMMEDIATELY WHEN THE ACTIVITY IS OVER. Students that are chronically picked up late may not be allowed to continue in the program.

Students enrolled in Woodbridge must report directly to Woodbridge after school. Students are not to wait for other children on the playground.
Children that need to be picked up by adults not listed on the child's emergency contact list will not be released without parent/guardian approval. Please call or send notice to the office if your child will be picked up by someone other than those listed on your emergency contact list. Parent cooperation on this matter will help reduce safety problems.

For the safety of your child(ren) and a courtesy to our neighbors, we strongly encourage you to refrain from dropping off or picking up your child(ren) on Karen Lane and Ellis Road.

**Parent Teacher Association (PTA)**

Las Juntas Elementary School has a very active PTA and we urge you to join and participate. PTA parents volunteer their time working in a variety of ways. Proceeds from membership dues, fund-raisers, and Healthy Snacks Program are used to enrich and supplement your child’s school experience. The Las Juntas PTA provides many things for our school including student assemblies, instructional equipment, classroom supplies, and field trip bus transportation. The Las Juntas PTA meets on the first Tuesday of each month at 6:30pm. All parents are welcome and encouraged to attend.

**Picking Up Children During School Hours**

If it is necessary to pick up your child during school hours, please send a note with your child on the day they are to be excused early. This note should be brought directly to the office so the office manager is aware of your child’s early dismissal. Extreme care is exercised at all times when releasing children from school. You must come and check-out your child from the front office.

**Report Cards**

Report cards will be sent home to parents two times during the school year. All students will receive report cards during the months of January and June. All report cards are based on the Common Core State Standards and 21st Century Learning and Life Skills. Parents are encouraged to contact their child’s teacher should they have any questions or concerns regarding their child’s report card.

**School Site Council**

The School Site Council assists in the development of a school improvement plan whose main focus is to improve student achievement. The meetings are held
approximately once a month for the purpose of monitoring the plan, proposing
expenditures of funds allocated to the school, evaluating the effectiveness of the
plan, and making revisions and recommendations to the plan.
The council is comprised of the principal, four classroom
teachers, one other school personnel, and five parents of
students attending Las Juntas. Parents are elected for two
year terms by their peers. All site council meetings are open to
the public. Any person interested in attending should check our school calendar at
for the next meeting at lje-martinez-ca.schoolloop.com

SHELTER IN PLACE
If a Shelter in Place is necessary, all students will remain in their classrooms with
a staff member. Students will not be released during a Shelter in Place until we
receive an all clear signal from the District Office. For the safety of both
parent/guardian and your child, observe Shelter in Place until you are notified.

Snack Program
Healthy snacks are available for purchase for students in grades one through five
during morning snack recess. Snack items cost $0.50, or $0.75.
Students will be permitted to purchase a maximum of three snacks.
Please remind your children not to use their lunch money to purchase
snacks.

Telephone – Student use of school telephone
Students must secure permission from a staff member to use the school
telephone. Arrangements to visit friends, etc. should be made with parents ahead
of time and not be made on the school telephone. Students will not
be permitted to go home with friends unless written permission is
sent to school on the day of the of the play date.

Textbooks / Library Books / Textbook Compact Disks/Electronic
Devices
All textbooks and electronic devices are loaned to students free of charge.
However, students are responsible for lost or damaged books and will be expected
to pay for them. Each year we have students who pay for books they have
needlessly lost or intentionally defaced or damaged. Students are urged to take
good care of text and library books to avoid such assessments. Library books that
are lost and not returned by the end of the year need to be paid for or replaced before the June report card will be released.

Website - lje-martinez-ca.schoolloop.com

Please visit our school website to review this document, access the weekly information or to check the weekly Bullpup Bark newsletter. Website documents are updated weekly.

Zero Tolerance Policy

It is the policy of the Martinez Unified School District that any school-related possession, use, sale, furnishing, or receiving of any weapon - including but not limited to a firearm, knife, explosive, or other injurious object not necessary for the academic purposes of the student and capable of inflicting substantial bodily injury - shall not be tolerated.

It is the policy of the Board of Education that law enforcement shall be notified regarding student violations of this policy. In addition, students who violate this policy shall be subject to disciplinary action up to and including expulsion from any school in the Martinez Unified School District.

General School Actions

When a student is found to be in possession of a weapon (as defined by the Penal Code or by the MUSD Board Policy) on school grounds, at school activities, or when coming to or going home from school implementation will include the following:

1. The school administrator or designee will immediately remove the student from school activities.
2. The school administrator or designee will immediately notify the police and parent or guardian.
3. The school administrator or designee will suspend the student from school and will initiate other appropriate actions as required by law, district policy, and administrative regulations.

The Zero Tolerance Program is an agreement among participating Contra Costa County Schools, law enforcement agencies, juvenile justice system, parents, and students that guns, knives, and other weapons will not be tolerated on school grounds.

Drug, Alcohol, Tobacco Education Policy
The Martinez Unified School District recognizes the use of tobacco, alcohol, and other drugs may adversely affect a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. The Board of Education intends to keep District school free of tobacco, alcohol, and other drugs.

Martinez Unified School District
Uniform Complaint Procedure

Uniform Complaint Procedure:
The governing Board of the Martinez Unified School district recognizes its responsibility for insuring that the district fully complies with applicable state and federal laws and regulations governing educational alleging unlawful discrimination or failure to comply with state or federal law. Additionally, the Board recognizes that any type of retaliation for filing such a complaint is prohibited.

The following programs are covered by the Martinez Unified School District's uniform Complaint Procedure: Adult Education, Career/Vocational Education, Consolidated Categorical Aid Programs such as School Improvement, English Language Learner, and Title I, Title III, Special Education, and allegations of unlawful discrimination (sex, sexual orientation, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability).

Complaints regarding allegations of unlawful discrimination must be filed no later than six months from the alleged occurrence or when knowledge was first obtained.

Formal Complaint Procedure:
The complaint submits a written complaint to the Director of Students Services. An investigation will take place. The investigation shall include an opportunity for the complaint and/or representative to present evidence regarding the complaint. Each complaint investigation shall be completed within sixty days of the receipt of the written complaint.

Resolution of the Complaint:
A written report in English, and if appropriate in the language of the complaint, will be provided to the complainant. The complainant has the right to appeal the decision to the California Department of Education within 15 days of receipt of the findings.

Civil Law Remedies:
Nothing in this policy precludes a complainant from pursuing civil law remedies outside the district's Uniform Complaint Procedure. For discrimination complaints, however, a complainant must wait until sixty days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

For information regarding the Uniform Complaint Procedure, contact:
Las Juntas Elementary School or MUSD, Director of Student Services
Attn: School Principal 921 Susana Street
4105 Pacheco Blvd. Martinez, CA 94553
Martinez, CA 94553

Provision of Services
The Martinez Unified School District and Las Juntas Elementary School provide all students, regardless of race, color, national origin, gender, religion, and or disability, a chance to get an education. As such, we act in compliance with the following law:

● Title VI of the Civil Rights Act of 1964 (Non-discrimination on the basis of race, color, and national origin).
● Title IX of the Educational Amendments of 1972 (Non-discrimination on the basis of sex).
● Section 504 of the Rehabilitation Act of 1973 (Non discrimination on the basis of disability).

Should you have any questions or concerns regarding the implementation of these guarantees please contact the person identified below:

Title VI and IX Coordinator:
Director of Personnel @ 925 335-5912 or
Director of Student Services 925 335-5912
Martinez Unified School District- 921 Susana Street, Martinez, CA 94553

Learning Compact A Learning Compact is a written statement of what schools and parents are supposed to do to help students achieve. Each school that receives Title I monies, which Las Juntas does, must have a compact. The compact lists the specific duties of school staff, parents and students. With a compact, everyone knows what they are supposed to do and what others are supposed to do.
It helps everyone keep on track in support of students. The Las Juntas Learning Compact was designed with the help of students, staff, and parents.

The Teacher Pledge
I understand the importance of the school experience to every student and my role as teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will promote a personal enthusiasm for learning by providing a safe, positive and healthy environment for all students.
- I will teach common core state standards.
- I will address the individual needs of all students.
- I will support students to make good decisions, show respect and solve problems.
- I will communicate with students and parents in a regular and positive manner regarding successes, challenges, and proposed solutions.

The Parent Pledge
I realize that my child’s years are very important, and I understand that my participating in my child’s education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will make sure my child is in school regularly and on time, ready to learn.
- I will review all communications and complete and return forms promptly.
- I will support my student to complete daily reading activities and at home assignments to foster academic success.
- I will participate in my child’s school activities including Back-To-School Night, Parent-Teacher-Student Conferences, Open House, and other school events.

Student Pledge
I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to follow the three Bullpup personal standards:

- I will make good decisions.
- I will show respect.
- I will solve problems.

In addition I will take ownership of my learning.